



# HOW TO FILL IN THE TOEFL iBT SCORE REPORT REQUEST FORM

Use this form to request official score reports for institutions you did NOT indicate when you registered to test.

## Fill in the following information on the other side where appropriate

- registration confirmation number
- name
- date of birth
- test date

## To order an official score report for an institution

- go to the TOEFL Web site ([www.ets.org/toefl](http://www.ets.org/toefl)) and check the list of agencies and institutions that accept TOEFL scores\*
- find the name of the agency/institution to which you want your score report sent
- write the name, address, and institution code where indicated

## If you plan to study at the undergraduate level, or if the recipient is not a college or university

- leave the space for department name blank
- write 00 in the boxes for department code

## If you plan to study at the graduate level

- go to the TOEFL Web site ([www.ets.org/toefl](http://www.ets.org/toefl)) and check the list of department codes\*
- find the name of the department in which you plan to study
- write the name and code in the appropriate boxes
- write 99 for the code if your department is not listed

**Note:** You cannot delete or change designated institutions after your completed form has been submitted. List no more than eight institutions or agencies on this form. A confirmation that your official score reports have been mailed will be sent to you.

**Check the appropriate box to show the number of score reports you are requesting.** Reports will be mailed two weeks after receipt of request or after scores become available.

## You MUST do the following to give ETS authorization to release your TOEFL scores

- sign the form
- date the form

\* Paper copies of the institution code list are available through ETS or its representatives and at many local educational advising centers, universities, and libraries outside the U.S. and Canada. Department codes are also available in the *Bulletin*.

## Acceptable payments

- **Credit card.** Check the appropriate box indicating which credit card you are using (American Express, Discover, JCB, MasterCard, and VISA only; no other credit cards may be used). In the boxes, enter your credit card number and expiration date. The total due will be calculated automatically at ETS and billed to your account.
- **Check or money order in US dollars** or any other acceptable currency listed in the *Bulletin* made payable to ETS-TOEFL iBT. Please write your registration number on your check or money order.

UNESCO coupons are not being accepted at this time. Receipts for bank checks or money orders are NOT acceptable payments.

## DO NOT SEND CASH.

The TOEFL office will send reports only to as many institutions as you have paid for, no matter how many you requested. (Fees are subject to change without notice.)

If your mailing address has changed since the test date indicated, check the appropriate box and fill in the requested information.

Fax this form to TOEFL at 1-609-771-7500, or mail it to:

ETS-TOEFL iBT  
PO Box 6153  
Princeton, NJ 08541-6153 USA

If you wish to send your request via a courier service, address it to:

TOEFL Document Processing  
225 Phillips Boulevard  
Ewing, NJ 08628-7435 USA

By sending your check, be aware that you are authorizing ETS at its discretion to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be debited electronically from your account.