

COMPLETING AND SUBMITTING THE TOEFL (CBT or PBT) AND TSE OFFICIAL SCORE REPORT REQUEST FORM

Use this form to request official score reports for institutions you **did not** indicate on testing day.

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

- check the box indicating either TOEFL (CBT or PBT) or TSE; if you want to request scores for both TOEFL and TSE tests, you must submit two separate request forms
- appointment confirmation/registration number
- name
- date of birth
- test date

To order an official score report for an institution:

- go to the TOEFL website (www.ets.org/toefl) or the TSE website (www.ets.org/tse) and check the list of agencies and institutions that accept TOEFL and TSE 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 the institution or agency does not have an assigned code number, fill in the institution name and complete mailing address, and leave the institution code area blank

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:

- look at the Department Code list in the *Bulletin*
- 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
- your score report will be sent to the institution's undergraduate school if you do not write a department code

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. If you wish to order more than eight reports, you may photocopy the form or download it from the TOEFL or TSE website. 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 your request and payment are received or after scores become available.

You MUST do the following to give ETS authorization to release your TOEFL and TSE scores:

- sign the form
- date the form

Acceptable payments:

- See "Payment Policies" in the *Bulletin* for preferred forms of payment and other payment policies.
- To pay by credit/debit card, check the appropriate box indicating which credit/debit card you are using (American Express, Discover, JCB, MasterCard, and VISA only; no other credit/credit cards may be used). In the boxes, enter your credit/debit card number and expiration date. The total due will be calculated automatically at ETS and billed to your account.

Receipts for bank checks or money orders are **not** acceptable. The actual negotiable check or money order must accompany the form.

DO NOT SEND CASH.

The TOEFL/TSE office will send reports only to as many institutions as you have paid for, no matter how many you request. 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.

Submitting your request form:

If you are paying by credit/debit card, you may fax this form to TOEFL/TSE Services at 1-610-290-8972.

Faxed requests will not be processed unless credit/debit card information is complete. If you think your faxed form may not have been received and you try resending your fax, write "DUPLICATE" in large letters on all repeat attempts. This will help avoid unnecessary processing and charges to your credit/debit card.

If you wish to mail your request and payment, send it to:

ETS-ASR
PO Box 371463
Pittsburgh, PA 15250-7463 USA

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

TOEFL/TSE 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 added to your account.