

Frequently Asked Questions – Test of English as a Foreign Language (TOEFL) Internet-based Test

1. How to register for the test?

Registration for TOEFL iBT in Hong Kong should be made directly with ETS, the examining body of TOEFL iBT. Online and phone registrations are the two most common registration methods for test takers in Hong Kong:

Online registration:

Online registration through the ETS website <http://www.ets.org/toefl/ibt/register/> is the easiest method. Test takers can register for the TOEFL test anytime. The payment can be made with credit/ debit card or E-check (drawn against U.S. bank accounts only).

Telephone registration:

To register by phone, please call the Regional Registration Center in Malaysia at (603)7628-3333. Again, the payment is made with credit/ debit card or E-check (drawn against U.S. bank accounts only).

2. When can the registration be made?

Registration closes 7 days prior to the test date. A late fee of US\$40 is charged for registrations received after this deadline. Late registration closes 4 days prior to your test date. Seats can fill up quickly, so register early. You are recommended to [register](#) 3 to 4 months before your desired test date to reserve your seat. Your test date should be 2 to 3 months before your earliest admissions application or other deadline.

3. When and where can the test takers take the test?

Test dates and a list of test centres are shown at the TOEFL iBT website: http://www.ets.org/toefl/ibt/register/centers_dates/.

4. What identification documents need to be brought to the test center on the test day?

On the test day, Test takers are advised to bring at least 2 forms of acceptable ID each time they report to a test center. With few exceptions, ID documents must meet all of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- include the test taker's **full name** matching *exactly* the name used to register
- include a recent **photograph** that clearly matches the test taker
- include the test taker's **signature**

A valid passport possesses the above is a common identification document. **Hong Kong Identity Card is clearly NOT a single Primary ID document as it does not contain the bearer's signature.** For details of the requirements, please visit: http://www.ets.org/toefl/ibt/test_day/id/

For test takers who do not possess the above identification documents, additional identification such as **Confirmation of Identity Letter** issued by your school can be accepted. This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph, as shown below. Such letters are valid for only one year from the date issued. Sample letter: http://www.ets.org/Media/Tests/TOEFL/img/sample_confirmation_letter.gif.

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5. How to get the score?

Scores will be posted online approximately 10 days after the test date. Log in to your [TOEFL online account](#), enter the ETS ID number you received when you registered, and click "View Scores." A [score report posting schedule \(PDF\)](#) for each test date is available on the [TOEFL iBT website](#), and you will receive an email letting you know when your scores have been posted.

You can also download and print a PDF copy of your test taker score report. The PDF will be available within 3 days of the date your scores are posted online.