



How to Register for the TOEFL® iBT Online

A Step-by-Step Tutorial

This guide will help you to navigate the online registration system. You may print this document and use it to assist you in the process.

General Website Navigation Tips:

- Avoid using your browser’s BACK button
- Our site has multiple security measures to ensure the safety of your information, including a time limit. To expedite the registration process, please be prepared to provide:
 - Up to four recipients you want to receive your scores (institutions, not yourself)
 - How YOU want to receive your scores (web only or web plus a paper copy sent by mail)
 - Complete payment information (credit card, voucher number)
- Do not browse any pages outside of the test registration system
- Do not enter characters that contain accent marks (i.e., ã ç ñ ó ü) because these are not supported by the registration system. If these characters appear in your legal ID, however, it will not prevent you from being admitted to the testing center
- Do not DOUBLE-CLICK any of the buttons, especially when submitting payment

Recommendations:

- **Register early** — 4 months in advance if possible, for the best chance of reserving a seat on the date and location YOU prefer.
- **Complete your profile before** registering for a test. This will allow you to complete your registration more quickly.
- **Be prepared** — Use the following products to help you prepare for test day:
 - The TOEFL® iBT Sampler (free when you register and pay)
 - TOEFL® Practice Online <http://toeflpractice.ets.org>
 - The *Official Guide to the new TOEFL® iBT* www.ets.org/toeflguide.html

More Questions?

Please e-mail us at toefl@ets.org if you have any questions not answered in this guide.

TO REGISTER FOR THE TOEFL® iBT Online FOLLOW THESE STEPS TO SAVE TIME

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Log In

Welcome to the TOEFL® Internet-based test (iBT) registration site! You will be able to create a profile, register and pay for the TOEFL iBT test, and designate who should receive your score reports. Please bookmark this page so that you can return after you test and view your scores online.

To register for the TOEFL paper-based or computer-based test, please use the link above to return to the TOEFL home page.

Enter your user name and password.

Language Preference: English

User Name:

Password:

New User?

Sign up now to create a personalized profile to access all your information in one place.

When you use User Name or Password Assistance, you will be asked to answer one of the challenge questions you selected during sign-up.

All available TOEFL® iBT seats opened on Tuesday in Korea have been assigned at this time. Please check the next Friday announcement for the latest registration information.

Step 1: Login

New users click the “Sign Up” link to create your profile.

(A new user is anyone who has not created a profile in the TOEFL Internet-based test (iBT) registration system, either online or through a call service representative).

Returning users **PROCEED TO STEP 3** in this guide.

Note: Important registration announcements can be viewed here.

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Create A Profile: Part 1 of 3

By signing up now, you will also gain membership in TOEFL® access, the online student community for those planning to study in English-speaking countries.

Begin your profile. Accent marks such as the caret (é), cedilla (ç), tilde (ñ), grave accent (è), and umlaut(ö) are not supported by this application. Please do not use these characters when creating your profile. If these characters appear on your legal ID, it should not prevent you from being admitted to the testing center. Be careful not to double-click a field entry or to use your browser's Back button.

Items with an * are required.

Contact Information

*Country/Location of Residency: United States

Prefix: Ms.

*First/Given Name: Jane

Check box if you do not have a First/Given Name

Middle Name/Initial: A.

*Last/Family Name: TestTaker

Suffix: - Select -

* Address Line 1: 414 Avenue D


Address Line 2:

The TOEFL program will report scores only in the name shown on the official identification document that you present at the test center. Make sure to use that name when completing this section. If your primary or secondary identification contains diacritical accented characters that are not reflected on your test registration, you will be permitted to take the test. Only misspellings of your name can be corrected at check in: NAME CHANGES WILL NOT BE MADE. If your name has

Step 2: Create a profile

Part 1 Complete all of the required sections highlighted with an asterisk (*). The information you provide will be kept completely confidential.

The spelling of your name must exactly match the name printed on the identification document(s) you will present at the center.



Create A Profile: Part 2 of 3

This information will help us identify you for registration. For acceptable documentation for testing, see the *Information and Registration Bulletin*. All information you provide here will be kept completely confidential.

Items with an * are required.

Identifying Information

United States Residents

U.S. Social Security Number: (Example: 123456789) [Social Security Policy](#)

U.S. Driver's License Information

State: NO:

International Residents

Passport Information

Country/Location: ID:

International ID Information

Country: ID:

International Driver's License Information

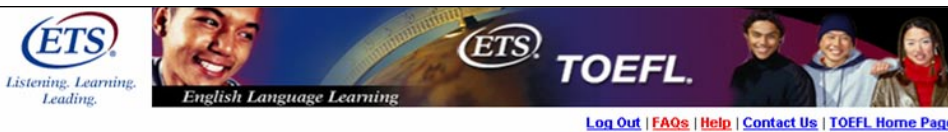
Country: ID:

Additional Background

*Native Country:

*Native Language:

*Country of Citizenship:

Step 2: Create a profile**Part 2** Provide identifying information.


Create A Profile: Part 3 of 3

Items with an * are required.

User Name and Password

Important User Name and Password Information

User names must be between 6 and 16 characters long and may contain both letters and numbers. The user name may NOT contain any special characters like !, \$, #, % or +.

Passwords must be a **minimum of 8 characters** in length. The maximum is 16 characters. For added security, they **must also contain three of the following four** character categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numeric characters (0 through 9)
- Special characters (for example, !, \$, #, %)

Examples of allowable passwords are:

- Urt#5489
- RT@GR125
- UrtY452
- HtH3M@rK

Your password is case-sensitive. For example, "HtH3M@rK" is not equal to "hTtH3m@Rk". Only English characters are allowed and your password cannot contain your user name, first/given name, or last/family name.

* Enter a user name:

* Enter a password:

* Re-enter password:

Step 2: Create a profile**Part 3** Create your user name and password by following the rules shown.

Examples of allowable passwords are:

- Urt#5489
- RT@GR125
- Ulrty452
- HtTh3M@rK

Your password is case-sensitive. For example, "HtTh3M@rK" is not equal to "hTtH3m@rK". Only English characters are allowed and your password cannot contain your user name, first/given name, or last/family name.

* Enter a user name:

* Enter a password:

* Re-enter password:

Challenge Questions

Challenge questions are used when you request password or user name assistance. If you request assistance, we will randomly select from the questions you have chosen to verify your identity.

Please ensure all three challenge questions below are answered. Note: Answers may not be duplicated, nor may they contain special characters.

* Question 1:

* Enter your answer:

* Question 2:

* Enter your answer:

* Question 3:

* Enter your answer:

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Step 2: Create a profile

Part 4 Challenge questions.

For security reasons, select three challenge questions that are easy to remember but that others do not know.

If you forget your user name or password, you must answer one of these challenge questions to verify your identity.

Who is your favorite author?

- What is your favorite food?
- Who is your favorite author?
- What is your favorite movie?
- What is your favorite sports team?
- What was the name of your first pet?
- What is your favorite vacation destination?
- What was the color of your first car?
- What is the name of the street where you grew up?
- What is the name of your favorite cartoon character?
- What is your father's middle name?

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Create A Profile: Confirm Your Profile

Please confirm your profile information.

Contact Information

Country/Location of Residency:	United States
Prefic:	Ms.
First/Given Name:	Jane
Middle Name/Initial:	A.
Last/Family Name:	TestTaker
Suffix:	
Gender:	Female
Date of Birth:	02/26/1987
Address Line 1:	414 Avenue D
Address Line 2:	
Address Line 3:	
Address Line 4:	
City:	Princeton
State/Province:	New Jersey
Postal/Zip Code:	08540
Primary Phone Number:	(1) 1234567890
Alternate Phone Number:	
Fax Number:	
E-mail:	jtestaker@ets.org
Your Contact Preference:	Email
Communication Preference:	Do not send me newsletters and offers

Identifying Information

U.S. Social Security Number:	
U.S. Driver's License Information	
State:	NO:
Passport Information	
Country:	ID:

Step 2: Create a profile

Part 5 Confirm your profile.

A confirmation page will appear displaying all of the information you submitted. Be sure that the spelling of your name exactly matches the name printed on the identification document(s) you will present at the test center. If this information does not match, you will not be permitted to test and your test fee will be forfeited.

After you create your profile, you will reach "My Home Page" (see illustration, Step 4).

Log In

Welcome to the TOEFL® Internet-based test (iBT) registration site! You will be able to create a profile, register and pay for the TOEFL iBT test, and designate who should receive your score reports. Please bookmark this page so that you can return after you test and view your scores online.

To register for the TOEFL paper-based or computer-based test, please use the link above to return to the TOEFL home page.

Enter your user name and password.

Language Preference: English
 User Name:
 Password:

New User?
 Sign up now to create a personalized profile to access all your information in one place.

When you use User Name or Password Assistance, you will be asked to answer one of the challenge questions you selected during sign-up.

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Step 3:

Log in with your user name and password and then click “Go.” If you forget your user name or password, click the assistance buttons to get your information.

(You can also access the registration system directly from the TOEFL home page at this link: [Log In to Your TOEFL iBT Profile](#))

My Home Page

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My Tests
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[View Scores](#)
[Confirm a Group Reservation](#)

Important: Test I.D. Requirements

On test day, you will be required to bring certain forms of I.D.

For important I.D. requirements, please be sure to print out your Ticket Confirmation when you have completed your registration. You should bring your Ticket Confirmation to the test center. Please read "Identification (I.D.) Requirements" in the [Information and Registration Bulletin](#) for TOEFL Internet-based testing for specific information about I.D. requirements.

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 United States
 jtestaker@ets.org
 1234567890
 ETS ID: 2554472

Do Your Best On TOEFL® iBT

[click here](#)

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Step 4: Access your home page

After you log in, you will reach “My Home Page” where you can:

- view your order to find the address and reporting time of the test center where you are registered to test
- register for a test
- order score report services
- view past scores and orders
- update the information in your profile

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Important: Test I.D. Requirements

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click here

Step 5:

Under “My Tests,” click the “Register for a Test/Order Score Reports” link.

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Select Product Type

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Select a product from the choices below. Selecting Test will let you find a convenient test center and date, choose who will receive your scores, and process your payment. Services currently available online include Additional Score Reports and Candidate Copy Score Reports.

TOEFL Test
 TOEFL Services

[Back](#) [Continue](#)

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Step 6:

To register, click “TOEFL Test” and then the “Continue” button.

If you want to purchase more score reports (those in addition to the four FREE score reports you get when you register for a test), select “TOEFL Services.”

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Before You Begin ...

To register for a test, please complete the following. Once you begin the registration process, please do not use your browser's Back button to return to a previous page. Be careful to not double-click a field entry.

Select a Test Center Your test center choices will depend on the location and date in which you wish to test.

Select Score Recipients You will automatically receive copies of your scores. If you wish, you have the option to select score recipients for your test scores. If you wish, you can review our [Score Recipient Pricing Policy](#).

Answer Demographic Questions You will be asked a few optional questions about your background. Your answers to these questions are for research purposes only and will NOT affect your test scores.

Review your order and make your payment You will have an opportunity to review and modify your order summary before payment. If you are paying by credit card, please have all your card information, including billing address, on hand. See [Payment Options](#) for more information. For refund information, see the [Refund and Cancellation Policy](#).

Important Policy Agreement

By clicking on the "I Agree" button below, you agree to [ETS's Privacy Policy](#) and the conditions concerning test administration, fee payment, and score reporting in the [Information and Registration Bulletin](#).

Please avoid using your browser's Back button when navigating this site.
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Step 7:

Read the overview page carefully. To continue, click the "I Agree" button located at the bottom of the page under the Policy Agreement Statement.

Step 8: Select a Test Center Location

Each test location represents a general area, not necessarily a specific city. For example, Berlin can mean Berlin itself, or within approximately a 50-mile radius.

When searching for a test center, consider areas beyond your city, state or province. Centers listed under a different area may be closer than you think. For example, if you are searching for a city in the New York City area, search in the Northern New Jersey area as well.

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Register for a Test

To see if an open seat is available for a test, follow these three steps. Be careful not to double-click on a field entry.

1. Choose the location you wish to test in

Country/Location: (U.S. and Canada only)
 State/Province:
 Region:

2. Select from available test dates

Please view our [repeat testing rules](#) if you are taking the test for a second time. To find a seat, please select from the dates listed below. A late registration fee will be applied to any dates that appear in red and are marked with an *.

If you would like to search for more than one test date, please select a Start and End Test Date. The difference between the Start and End date should not exceed 60 days.

Start Test Date:
 End Test Date:

3. Select a Test Center

To reserve a seat, click a Test Center. Your reservation will not be complete until after you have made your payment. ALL times shown are local to the test center.

Search Results:

Test Center	Address	Time
Saturday, June 02, 2007 Marywood University (STN10105A)	Office of the Registrar Marywood University 2300 Adams Avenue	10:30 AM


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 United States
 jtestaker@ets.org
 1234567890
 ETS ID: 2554472

Step 9: Select Test Dates

View the available test dates/ test centers by selecting a date range (60 days maximum) in the "Start" and "End" date boxes. Then, click the "Search" button.

Step 10:

Select a preferred test center by clicking on its link. If you are looking for different centers, try picking a different date.



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Reservation Summary

You are registering for the following test. Please avoid using your browser's back button and do not double-click on field entries.

Program: TOEFL IBT
Date: June 02, 2007
Day of Week: Saturday
Session Time: 11:00 AM - 03:30 PM
Location: Hazleton Center
 100 West Broad Street
 4th Floor, Room 402

HAZLETON
18201

Note: Your registration **WILL NOT BE FINAL** until you complete the payment section of this order.


The maps contained on this Web site are provided "as-is" for informational purposes. ETS and MapQuest.com, Inc. ("MapQuest") make no warranties or representations as to the accuracy of its content. Neither ETS, MapQuest, or its suppliers assume responsibility for any loss or delay resulting from use of this map. Use this map at your own risk.

You will have a maximum of 20 minutes to complete Steps 11 through 17.

Step 11: Confirm your registration

A Reservation Summary page appears. If the information is correct, click the "Continue" button. If incorrect, click the "Cancel" button to perform another search.

NOTE: Your reservation is not confirmed until you pay for the test.



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Select Score Recipients: Part 1 of 2

You may send your scores to four score recipients free of charge. DO NOT include yourself as a recipient -- you will automatically receive a copy of your scores for your personal files. You will also be able to view your scores on the Web. You can send additional score reports for a fee. See our [score recipient pricing policy](#). Please select the score recipients below:

Remember, enter only unlisted recipients that are not registered with ETS. Please first attempt your search by Recipient Code (example: 1165). If you are unable to locate the score recipient by code, please attempt to search by Name (type in a full or partial name). If your search is still unsuccessful, please attempt to search by Country/Location and State/Province.

Search By:

Country/Location:

State/Province:

Name (type in a full name, or a partial name followed by a % sign):

Recipient Code:

Select a score recipient below.

Search Results	Score Recipient	Address	
	GEORGIA BAPTIST COLL NURSING	ATLANTA GA 30341	Select
	GEORGIA BOARD OF NURSING	MACON GA 31217	Select
	GEORGIA COLL & STATE U	MILLEDGEVILLE GA 31061	Select
	GEORGIA HIGHLANDS COLLEGE	ROME GA 30163	Select

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Step 12: Select your score recipients


Part 1

You will automatically receive a free score report for your records. Additionally, you may designate up to four institutions to receive your score reports, free of charge. It is best to enter your selection now; you cannot select your score recipients at the test center.

Free score recipient selections or changes will be accepted no later than 10 p.m. (local test center time) the day before your test. After that, a charge will be imposed.

Note the instructions for searching score recipients and this example of a search.

Select from the list.



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Select Score Recipients: Part 2 of 2

You have chosen to send your scores to the following Score Recipient(s). To add or change a Score Recipient, click the "Add Another Score Recipient" button. To delete a score recipient, click the "Remove" link.

Score Recipient Location	Department:
GEORGIA BOARD OF NURSING MACON GA. 31217	- Select School Type - Remove

[Add Another Score Recipient](#) [Continue](#)

Jane Testaker
 414 Avenue D
 Princeton, New Jersey
 08540
 United States
 609-683-2106
 ETS ID: 2182382

Step 12: Select your score recipients

Part 2

Verify your selected recipient and select, if applicable, a department. Then you can either choose to "add another recipient" or "continue" with the registration process.



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Score Reporting Preferences

Your scores will be Web-accessible and viewable online 15 business days after the test.


Web-accessible Score Report
 Web-accessible Score Report and a printed copy mailed to you

[Continue](#)

Jane A. TestTaker
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 08540
 United States
 jtestaker@ets.org
 1234567890
 ETS ID: 2554472

Step 13: Score Reporting Preferences

Choose how you want to receive your scores and click "Continue."



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Demographic Questions

The following questions are completely optional and are used for research purposes only. They will NOT affect your scores.

If you wish, you can [skip these questions](#) and go straight to your registration or order summary, the last step before payment.

[Continue](#)

What is your main reason for taking TOEFL?
 - Select -

What types of institutions are you interested in attending? (You may select more than one checkbox)

Four-year college or university
 Two-year community college
 Graduate or professional school
 ESL Institute
 Do not know

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 jtestaker@ets.org
 1234567890
 ETS ID: 2554472

Step 14: Answer demographic questions

Answers to these questions are voluntary and remain anonymous. They are used for research purposes only and the information will help us better serve TOEFL test takers and score users.

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Order Summary

ETS Order ID: 1384926 **Status** **Price**

Test Registration		
TOEFL iBT TEST	Ordered: 01/31/2007	\$150.00
Tax:		\$0.00
Scheduled		
Registration Information		
Start Time: 10:00 AM		
February 10, 2007		
LOCK HAVEN, Pennsylvania, United States		
Appointment ID:		
Site ID: STN10224A		

Candidate Score Report [Modify](#)

TOEFL iBT WEB SCORE REPORT	Ordered: 01/31/2007	\$0.00
Tax:		\$0.00
FREE TOEFL iBT PAPER SCORE REP	Ordered: 01/31/2007	\$0.00
Tax:		\$0.00

Score Recipient(s) [Modify](#)

Score Reports:	\$0.00
Tax:	\$0.00

Subtotal: \$150.00
 Taxes: \$0.00
 Total: \$150.00
Amount Due: \$150.00

[Cancel](#) [Confirm Order](#)

Step 15: Confirm your order

Review your registration information for accuracy, and click the “Confirm Order” button.

To change any information, click the “Modify” link.

To cancel your registration, click the “Cancel” button.

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Select Payment Method

Subtotal: \$150.00
 Tax: \$0.00
Total: \$150.00
Amount Due: \$150.00

Payment Method

Credit Card *

Electronic Check (U.S. Bank only) [What is an electronic check \(e-Check\)?](#)

Voucher

* If the bank that issued your credit card supports payment card verification, you may be prompted to enter a password or sign up for verification as you check out.



Test Fee Refunds

If you cancel your registration by the deadline, you will receive a refund equivalent to half of the original test fee. The remainder of your payment will be retained to cover expenses for processing your registration and holding space at the test center. Refunds will be in U.S. dollars. Cash refunds are not available. Refunds will not be given if you do not follow proper registration procedures and/or fail to present the required identification documents at the test center.

[Cancel](#) [Continue](#)

Step 16: Make your payment

Choose your payment method and click the “Continue” button.

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Payment

Subtotal:	\$150.00
Tax:	\$0.00
Total:	\$150.00
Amount Due:	\$150.00

Items marked with an * are required.

Billing Information

Name (As it appears on the Credit Card, Checking or Bank Account)

Use Primary Info

Prefix:

* First/Given Name:

Middle Name/Initial:

* Last/Family Name:

Suffix:

Billing Address

Use Primary Info

* Country/Location:

* Address Line 1:

Address Line 2:

* City:

* State/Province:
(Required for U.S. and Can.)

* Postal/Zip Code:
(Required for U.S. and Can.)

Credit Card Information

* Card Type:

* Card Number:

* Credit Security ID: [Where do I find this?](#)

* Expiration Date:

To complete your order, click the "Submit Payment" button. Your credit card payment will be processed. Click to review our [Refund and Cancellation Policy](#).



Jane A. TestTaker

414 Avenue D
Princeton, New Jersey
08540

United States
jtestaker@ets.org
1234567890
ETS ID: 2554472

Step 17a: Credit card payment

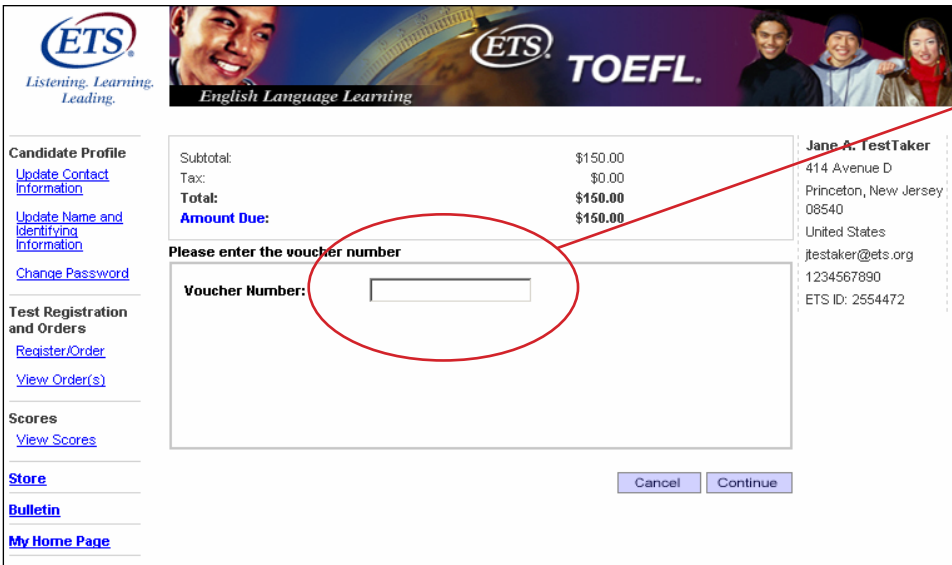
To make a credit card payment, fill in all *required information. Note: JCB credit cards do not use a secure credit ID number.

Thank you for your payment

Please do not hit the back button or the refresh button while we complete your order...

After you submit your credit card information, a screen will appear showing that your order has been paid.



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Subtotal:	\$150.00
Tax:	\$0.00
Total:	\$150.00
Amount Due:	\$150.00

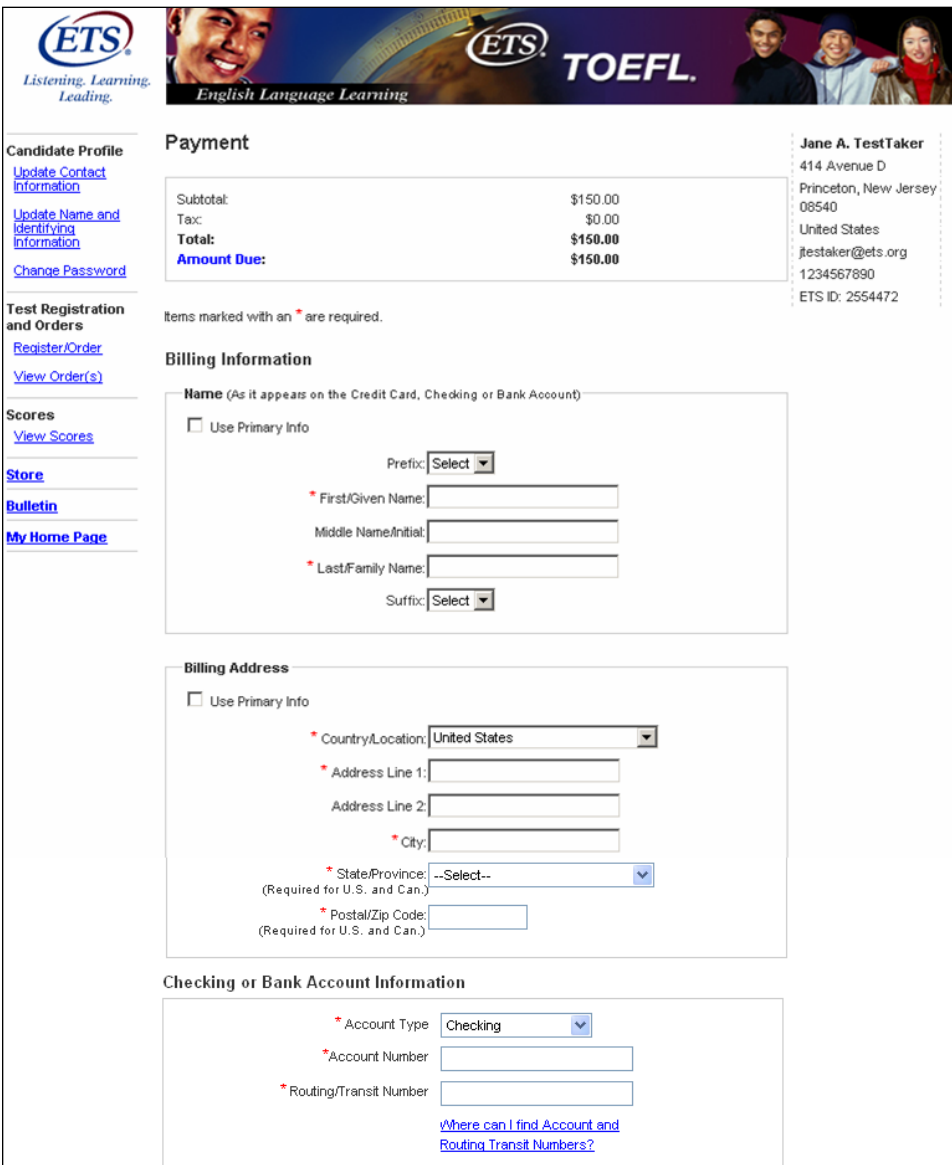
Jane A. TestTaker
414 Avenue D
Princeton, New Jersey
08540
United States
jtestaker@ets.org
1234567890
ETS ID: 2554472

Please enter the voucher number

Voucher Number:

Step 17b: Voucher payment

If you purchased or were provided with a voucher, enter the voucher number.



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Subtotal:	\$150.00
Tax:	\$0.00
Total:	\$150.00
Amount Due:	\$150.00

Jane A. TestTaker
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08540
United States
jtestaker@ets.org
1234567890
ETS ID: 2554472

Items marked with an * are required.

Billing Information

Name (As it appears on the Credit Card, Checking or Bank Account)

Use Primary Info

Prefix:

* First/Given Name:

Middle Name/Initial:

* Last/Family Name:

Suffix:

Billing Address

Use Primary Info

* Country/Location:

* Address Line 1:

Address Line 2:

* City:

* State/Province:
(Required for U.S. and Can.)

* Postal/Zip Code:
(Required for U.S. and Can.)

Checking or Bank Account Information

* Account Type:


* Account Number:

* Routing/Transit Number:

[Where can I find Account and Routing Transit Numbers?](#)

Step 17c: Electronic check payment

Enter the *required information to pay by electronic check.



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Thank You For Your Order

Your order is complete. You will NOT receive an automatic confirmation by e-mail.

Registration Confirmation
View and Print your Registration Confirmation by clicking the "View and Print Registration Confirmation" link below. Your Registration Confirmation includes important information about your registration, including test date, start time, and test center address.

E-Mail yourself a copy of the Registration Confirmation. Use the "E-Mail" link next to "View and Print Registration Confirmation."

You can access your TOEFL® iBT profile and registration information any time by logging back into this system. From "My Home Page," you can verify your order and confirm your test day information by using the links in the "My Tests" section of My Home Page. You can update your personal and contact information with the links in the "My Profile" section.

Order Receipt
View and Print your Order Receipt by clicking the "View and Print Order Receipt" link below. Your Order Receipt shows the prices of the items you have ordered and includes the names of your score recipients.

E-mail yourself a copy of the Order Receipt. Use the "E-Mail" link next to "View and Print Order Receipt" link.

Scores
Your TOEFL iBT scores will be available approximately fifteen business days after you take the test. To view your scores, log into the TOEFL iBT home Page and select the "View Scores" link.

Test Preparation
Your order entitles you access to a free [TOEFL® iBT Sampler](#). You can view the Sampler now or access it from the View Order(s) link in your home page at any time until the date shown below.

12/22/07
(mm/dd/yyyy)

Take one of the practice tests on [TOEFL Practice Online](#) to help predict your performance on test day. Do your BEST on the TOEFL iBT. Practice now.


View and Print Order Receipt E-mail	
Test	
Test Date:	Wednesday, July 25, 2007
Start Time:	06:00 AM
Registration Confirmation :	View and Print Registration Confirmation E-mail
	You may view and print your registration confirmation now, or you can print it later, from the View Order(s) link on your home page.

Step 18: Payment confirmation

If the payment transaction was a success, this screen appears.

Don't forget to:

- Access the free TOEFL iBT Sampler
- Use the practice tests on TOEFL Practice Online
- Print your order receipt if you want confirmation of payment.
- The registration confirmation contains the time the test will be given and the exact test center address. Print out your registration confirmation and bring it with you when you test. To e-mail your confirmation, click the "E-mail" link. A confirmation will NOT be automatically e-mailed to you.



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View Order(s)

The following are your order(s).

Test	Registration No: 000000002362571
<p>Ordered: 05/14/2007</p> <p>TOEFL iBT Test Order No: 376810</p> <p>Test Date: Sunday, July 08, 2007</p> <p>Start Time: 05:00 AM</p> <p>Registration Confirmation: Print E-mail</p> <p>You may print your registration confirmation now, or later, by using the View Order link on your home page.</p> <p>Your order entitles you access to a free TOEFL® iBT Sampler. You can view the Sampler now or access it from the View Order(s) link on your home page at any time before the expiration date shown below.</p>	<p>Jane Testaker</p> <p>414 Avenue D Princeton, New Jersey 08540 United States 609-683-2106 ETS ID: 2182382</p>

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View Your Order

From the “Thank You For Your Order” page (Step 18), click the “View Order” link to make sure your recent transaction was captured. Your registration is now complete.

CONTACT US

For questions about registration, test centers, score reports or the test itself:

E-mail:

toefl@ets.org

Phone:

1-877-863-3546 — United States, U.S. Territories*, Canada

1-609-771-7100 — All other locations

Monday – Friday

8 a.m. – 8 p.m. New York time.

TEST TAKERS WITH DISABILITIES

1-866-387-8602 — United States, U.S. Territories*, Canada

1-609-771-7780 — all other locations

Teletypewriter (TTY) Number: 1-609-771-7714

Monday–Friday

8:30 a.m. – 5 p.m. New York time

Phones are busiest on Monday.

*Includes: American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands.

Fax:

1-610-290-8972

Mail:

TOEFL Services
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151, USA

Courier or Delivery Service:

TOEFL Services (25Q-310)
Distribution and Receiving Center
225 Phillips Boulevard
Ewing, NJ 08628-7435, USA