

# Institution Recognition Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone (including all codes): \_\_\_\_\_

Fax (including all codes): \_\_\_\_\_

Website\* (for verification purposes) \_\_\_\_\_

\* If your institution does not have a website, please send an English version of a promotional brochure with your application.

If approved, ETS will send you a letter or e-mail with your institution code within three weeks of receiving your application. Please post your institution code on your website along with your TOEFL® Internet-based (iBT) and TOEFL paper-based (PBT) requirements. When your applicants use this code on their TOEFL registration form, their scores will be sent directly to the address you have provided above.

ETS will use the name and score requirements of institutions that recognize TOEFL scores in official ETS documentation. No personal names or contact details will be published.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this completed form to ETS or apply online at [www.ets.org/toefl/signup](http://www.ets.org/toefl/signup).

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