

TOEFL iBT[®] SCORE REPORT REQUEST FORM

TOEFL iBT score report requests can be completed online with a credit or debit card in your ETS account at www.ets.org/mytoefl. Use this form **ONLY** if you are paying with a paper check or money order.

APPOINTMENT NUMBER	TEST DATE (MM/DD/YYYY)	ETS USE ONLY
NAME (Last, First, Middle Initial)		DATE OF BIRTH (MM/DD/YYYY)

INSTITUTION NAME	INSTITUTION CODE	DEPARTMENT NAME	DEPT. CODE

I authorize ETS to release my TOEFL iBT scores to the recipients designated above, under the conditions set forth in the TOEFL iBT Information Bulletin.

YOUR SIGNATURE _____ DATE _____

Check this box if your mailing address has changed since the test date indicated above. Use English letters.

Mailing or Street Address _____

 City, State or Province _____

Country _____ ZIP/Postal Code _____

TOTAL AMOUNT ENCLOSED \$ _____

Instructions for completing this form can be found on the back.

HOW TO COMPLETE THE *TOEFL iBT* SCORE REPORT REQUEST FORM

Use this form to request official score reports for institutions that you did not indicate before you took the test. The following information is required:

- Appointment/registration number
- Your name
- Date of birth
- Test date

You must sign and date the form to give ETS the authorization to release your TOEFL iBT scores.

If you do not already know the 4-digit code(s) for your score recipient(s), go to www.ets.org/toefl/test-takers/destinations to find the institution name(s) and code(s). You can also obtain your 4-digit codes directly from the institution.

For **undergraduate** schools or if the recipient is not a college or university, enter 00 as the department code.

For **graduate** schools, identify the department name and 2-digit code found at www.ets.org/s/toefl/pdf/dept_code_list.pdf. If you cannot find an appropriate department, enter 99 (department not listed).

Directions for sending your request form:

Fill in the dollar amount. Total amount enclosed (US\$20 per score report). Add value added or similar taxes where applicable.

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.

Make remittance payable to ETS-TOEFL. **DO NOT SEND CASH.**

To **mail** your request and send completed form and payment to:

ETS-TOEFL
P.O. Box 382044
Pittsburgh, PA 15251-8044, USA

To send your request via a **courier service**:

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