toefl

TOEFL iBT® Registration Guide

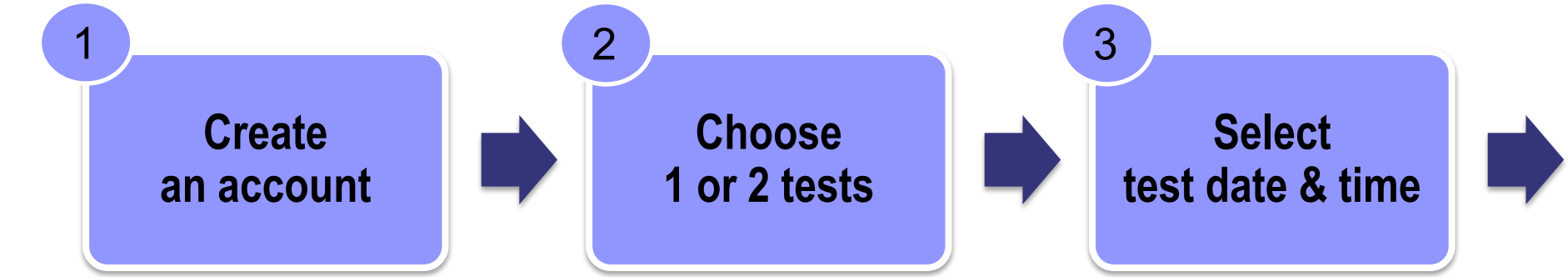
Copyright © 2024 by ETS. TOEFL and TOEFL IBT are registered trademarks of ETS. The Eight-Point logo is a trademark of ETS.

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

toefl

How to Register in 6 Steps



Manage your TOEFL tests in one central location

TOEFL iBT tests are available up to 6 days a week

Test at home or in an Authorized Test Center

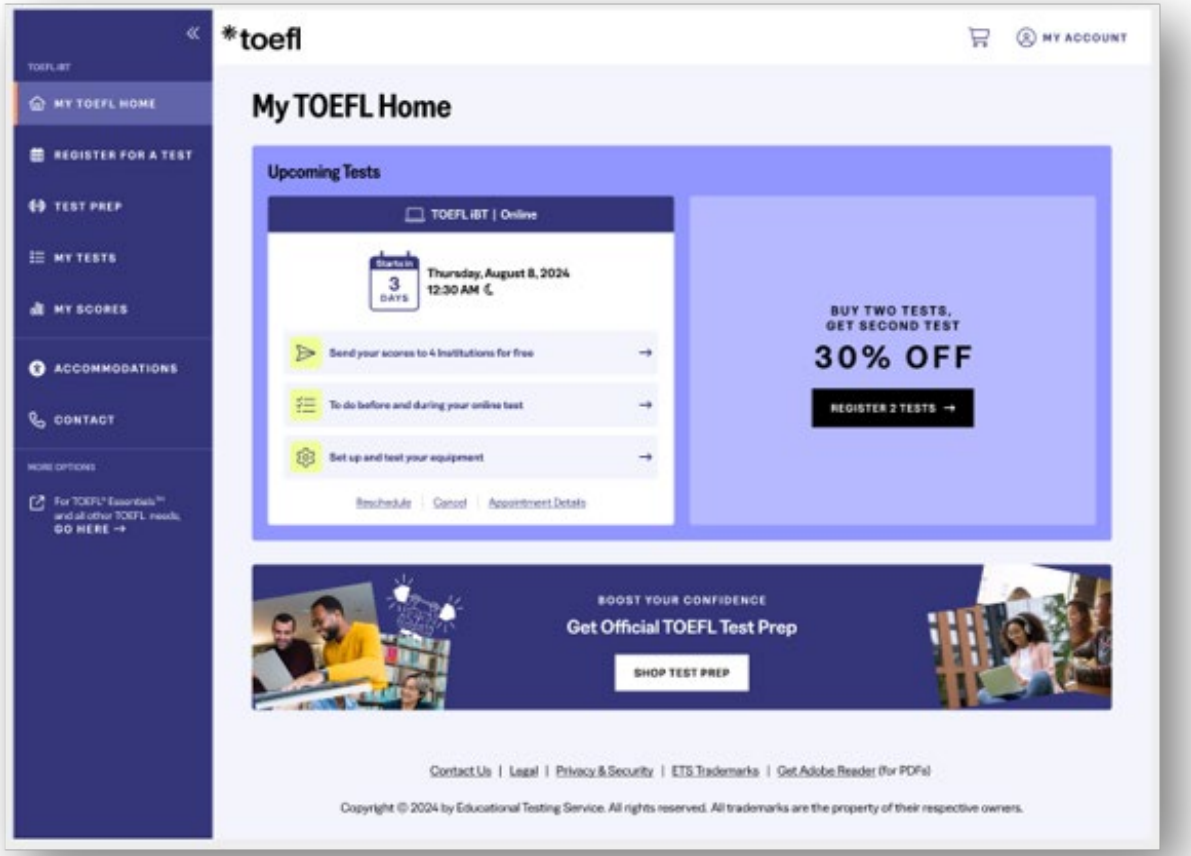
Be sure the name in your account **exactly** matches the name on your ID

Access TOEFL® TestReady™ prep portal and other prep materials

Select score recipients and check out

toefl

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

toefl

toefl

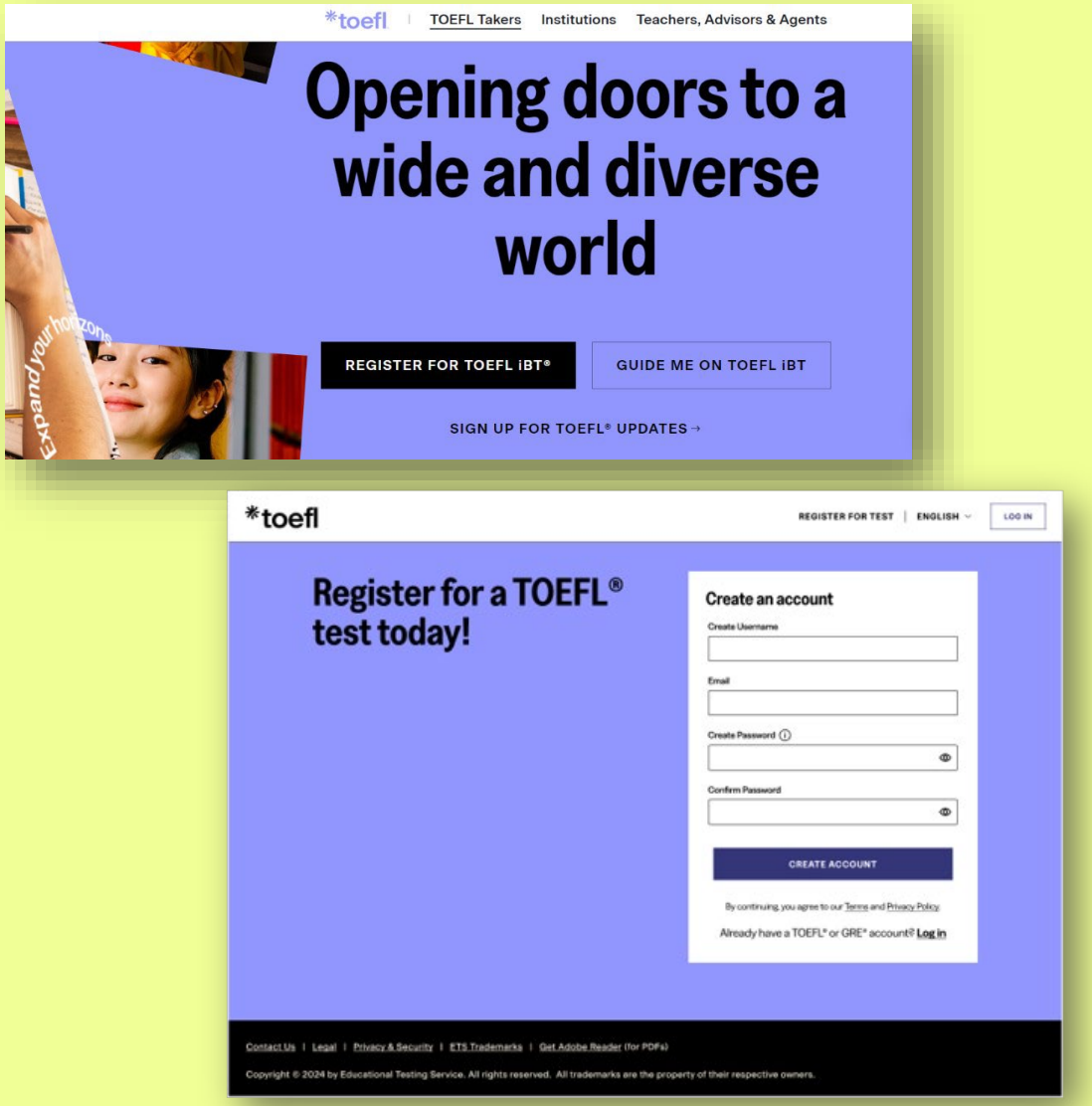
User Account Creation Steps

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»**.



toefl

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

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»**.

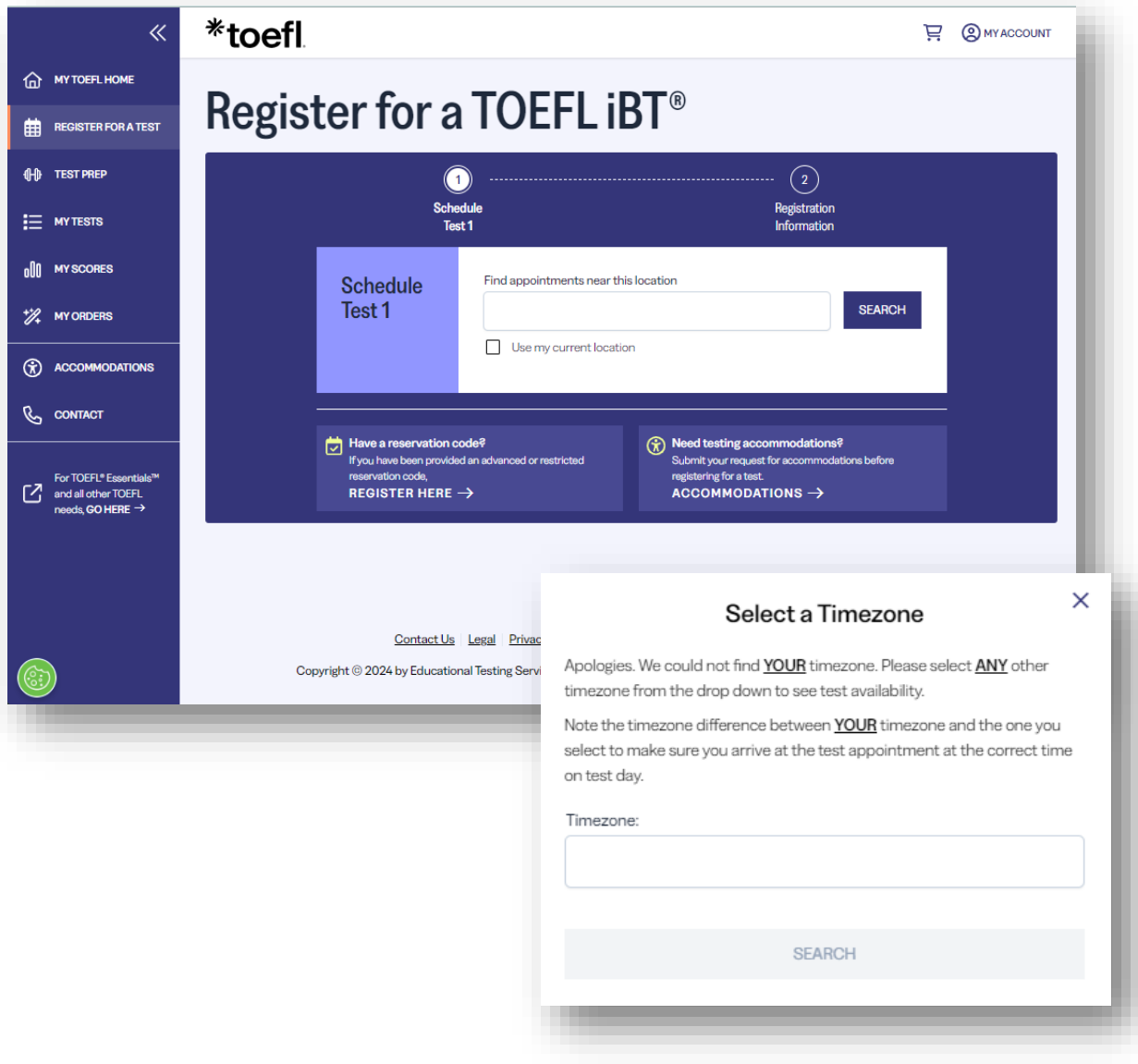
toefl

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.



toefl

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.

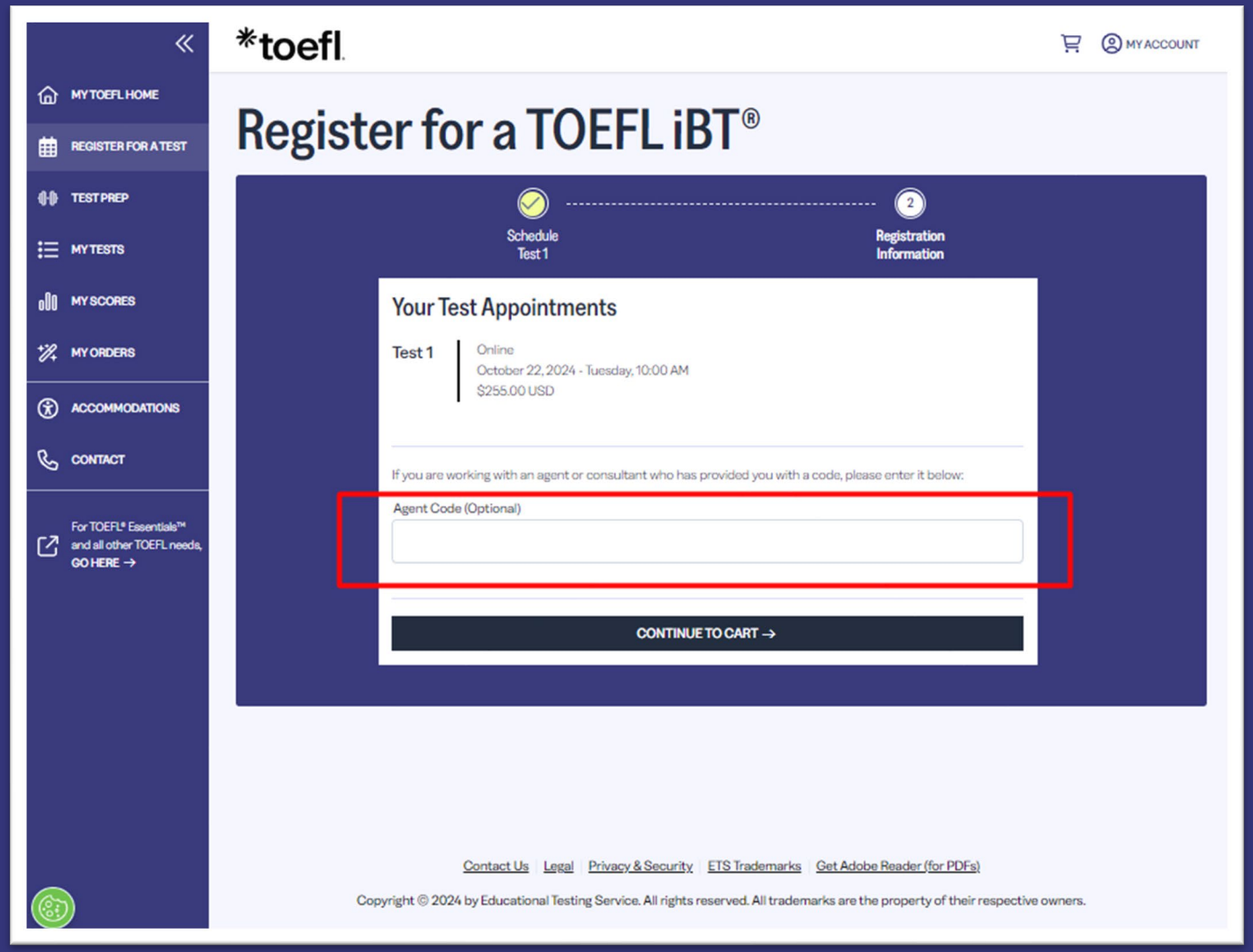
toefl

toefl

Using Agent & Promo Codes

Using Agent Code

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

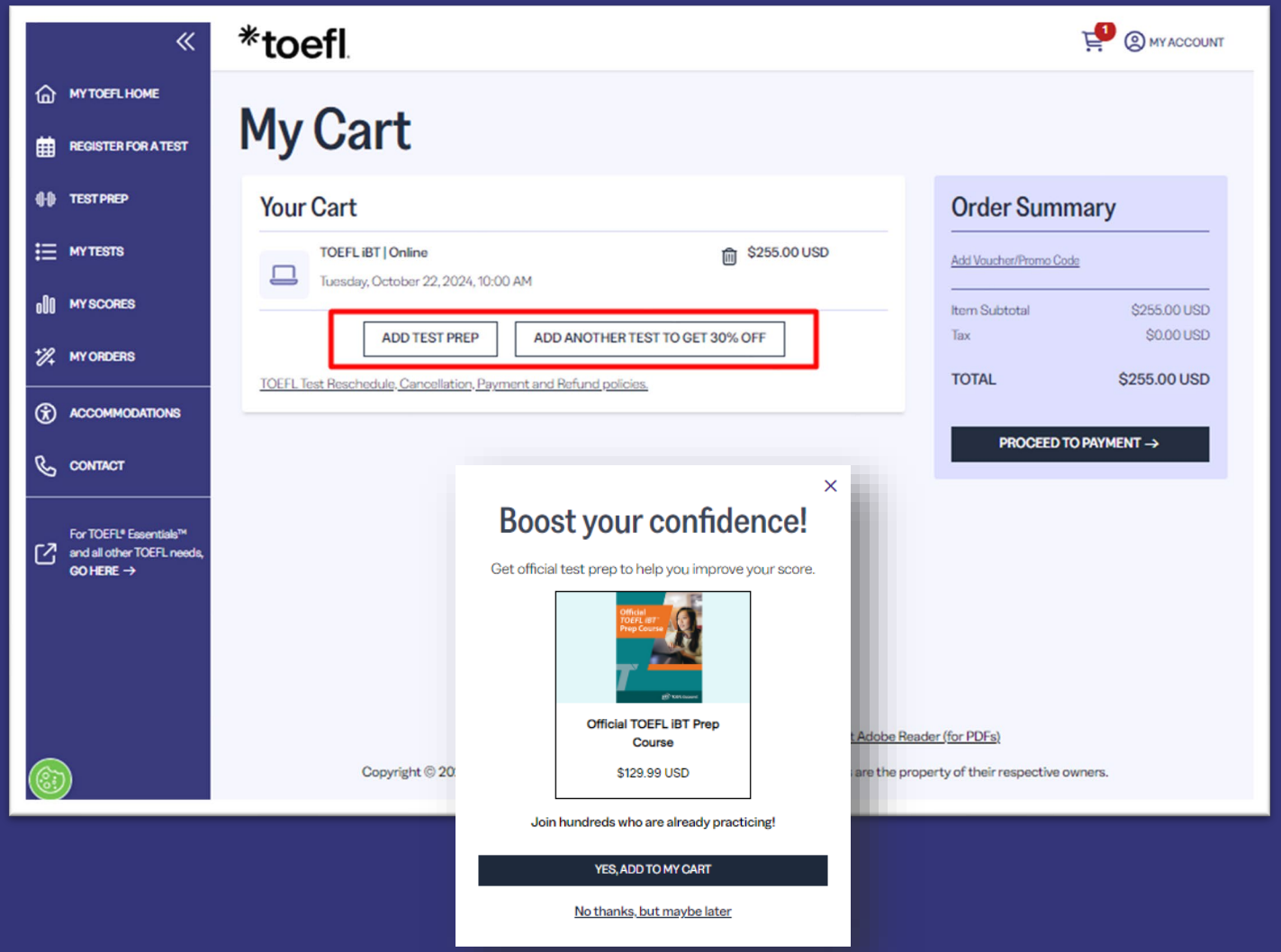


toefl

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.

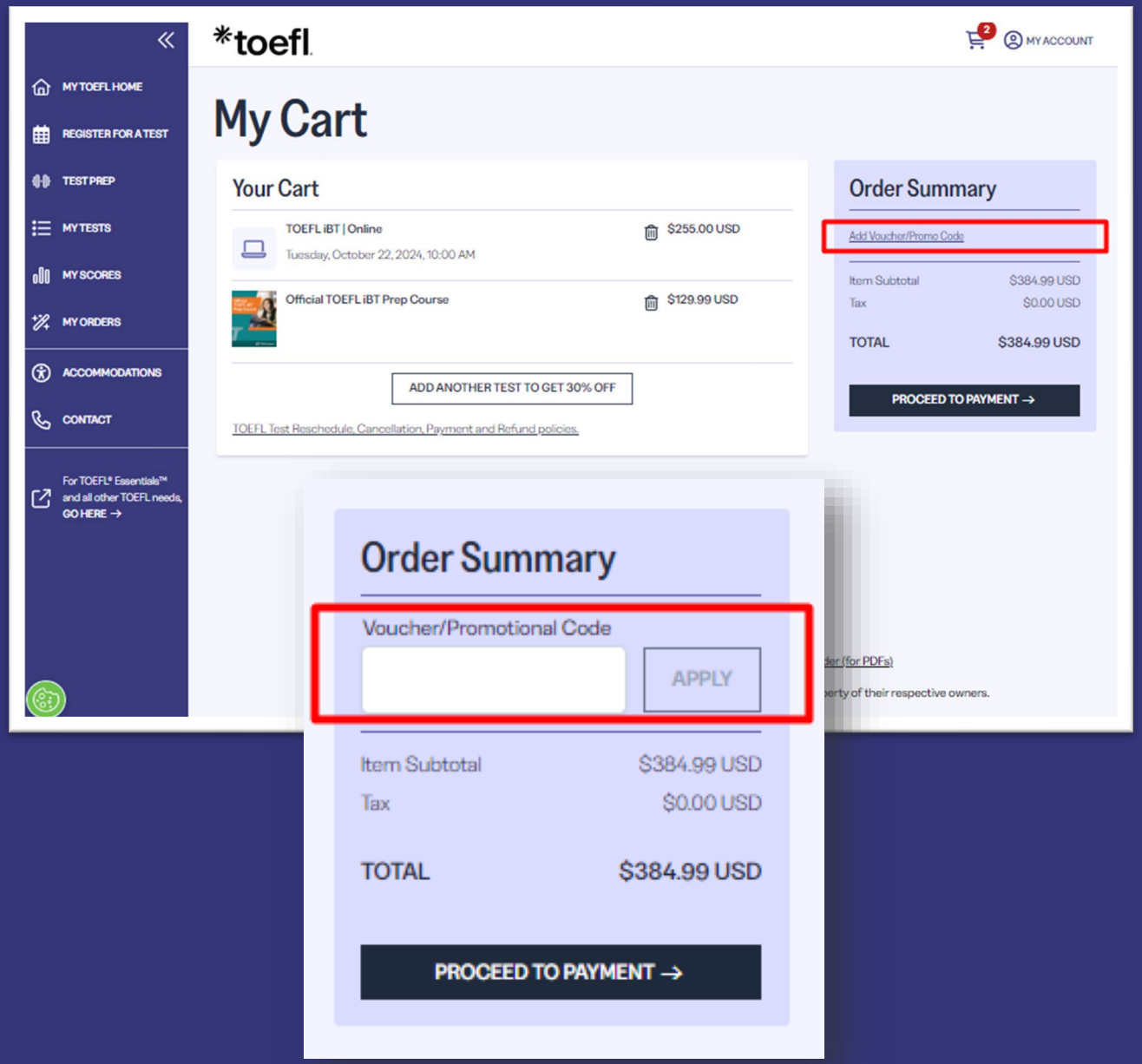


toefl

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.



toefl

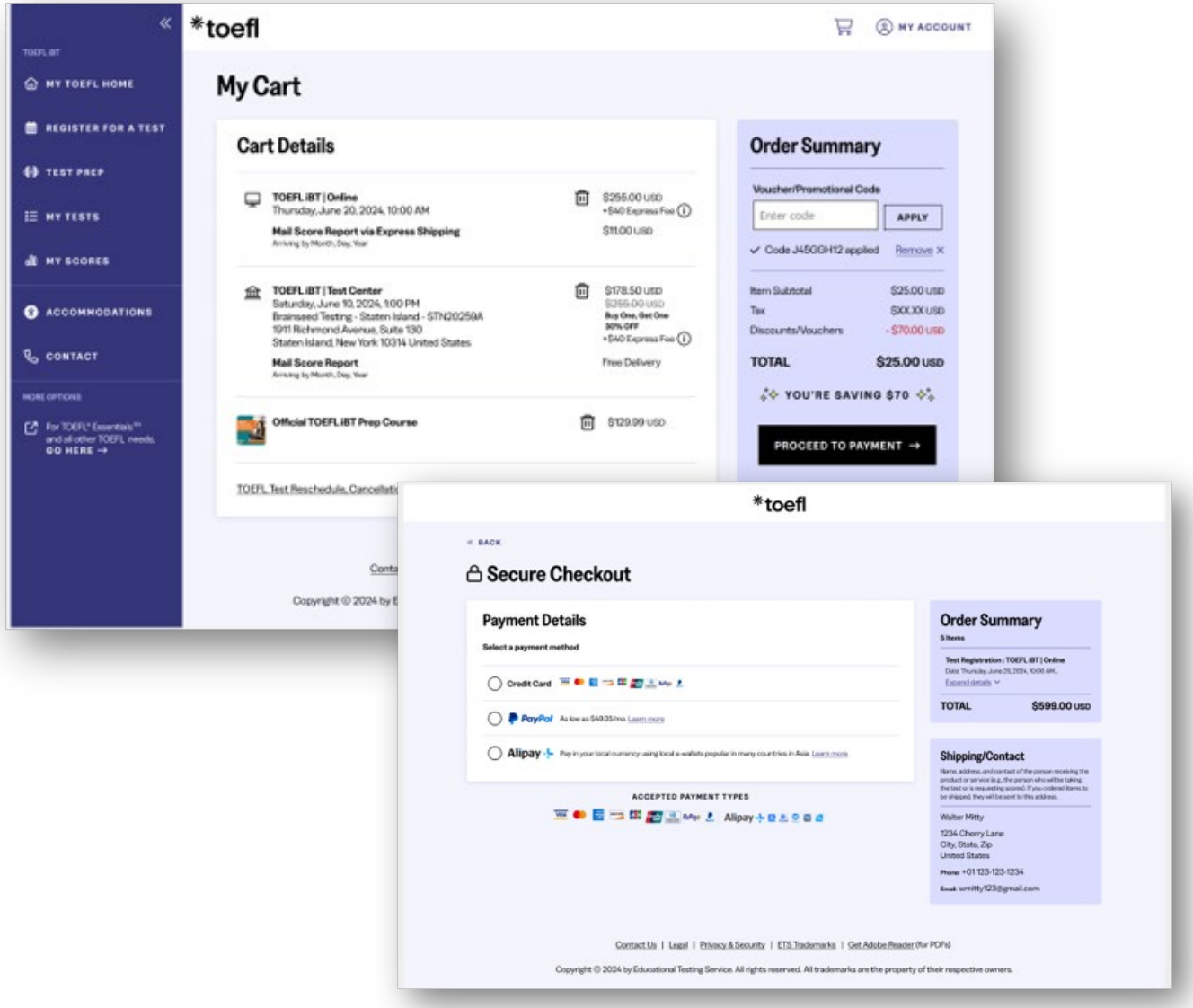
toefl

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.



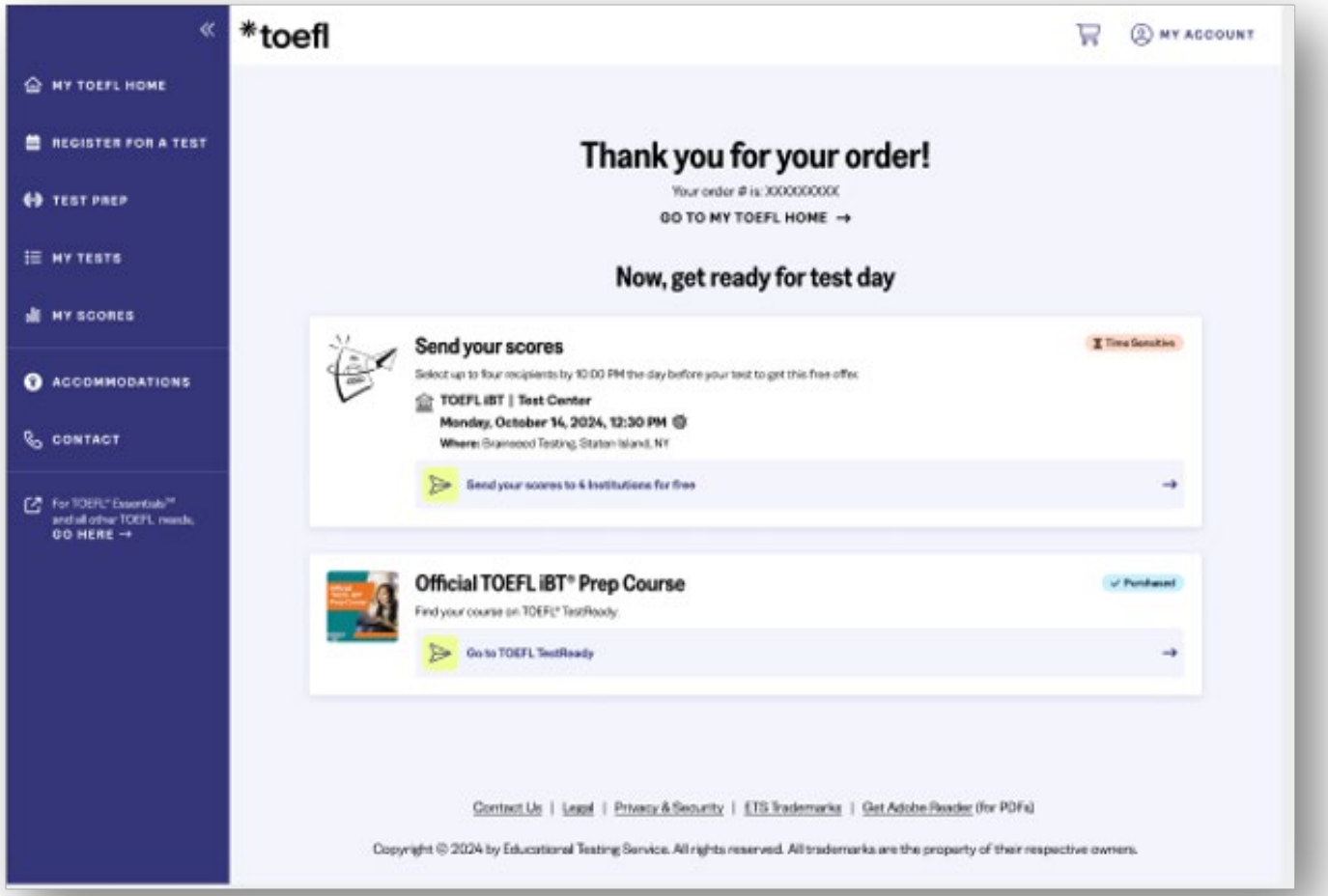
toefl

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!



toefl

Sending your scores

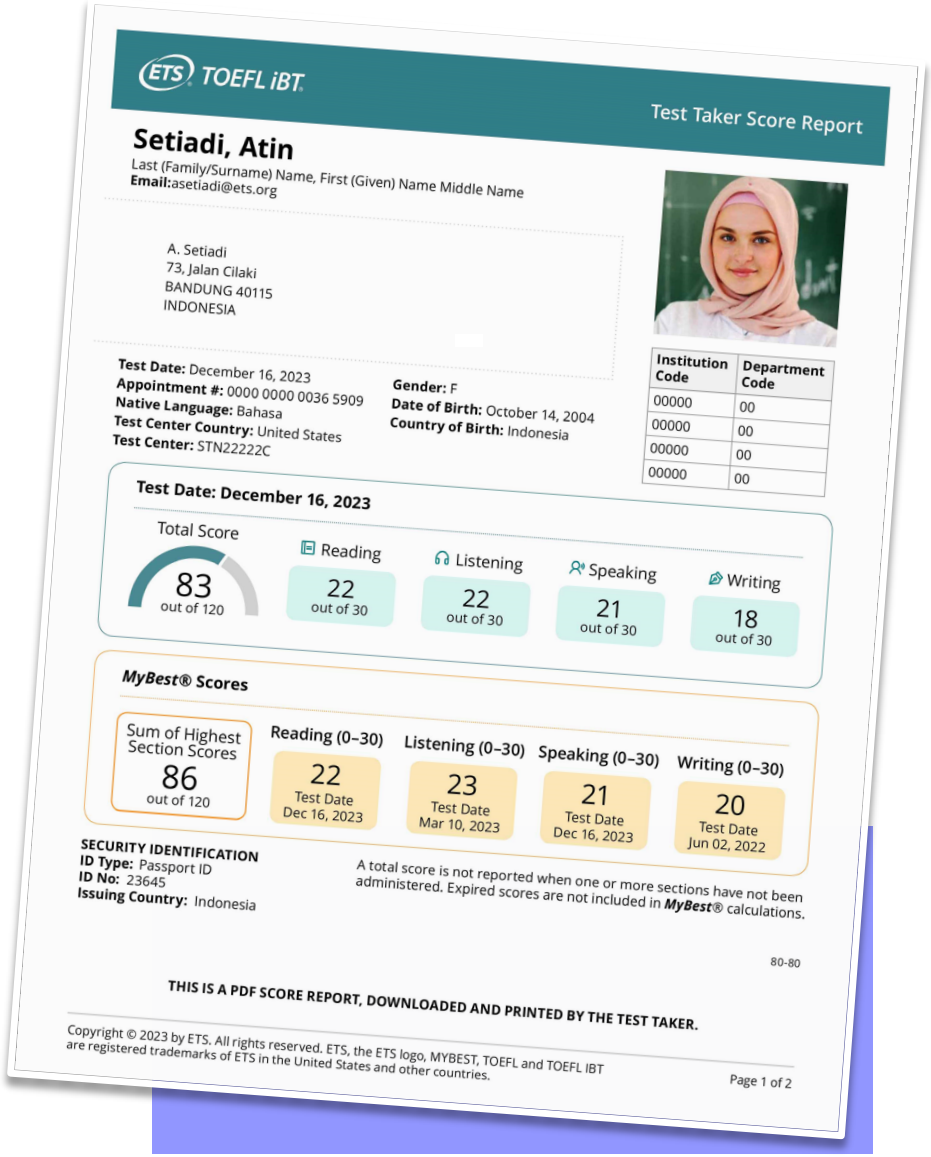
4-8 days

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.



ETS TOEFL iBT — Test Taker Score Report

Setiadi, Atin
Last (Family/Surname) Name, First (Given) Name Middle Name
Email: asetiadi@ets.org

A. Setiadi
73, Jalan Cilaki
BANDUNG 40115
INDONESIA

Test Date: December 16, 2023
Appointment #: 0000 0000 0036 5909
Native Language: Bahasa
Test Center Country: United States
Test Center: STN22222C

Gender: F
Date of Birth: October 14, 2004
Country of Birth: Indonesia

Institution Code	Department Code
00000	00
00000	00
00000	00
00000	00

Test Date: December 16, 2023

Total Score	Reading	Listening	Speaking	Writing
83 out of 120	22 out of 30	22 out of 30	21 out of 30	18 out of 30

***MyBest*® Scores**

Sum of Highest Section Scores	Reading (0–30)	Listening (0–30)	Speaking (0–30)	Writing (0–30)
86 out of 120	22 Test Date Dec 16, 2023	23 Test Date Mar 10, 2023	21 Test Date Dec 16, 2023	20 Test Date Jun 02, 2022

SECURITY IDENTIFICATION
ID Type: Passport ID
ID No: 23645
Issuing Country: Indonesia

A total score is not reported when one or more sections have not been administered. Expired scores are not included in ***MyBest*®** calculations.

80-80

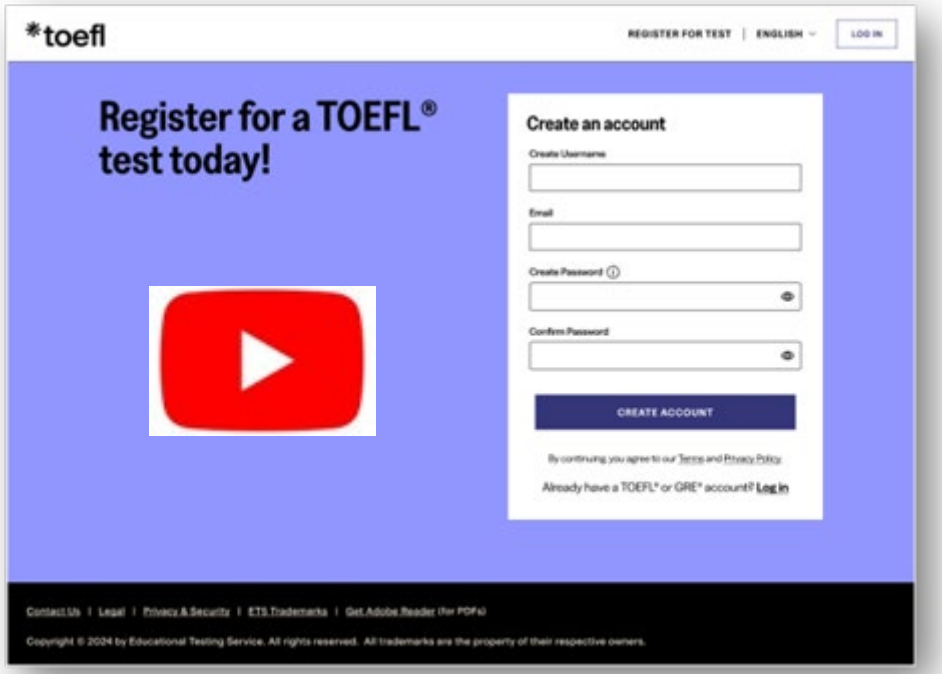
THIS IS A PDF SCORE REPORT, DOWNLOADED AND PRINTED BY THE TEST TAKER.

Copyright © 2023 by ETS. All rights reserved. ETS, the ETS logo, MYBEST, TOEFL and TOEFL iBT are registered trademarks of ETS in the United States and other countries.

toefl

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

toefl

toefl

Thank you!

Copyright © 2024 by ETS. TOEFL and TOEFL IBT are registered trademarks of ETS. The Eight-Point logo is a trademark of ETS.