

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 is available around 3 months before the test date and the regular registration deadline is 7 days prior to the test date (not including the day of the test). For late registration, it closes 3 days before your test date and a late fee of US\$40 will be incurred. Test centers usually will be filled up quickly so early registration is recommended to get your preferred test centre and test date.

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 must bring an acceptable and valid identification document(s), which must bear the **same name in English-language letters you used when you registered, your signature** and **your recent photograph**. A valid passport possesses the above is a common identification document. Hong Kong Identity Card is clearly **NOT** an acceptable 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. The letter must be typed on your school's original letterhead. It must contain your name in English-language letters and signature, date of birth, a clear and recent photo, the name of your school and the date issued. The signature of a school official and the school seal must overlap your photograph. A letter of identity is valid for one year. Expired documents and copies are not accepted. Test takers without the required ID document(s) will not be admitted to the test and the test fee will be forfeited. Sample letter: http://www.ets.org/Media/Tests/TOEFL/img/sample_confirmation_letter.gif.

5. How to get the score?

Online Scores will be available approximately 10 days after the test date. If you wish to receive a paper copy of your score report, please select the appropriate score reporting preference during registration. Your test fee also entitles you to request that official score reports to be sent to as many as four graduate institutions or fellowship sponsors. For details, please visit: <http://www.ets.org/toefl/ibt/scores/send/>.