



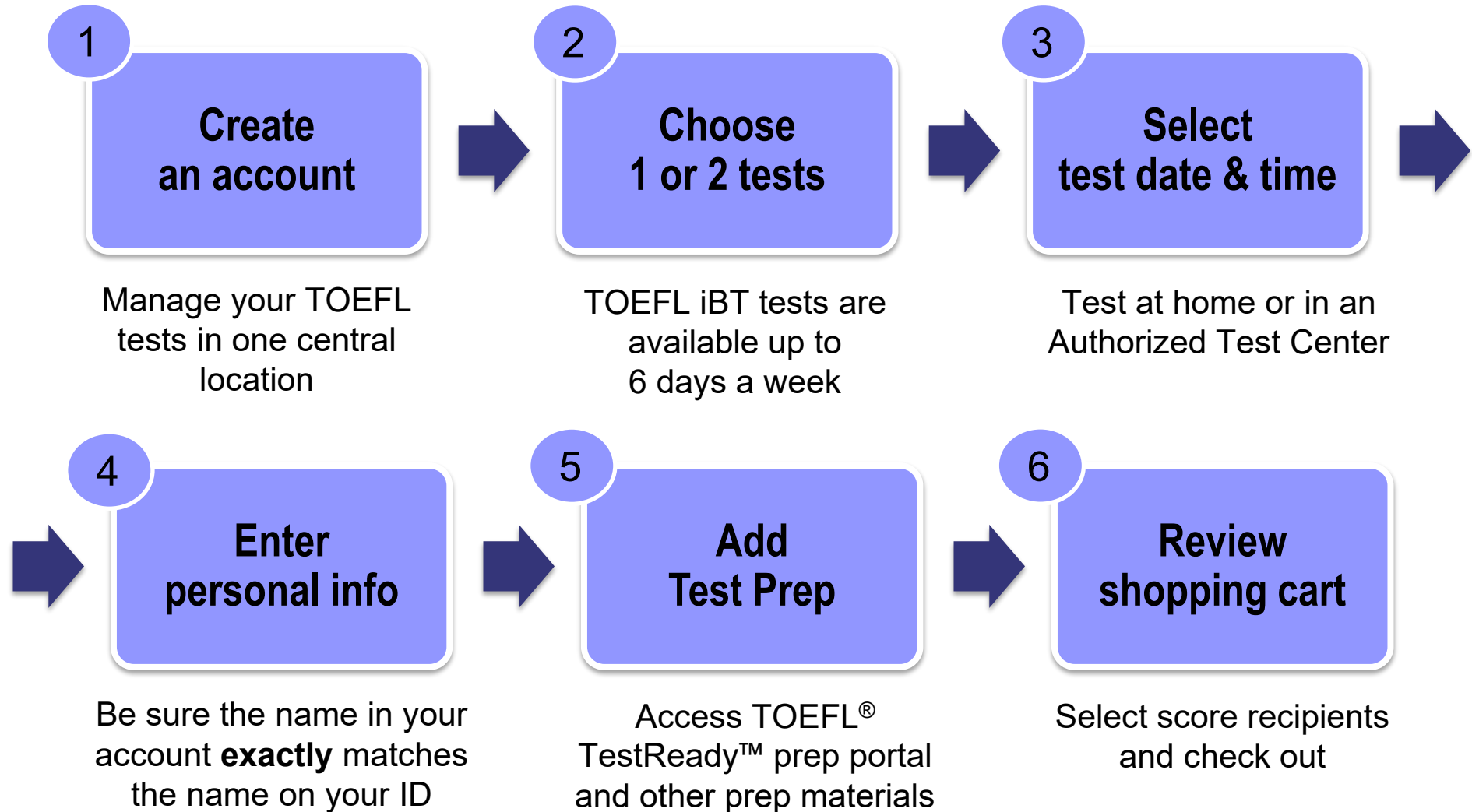
TOEFL iBT® Registration Guide



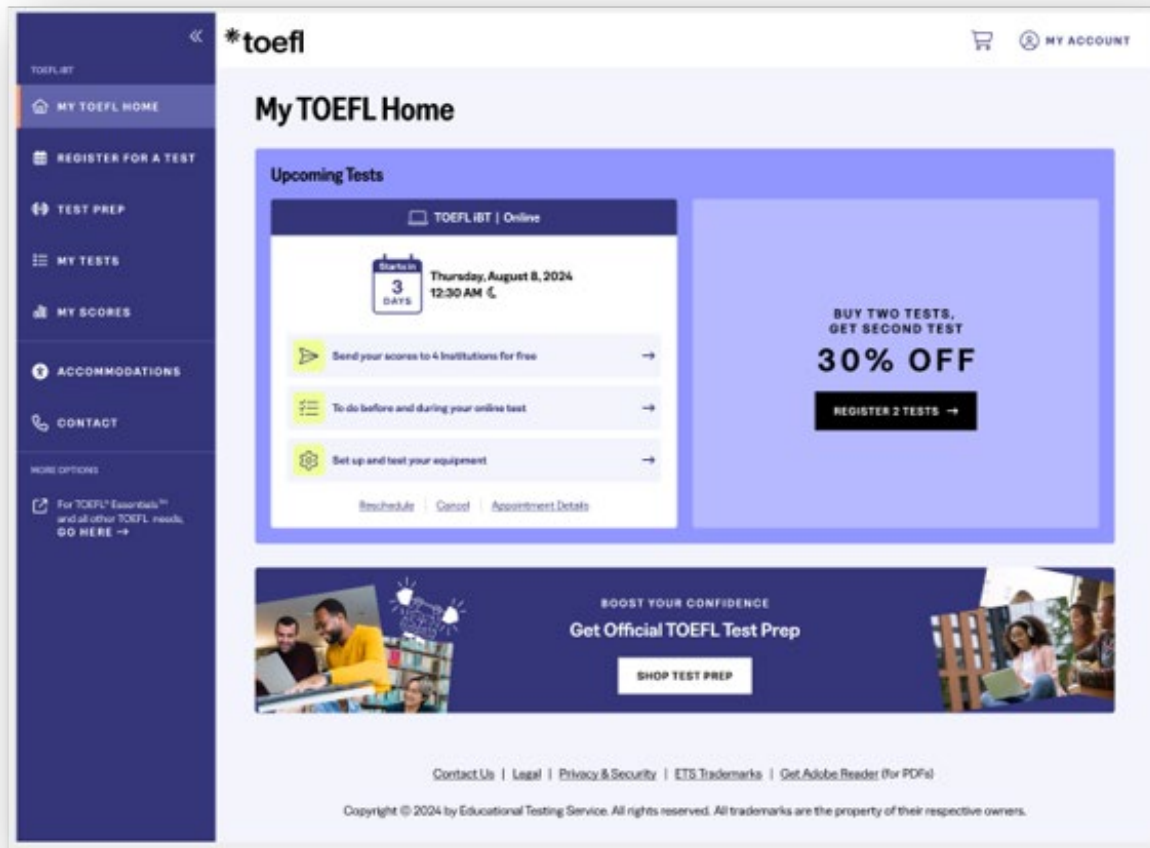
Contents

3 - 4	How to Register in 6 Steps
5 - 7	User Account Creation Steps
8 - 13	Registration
14 - 17	Using Agent & Promo Codes
18 - 21	Payment & Sending your Scores
22	More Information

How to Register in 6 Steps



Registering for TOEFL iBT is now easier than ever!




Streamlined Global Registration Process

- More user-friendly process for test takers worldwide
- Register in under 5 minutes with just 6 streamlined steps
- Less focus on admin, more focus on the test
- Clearer scheduling experience
- Intuitive navigation
- Enhanced usability
- Mobile responsive design


User Account Creation Steps

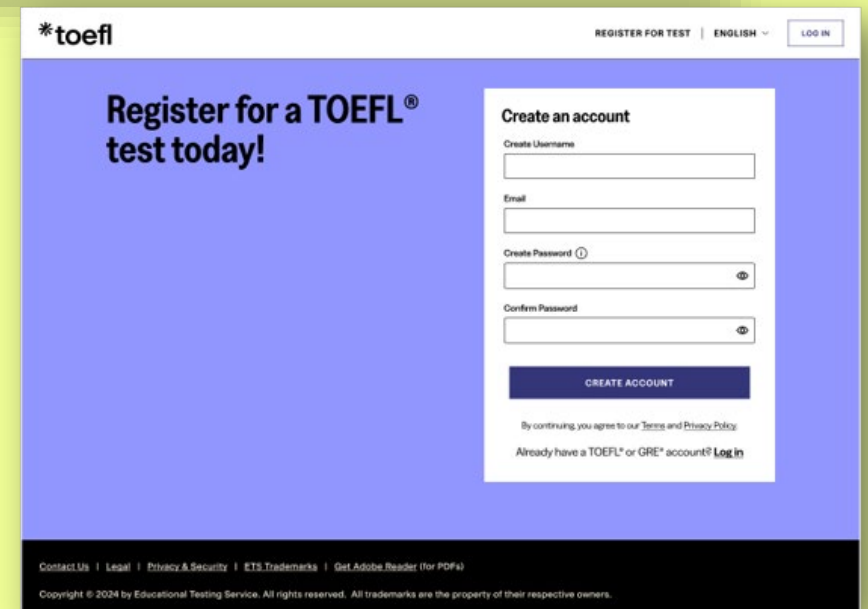
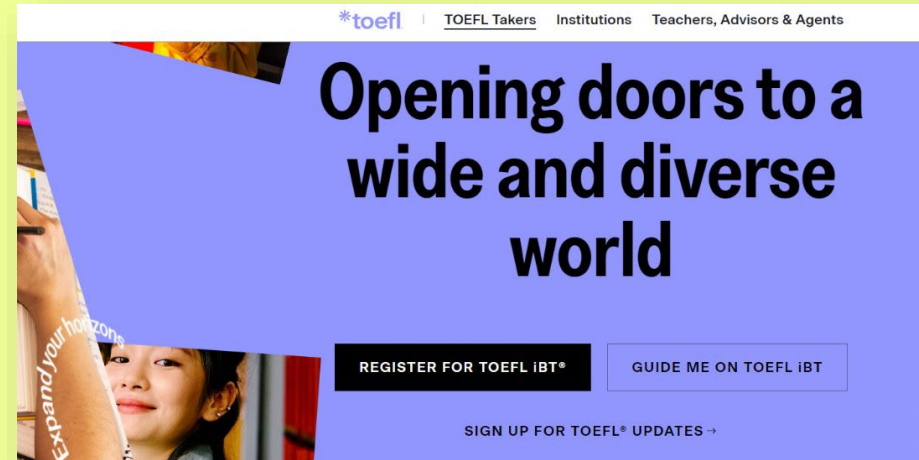


1/ Create an Account

 Go to ets.org/toefl

 Click the «Register | Login» button.

 Click the «Log In» if you already have an account. If not, «Create Account».



User Account Creation Steps

IMPORTANT NOTES

When entering the information, consider the identity document which test taker will present on the day of test.

👉 Enter first and last name (if more than one but less than three) as it appears on the identity document, which test taker will submit on the exam day. Special characters such as è,é,ë,à,ö,ç,ş are not accepted. For this reason, we ask you to use only English characters.

👉 Enter first name in the «first/given name» box (please do not enter it in the middle box).

👉 **Name, Date of Birth, and Gender cannot be changed once the account is created.** Make sure the information you entered exactly matches the identification document(s) test taker will bring to the test center.

👉 It is recommended to use a strong WIFI or wired connection when you want to register for the test.

*toefl




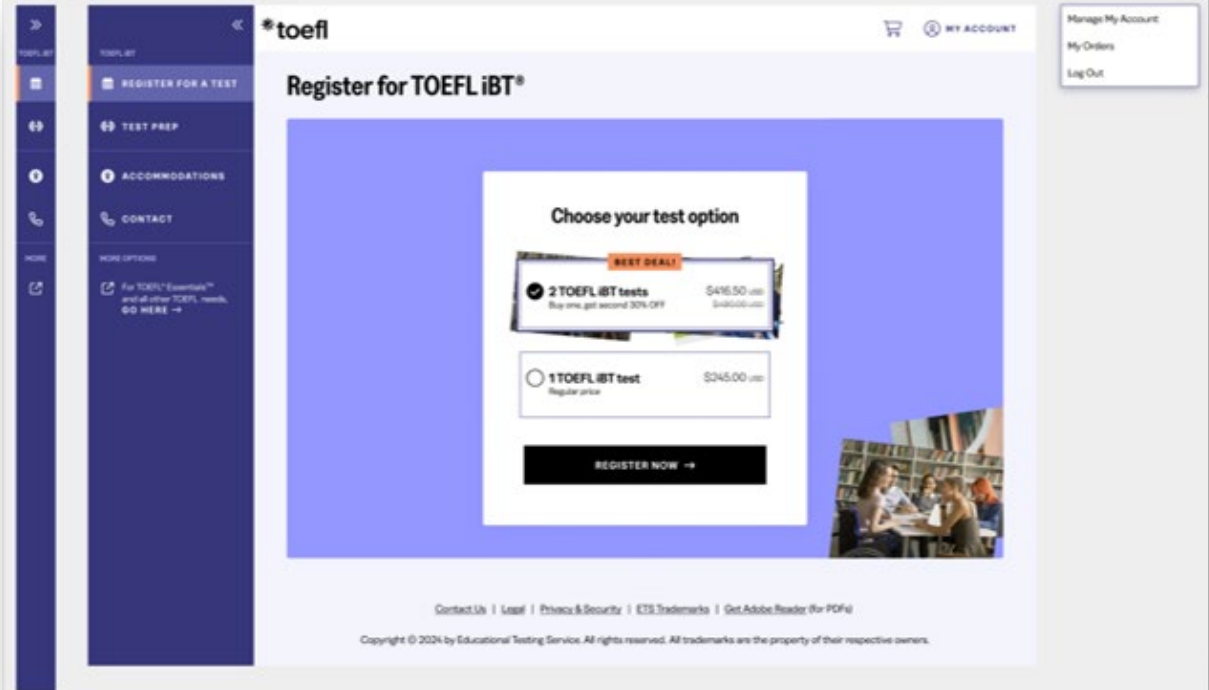
Registration



2/ Choose 1 or 2 tests


 Click «Register for a test» on the left menu.


 Choose your test option and click «Register now».




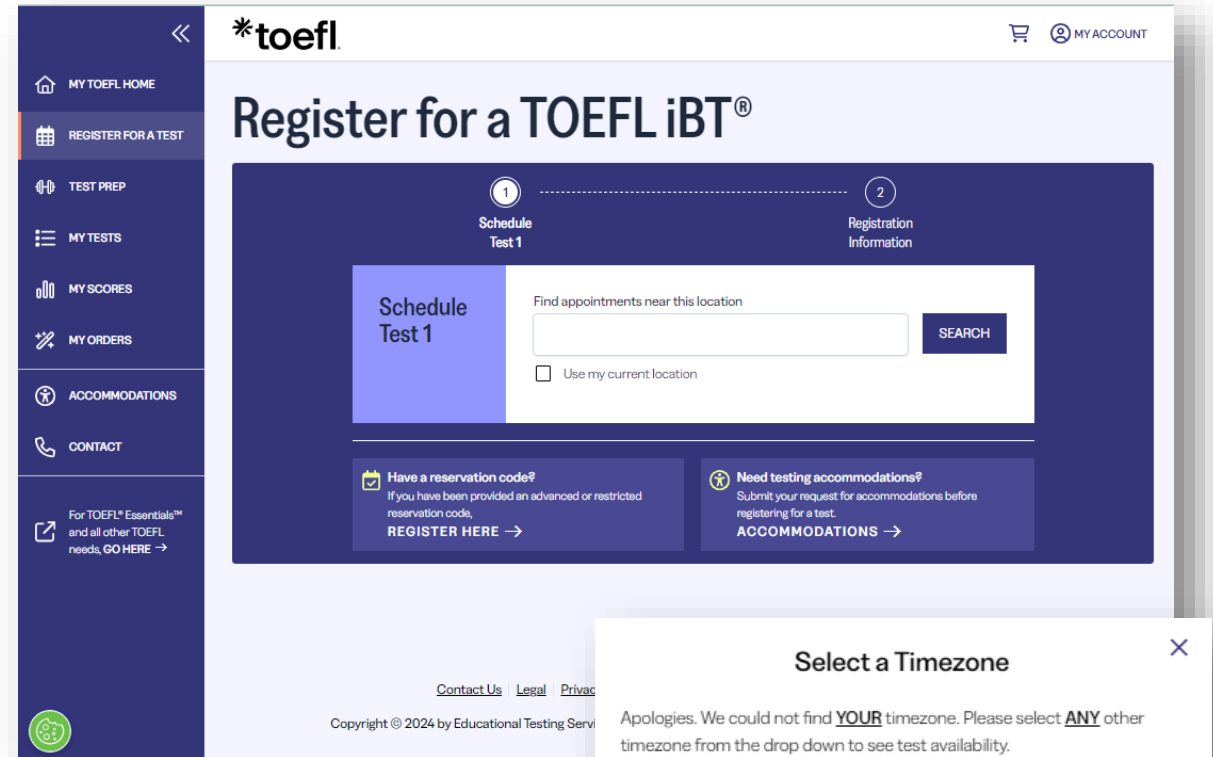
The screenshot shows the TOEFL registration interface. On the left is a dark blue navigation menu with the following items: TOEFL, REGISTER FOR A TEST (highlighted), TEST PREP, ACCOMMODATIONS, CONTACT, and MORE OPTIONS. The main content area is titled "Register for TOEFL iBT®" and features a "Choose your test option" section. This section displays two options: "2 TOEFL iBT tests" for \$416.50 (marked as a "BEST DEAL" with a 30% off discount) and "1 TOEFL iBT test" for \$245.00. A "REGISTER NOW" button is located below these options. The footer contains links for Contact Us, Legal, Privacy & Security, ETS Trademarks, and Get Adobe Reader for PDFs, along with a copyright notice for Educational Testing Service.

3/ Select test date(s) and time(s)

 Enter the address or city and the test period you prefer and click the «**Search**» button.


 Select a Timezone and click the «**Search**» button.

 **IMPORTANT:** If the test taker needs special accommodation, please click the «Request Accommodation» button.




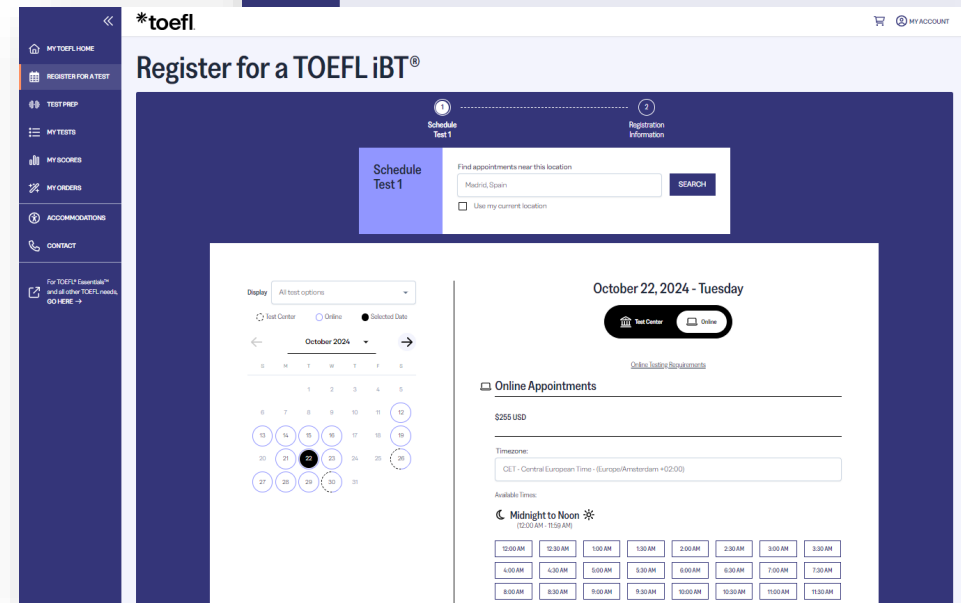
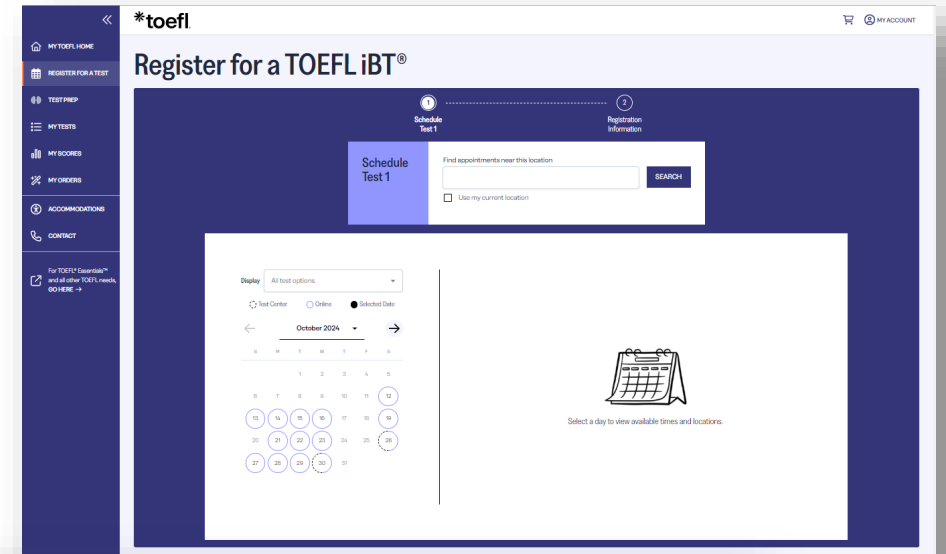
The screenshot displays the TOEFL iBT registration interface. The main page is titled "Register for a TOEFL iBT®" and features a navigation sidebar on the left with options like "MY TOEFL HOME", "REGISTER FOR A TEST", "TEST PREP", "MY TESTS", "MY SCORES", "MY ORDERS", "ACCOMMODATIONS", and "CONTACT". The main content area is divided into two steps: "1 Schedule Test 1" and "2 Registration Information". Under "Schedule Test 1", there is a search box labeled "Find appointments near this location" with a "SEARCH" button and a checkbox for "Use my current location". Below the search box are two buttons: "Have a reservation code? REGISTER HERE →" and "Need testing accommodations? ACCOMMODATIONS →". A modal window titled "Select a Timezone" is overlaid on the bottom right, displaying an error message: "Apologies. We could not find YOUR timezone. Please select ANY other timezone from the drop down to see test availability." It also includes a note about timezone differences and a "SEARCH" button.

3/ Select test date and time


 Select the date of test on the calendar. On the right, you will see the available test centers on the date chosen and available times.


 Click on the test time to register.

 **IMPORTANT:** Regular online registration closes 7 days before the test date. Late online registration closes 2 days before the test date. If you register after the regular 7-day deadline, you'll pay a late fee of 40 USD.

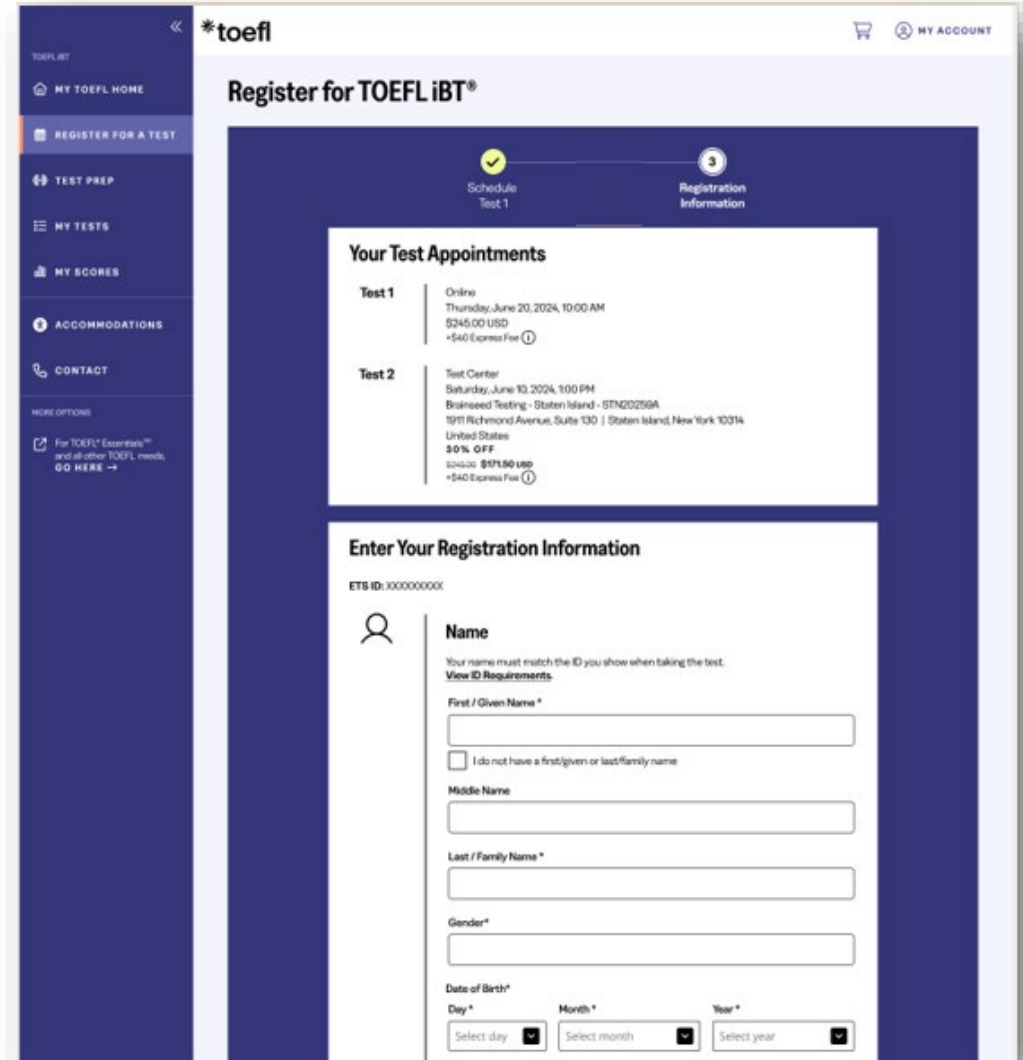


4/ Enter personal information

 Enter the ID information. The selected ID must be brought with the test taker on the day of the test.

 **IMPORTANT:** ID requirements depend on the country of the test center and citizenship. The most widely accepted form of IDs are passports and National IDs. If you are unsure about this, please click «ID Requirements».

 Review your profile information and click the «Continue» button.



The screenshot shows the 'Register for TOEFL iBT®' page on the TOEFL website. The page is divided into two main sections: 'Your Test Appointments' and 'Enter Your Registration Information'. The 'Your Test Appointments' section lists two tests: 'Test 1' (Online, Thursday, June 20, 2024, 10:00 AM, \$245.00 USD, +\$40 Express Fee) and 'Test 2' (Test Center, Saturday, June 13, 2024, 1:00 PM, Brainseed Testing - Staten Island - STN20259A, 1911 Richmond Avenue, Suite 130 | Staten Island, New York 10314, United States, 30% OFF, \$245.00 \$171.50 USD, +\$40 Express Fee). The 'Enter Your Registration Information' section includes a field for 'ETS ID:XXXXXXXX' and a 'Name' section with a note: 'Your name must match the ID you show when taking the test. View ID Requirements.' The name section has three input fields: 'First / Given Name *', 'Middle Name', and 'Last / Family Name *'. There is also a checkbox for 'I do not have a first/given or last/family name'. Below the name fields are 'Gender*' and 'Date of Birth*' fields. The 'Date of Birth*' field is split into 'Day *', 'Month *', and 'Year *' dropdown menus.



Using Agent & Promo Codes


Using Agent Code




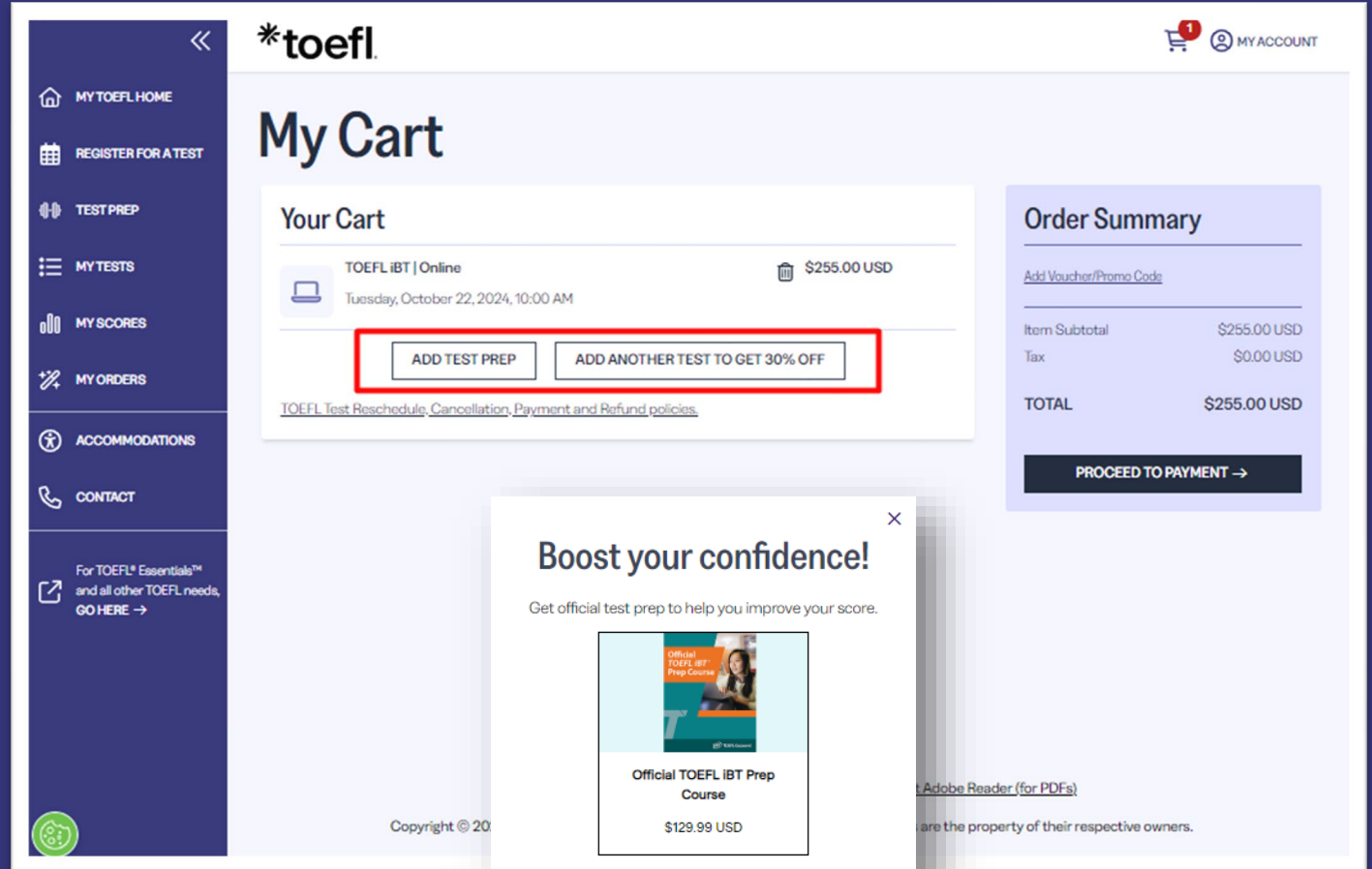
Enter the **agent code** provided to you exclusively.

The screenshot shows the TOEFL iBT registration interface. On the left is a dark blue sidebar with navigation options: MYTOEFL HOME, REGISTER FOR A TEST, TEST PREP, MY TESTS, MY SCORES, MY ORDERS, ACCOMMODATIONS, CONTACT, and a link for TOEFL Essentials. The main content area is titled 'Register for a TOEFL iBT®' and features a progress indicator with two steps: 'Schedule Test 1' (completed) and 'Registration Information' (current step). Below the progress indicator is a white box titled 'Your Test Appointments' containing details for 'Test 1': Online, October 22, 2024 - Tuesday, 10:00 AM, and \$255.00 USD. Underneath, there is a text prompt: 'If you are working with an agent or consultant who has provided you with a code, please enter it below:'. A text input field labeled 'Agent Code (Optional)' is highlighted with a red rectangular box. Below the input field is a black button with the text 'CONTINUE TO CART →'. At the bottom of the page, there are links for 'Contact Us', 'Legal', 'Privacy & Security', 'ETS Trademarks', and 'Get Adobe Reader (for PDFs)', followed by a copyright notice: 'Copyright © 2024 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners.'

5/ Adding Test Prep Materials

 Test takers can buy preparation materials as well or add another test.

 Select your choices and click the «Continue» button.



The screenshot shows the TOEFL website's "My Cart" page. The left sidebar contains navigation links: MY TOEFL HOME, REGISTER FOR A TEST, TEST PREP, MY TESTS, MY SCORES, MY ORDERS, ACCOMMODATIONS, and CONTACT. The main content area shows the cart with one item: TOEFL iBT | Online, priced at \$255.00 USD. Below the item are two buttons: "ADD TEST PREP" and "ADD ANOTHER TEST TO GET 30% OFF", both highlighted with a red box. To the right is an "Order Summary" section showing a subtotal of \$255.00 USD, tax of \$0.00 USD, and a total of \$255.00 USD. A "PROCEED TO PAYMENT" button is at the bottom right. A modal window is open in the foreground, titled "Boost your confidence!" and offering the "Official TOEFL iBT Prep Course" for \$129.99 USD. The modal includes a "YES, ADD TO MY CART" button and a "No thanks, but maybe later" link.

My Cart

Your Cart

TOEFL iBT | Online \$255.00 USD
Tuesday, October 22, 2024, 10:00 AM

[ADD TEST PREP](#) [ADD ANOTHER TEST TO GET 30% OFF](#)

[TOEFL Test Reschedule, Cancellation, Payment and Refund policies.](#)

Order Summary

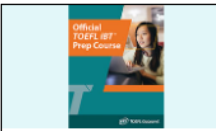
[Add Voucher/Promo Code](#)

Item Subtotal	\$255.00 USD
Tax	\$0.00 USD
TOTAL	\$255.00 USD

[PROCEED TO PAYMENT →](#)

Boost your confidence!

Get official test prep to help you improve your score.



Official TOEFL iBT Prep Course
\$129.99 USD

Join hundreds who are already practicing!

[YES, ADD TO MY CART](#)

[No thanks, but maybe later](#)

Using Promo Code



If you also have a special discount code for test takers, you should also enter the **promotion/voucher code** here.



IMPORTANT: These codes are different than the agent codes. Please be careful when you are applying the codes.

The screenshot shows the TOEFL website's 'My Cart' page. The page is divided into three main sections: 'Your Cart', 'Order Summary', and a 'Voucher/Promotional Code' input field. The 'Your Cart' section lists two items: 'TOEFL iBT | Online' for \$255.00 USD and 'Official TOEFL iBT Prep Course' for \$129.99 USD. The 'Order Summary' section shows a subtotal of \$384.99 USD, tax of \$0.00 USD, and a total of \$384.99 USD. A red box highlights the 'Add Voucher/Promo Code' link in the 'Order Summary' section. Below this, a larger red box highlights the 'Voucher/Promotional Code' input field and the 'APPLY' button. The 'APPLY' button is currently disabled. The 'PROCEED TO PAYMENT' button is visible at the bottom of the 'Order Summary' section.

Your Cart

TOEFL iBT Online	\$255.00 USD
Tuesday, October 22, 2024, 10:00 AM	
Official TOEFL iBT Prep Course	\$129.99 USD

ADD ANOTHER TEST TO GET 30% OFF

Order Summary

[Add Voucher/Promo Code](#)

Item Subtotal	\$384.99 USD
Tax	\$0.00 USD
TOTAL	\$384.99 USD

PROCEED TO PAYMENT →

Voucher/Promotional Code

APPLY


Item Subtotal	\$384.99 USD
Tax	\$0.00 USD
TOTAL	\$384.99 USD


PROCEED TO PAYMENT →

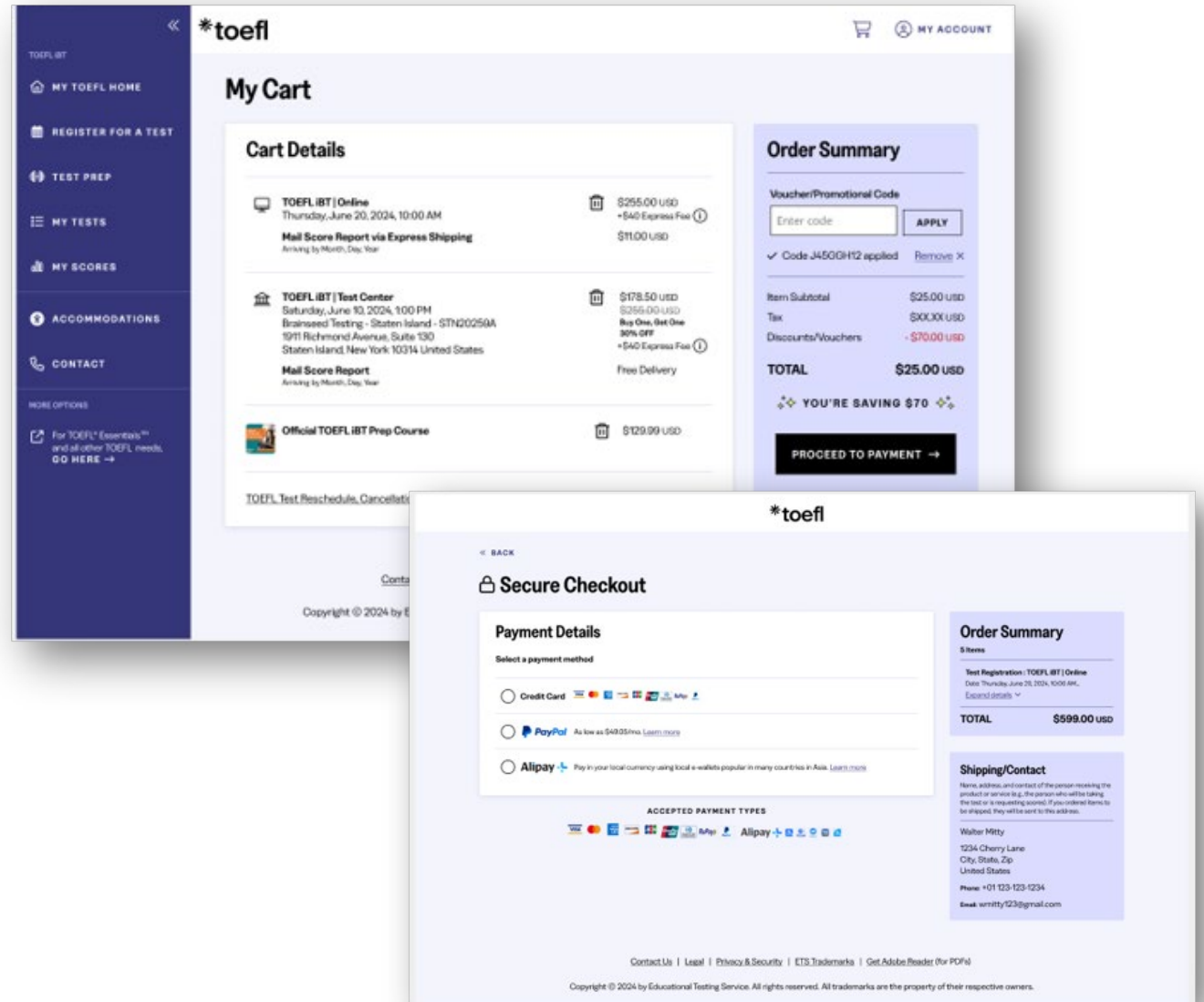
Payment & Sending your scores



6/ Review shopping cart and payment


 You will be asked to provide credit card information. The registration will be completed after making the payment. We only accept payments via **credit cards**.


 You will receive an **email** about test registration. Please check your inbox to make sure you have received the email.



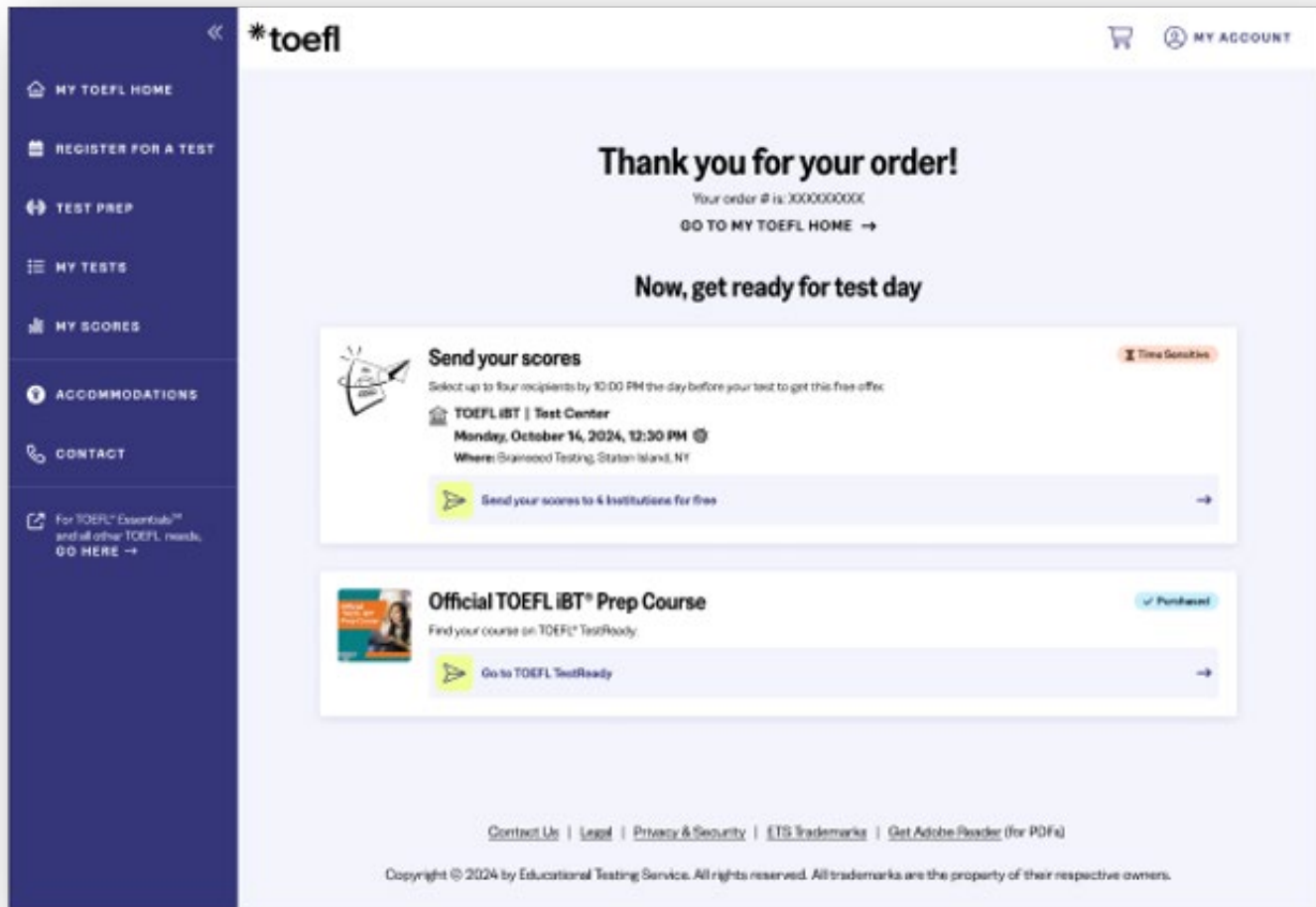
The image displays two screenshots from the TOEFL website. The top screenshot shows the 'My Cart' page with a sidebar navigation menu on the left. The cart contains three items: 'TOEFL|BT Online' for \$255.00 USD, 'TOEFL|BT Test Center' for \$178.50 USD, and 'Official TOEFL|BT Prep Course' for \$129.99 USD. The 'Order Summary' on the right shows a total of \$25.00 USD after applying a promotional code. The bottom screenshot shows the 'Secure Checkout' page with 'Payment Details' and 'Order Summary'. The payment method is 'Credit Card'. The order summary shows a total of \$599.00 USD. The shipping/contact information is also visible.

Sending your scores

 After placing the order, test takers can add **score recipients** and select test taker score report preference. Then, click the «Continue» button.

 You can set up to 4 score recipients for free before the test. It is still possible to add score recipients after test for a fee.

**We wish test takers
success with their test!**



The screenshot shows the TOEFL website interface. On the left is a dark blue navigation sidebar with the following menu items: MY TOEFL HOME, REGISTER FOR A TEST, TEST PREP, MY TESTS, MY SCORES, ACCOMMODATIONS, CONTACT, and a link for TOEFL Essentials and other TOEFL needs. The main content area has a light blue background and features a 'Thank you for your order!' message with the order number 'XXXXXXXXXX' and a 'GO TO MY TOEFL HOME' button. Below this is a section titled 'Now, get ready for test day' containing two promotional cards. The first card, 'Send your scores', offers a free offer to select up to four recipients by 10:00 PM the day before the test. It includes details for a TOEFL iBT test center on Monday, October 14, 2024, at 12:30 PM in Staten Island, NY, and a 'Send your scores to 4 institutions for free' button. The second card, 'Official TOEFL iBT® Prep Course', is marked as 'Purchased' and includes a 'Go to TOEFL TestReady' button. At the bottom, there are links for 'Contact Us', 'Legal', 'Privacy & Security', 'ETS trademarks', and 'Get Adobe Reader (for PDFs)', along with a copyright notice for 2024 by Educational Testing Service.

Sending your scores

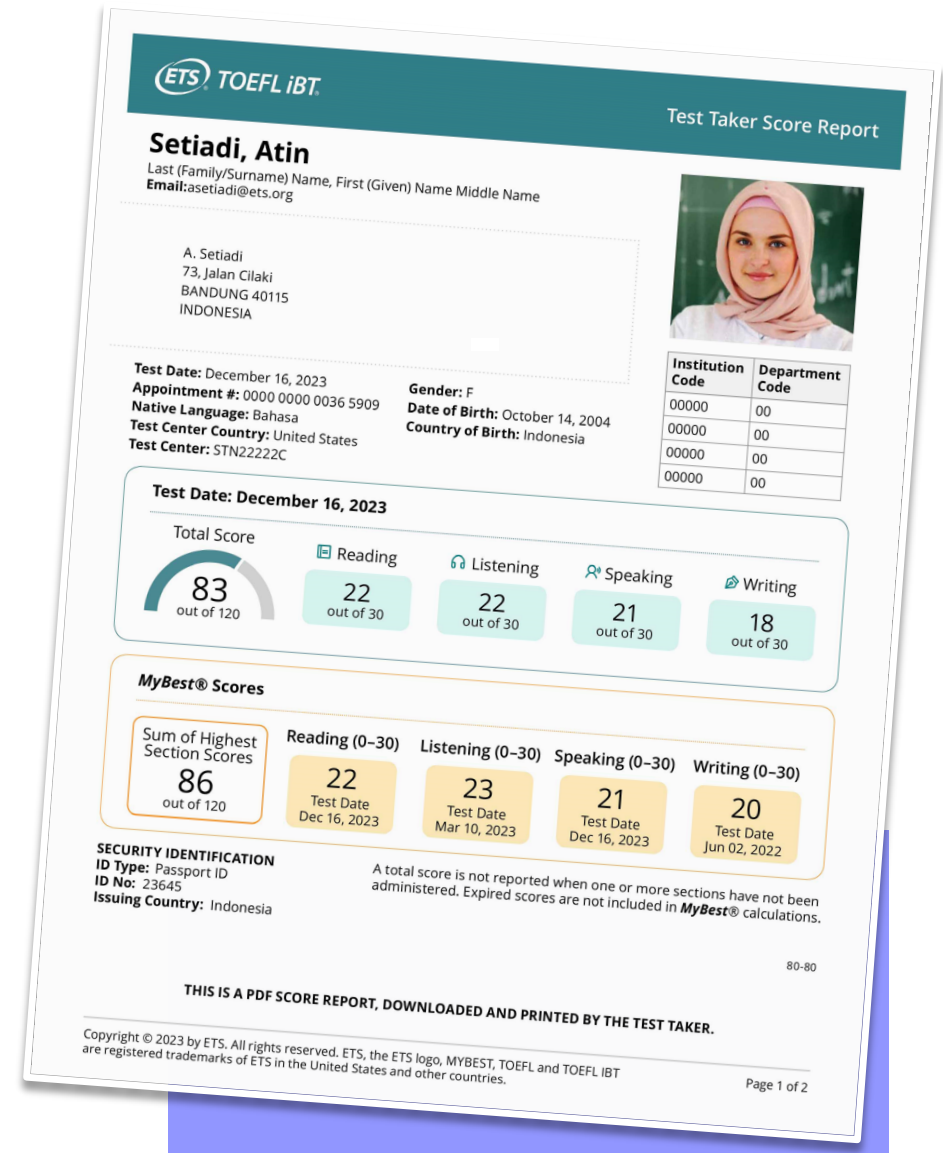
4-8
days

Scores are posted to your ETS account **4–8 days** after your test.

4
institutions

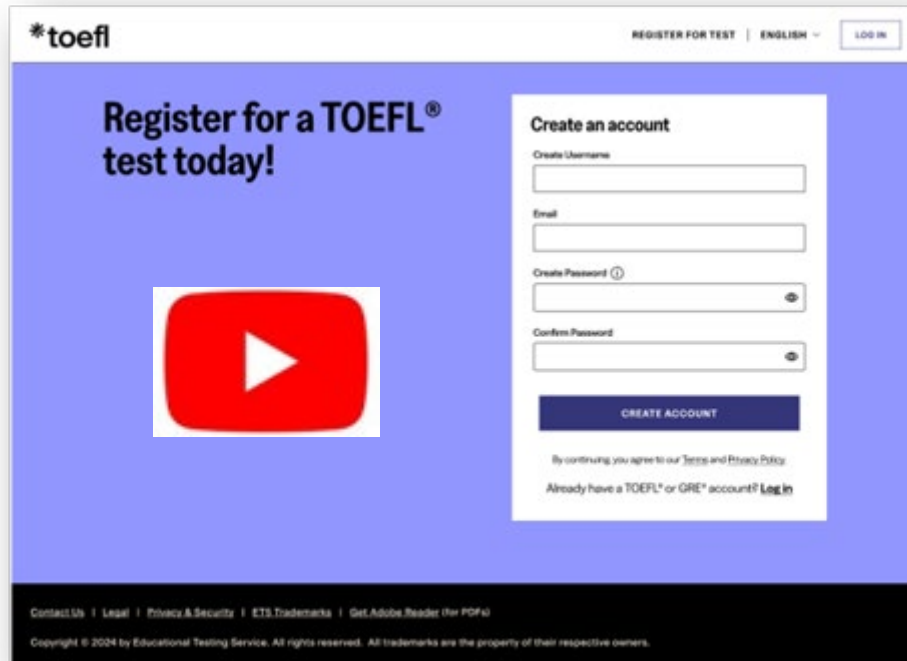
Send official scores directly to up to **4 institutions** for free!

Official TOEFL score reports are sent from ETS directly to the institutions you select.



More information

For more information, visit the YouTube video
How to Register for a TOEFL iBT Test



TOEFL TV Channel
on YouTube®
youtube.com/toefltv



Thank you!

