

TOEFL® ADDITIONAL SCORE REPORT REQUEST FORM

APPOINTMENT/REGISTRATION 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® scores to the recipients designated above, under the conditions set forth in the *Information and Registration Bulletin* for the TOEFL test I took.

YOUR SIGNATURE _____ DATE _____

Check the appropriate box including which credit/debit card you are using:

American Express®
 Discover®
 JCB®
 MasterCard®
 VISA®

Your Card Number _____ Expiration Date _____
Month / Year

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 _____

HOW TO COMPLETE THE *TOEFL*® 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*® scores.

If you do not already know the 4-digit code(s) for your score recipient(s), go to

<http://www.toeflgoanywhere.org/search-who-accepts-toefl> to find the institution name(s) and code(s).

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

http://www.ets.org/s/toefl/pdf/dept_code_list.pdf. If you cannot find an appropriate department, enter 99 (department not listed).

Acceptable Payment Methods

- See the appropriate website:
<https://www.ets.org/toefl/ibt/about/fees/> if you took the *TOEFL iBT*® test
https://www.ets.org/toefl/pbt/about/fees if you took the *TOEFL*® Paper-based Test (*TOEFL*® PBT)
https://www.ets.org/toefl/rpdt/about/fees if you took the revised *TOEFL*® Paper-delivered Test
- Fees are subject to change without notice
- **DO NOT SEND CASH**

Sending your request form:

Credit/debit card payment requests should be faxed to TOEFL 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 re-send it, write "DUPLICATE" in large letters on all repeat attempts. This will help avoid unnecessary processing and duplicate charges to your credit/debit card.

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.

To **mail** your request and payment, send it to:

ETS-TOEFL
P.O. Box 6153
Princeton, NJ 08541-6153 USA

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

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