

2023–2024 TOEFL® Essentials™ TEST REGISTRATION FORM for registration by mail*

You can also register online or by phone.

- **Online:** www.ets.org/mytoefl
- **Phone:** If you are testing in the U.S., U.S. Virgin Islands, Puerto Rico or Canada, call 1-877-863-3546. For all other locations, visit www.ets.org/toefl/essentials/contact for contact information.
- **Test takers requesting testing accommodations:** If you are requesting accommodations for the TOEFL® Essentials™ test, please go to www.ets.org/disability.

If you can only register by mail for the TOEFL® Essentials™ test, you must complete pages 2-4 of this form and submit it along with your payment. If the form is not completed in its entirety, it will be returned. The completed form and payment must be received at ETS at least 4 weeks before your earliest test date. If necessary, please staple the forms before mailing.

If you don't receive a confirmation, call the location where you mailed your paperwork **at least 3 business days** before your registration deadline.

- Print all information clearly, using black or blue ink.
- The name you enter on this form must exactly match the name on the primary identification document you present on the day of your test. Please go to www.ets.org/toefl/test-takers/essentials/register/id for a list of identification requirements.
- **Test takers requesting testing accommodations:** If you are requesting accommodations for the *TOEFL Essentials* test, please go to www.ets.org/disability.
- **If you are testing in the United States, U.S. Territories, or Canada:**
For **credit/debit card** payments only:
ETS-TOEFL Essentials
PO Box 6051
Princeton, NJ 08541-6051, USA
- For **courier service:**
TOEFL Services
1425 Lower Ferry Rd.
Ewing, NJ 08628, USA

* Registration by mail is not available for testing in India. Visit www.etsindia.org/toefl-essentials to register.

TEST DATE AND TIME

Specify 4 test dates in order of preference. TOEFL Essentials test appointments are available 24 hours a day, 1 day a week. Find appointments as early as 24 hours after you register! Please check the TOEFL Essentials website www.ets.org/s/toefl-essentials/test-takers/take/ for the latest information. Your form and payment must be received at ETS at least 4 weeks before your earliest test date choice.

MM: Month of the Year DD: Day of the Month YY: Year AM: Morning PM: Afternoon EVG: Evening

Please indicate which time zone you will be taking your test in.
 Time Zone City _____ Country _____

* First Choice: MM DD YY AM PM EVG

Third Choice: MM DD YY AM PM EVG

Second Choice: MM DD YY AM PM EVG

Fourth Choice: MM DD YY AM PM EVG

If your requested test date(s) cannot be accommodated, you will be scheduled for the next available test date unless you check the box below.

Do not reschedule me; please return my payment.

OFFICIAL SCORE REPORT RECIPIENTS

Using the **Destination Search** at www.ets.org/toefl/test-takers/ibt/where-to-study/destinations-search, indicate where you would like your official score reports sent. The Department Code list is also in the *TOEFL Essentials Information Bulletin*. Enter a department code only if you are applying for graduate study. If you are not applying for graduate study, you must fill in 00 as the department code for each institution or agency you list.

1. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	11. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
2. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	12. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
3. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	13. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
4. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	14. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
5. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	15. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
6. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	16. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
7. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	17. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
8. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	18. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
9. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	19. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>
10. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>	20. Score Report Recipient:	Institution <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Department <input type="text"/> <input type="text"/>

The TOEFL Essentials test fee varies by location. To find out what the fee is for your testing location, go to the “Registration” section of the TOEFL Essentials test taker website—www.ets.org/toefl/test-takers/essentials/register and select your country from the drop down menu. Terms relating to fees and payment are contained in the *Bulletin* and apply to this form. **Fees are subject to change without notice.**

TOEFL Essentials test fee.....\$ _____

Tax (include any Value Added or similar taxes where applicable)\$ _____

TOTAL AMOUNT DUE (DO NOT SEND CASH).....\$ _____

PAYMENT (Information about payment policies is in the *Information Bulletin* and on the website.)

Payment type: Credit/Debit Card

Indicate which card you are using, and enter your card number, expiration date, and the cardholder’s name in the spaces below. Your card will be billed for all services you request on this form. Any debit/check card branded with one of the accepted credit card logos can be used.

- American Express®
- Discover®
- JCB®
- MasterCard®
- VISA®
- China UnionPay®
- Diners Club International®
- RuPay®

Credit/Debit Card Number

Expiration Date

____ - ____

Month Year

Name on Credit/Debit Card

All outstanding balances from prior ETS tests or services must be paid in full in order to register for any future ETS test or service.

I understand and acknowledge the terms and conditions outlined in the Acknowledgment attached as pages 5–6 of this form.

Please write, DO NOT PRINT, the following statement and sign your name.

I hereby agree to the conditions set forth in the 2023–2024 *TOEFL Essentials Information Bulletin*, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test and whose name and address appear on this form.

Signature: _____ Date: _____

Thank you for registering to take the TOEFL Essentials test. Confirmation of this registration will be sent to your email address. Do NOT send your registration form more than once. This will help avoid extra processing by TOEFL Services and unnecessary charges to you.

ACKNOWLEDGMENT

By checking the box above, you agree to the policies set forth on the TOEFL website and in the *TOEFL Essentials Information Bulletin*, specifically those concerning test administration, payment of fees, the reporting of scores, the confidentiality of test questions and the reschedule and cancel policies. You also certify that you (or your minor child) are the person who will take the test as described in this registration. Please review the ETS Terms and Conditions at <https://www.ets.org/legal/terms/> (the ETS Terms), the Privacy and Security Notice at www.ets.org/legal/privacy (the “Privacy Notice”).

ACKNOWLEDGMENT

This Acknowledgment contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) for ETS’ testing products and services (the “Testing Services”). They apply to all actions you take in connection with the Testing Services, including creating an online account, providing personal information to ETS, registering or paying for a test, requesting services relating to the test, taking a test, requesting or receiving test scores.

- Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store use, disclose and analyze (collectively, “Process”) your Personal Information as described in the Privacy Notice (including to public authorities and score recipients). Your Personal Information may include your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. Personal Information may also include biometric data such as fingerprints, if you test in a test center, and audio recordings, facial images, video files and an analysis of your behavior (such as keystroke patterns) during the test sessions. Our Processing of Personal Information may be subject to legal limitations in the jurisdiction in which you receive the Testing Services.

- How We Process Your Personal Information

We Process your Personal Information as described in the Privacy Notice, as needed to provide the Testing Services and for related business purposes as permitted by law, such as product development, research, analytics and personalization. We may also process your Personal Information if we have your consent, such as to send you updates and offers.

If you agree (or have agreed) under other agreements with ETS that we may Process your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

- International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. We will always protect your Personal Information in accordance with the Privacy Notice and applicable law.

As described in the Privacy Notice, where required by law, we authorize cross-border transfers of Personal Information using mechanisms (such as standard contractual clauses) to ensure an adequate level of protection for the data. If your consent is also required for the transfer, by accepting this Acknowledgment, you are agreeing to cross-border transfers of your information by ETS. If you do not agree to these cross-border transfers, we ETS cannot provide the Testing Services to you.

- Your Rights

We respect your privacy rights. Depending on the applicable law, you may have the right to access and correct your Personal Information, to object to our use of your Personal Information and to request that we delete your Personal Information. Our Privacy Notice explains your rights and tells you how to exercise them.

You can also contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org to learn more about your privacy rights.

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

ACKNOWLEDGMENT (cont.)

- Additional Information

Depending on where you live, the privacy laws applicable to you may require us to provide you with additional information about ETS or how we use your Personal Information. Please read the Privacy Notice to see these additional disclosures.

- Further Communications

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). You can always opt-out of receiving commercial communications from us. We may still send emails or call you as needed to provide the Testing Service you have purchased.

- Governing Law

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

- Contact Information

If you have questions or requests concerning our Processing of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, the ETS Terms and the Privacy Notice, particularly those relating to our Processing of biometric data and the international transfer of Personal Information.¹

¹ If you are a minor as determined by applicable law, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.