

VIERNES  
23/01 10:00 - 12:00

MIÉRCOLES  
18/02 10:00 - 12:00

MIÉRCOLES  
18/03 10:00 - 12:00

MIÉRCOLES  
15/04 10:00 - 12:00

MIÉRCOLES  
20/05 10:00 - 12:00

MIÉRCOLES  
03/06 10:00 - 12:00

MIÉRCOLES  
22/07 10:00 - 12:00

\*toefl®



Universidad  
**LOYOLA**



[ets.org/toefl](https://ets.org/toefl)

VIERNES  
16/09 10:00 - 12:00

MIÉRCOLES  
30/09 10:00 - 12:00

MIÉRCOLES  
14/10 10:00 - 12:00

MIÉRCOLES  
28/10 10:00 - 12:00

MIÉRCOLES  
18/11 10:00 - 12:00

MIÉRCOLES  
02/12 10:00 - 12:00

MIÉRCOLES  
17/12 10:00 - 12:00



[ets.org/toefl](https://ets.org/toefl)

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# TOEFL iBT® Registration Guide



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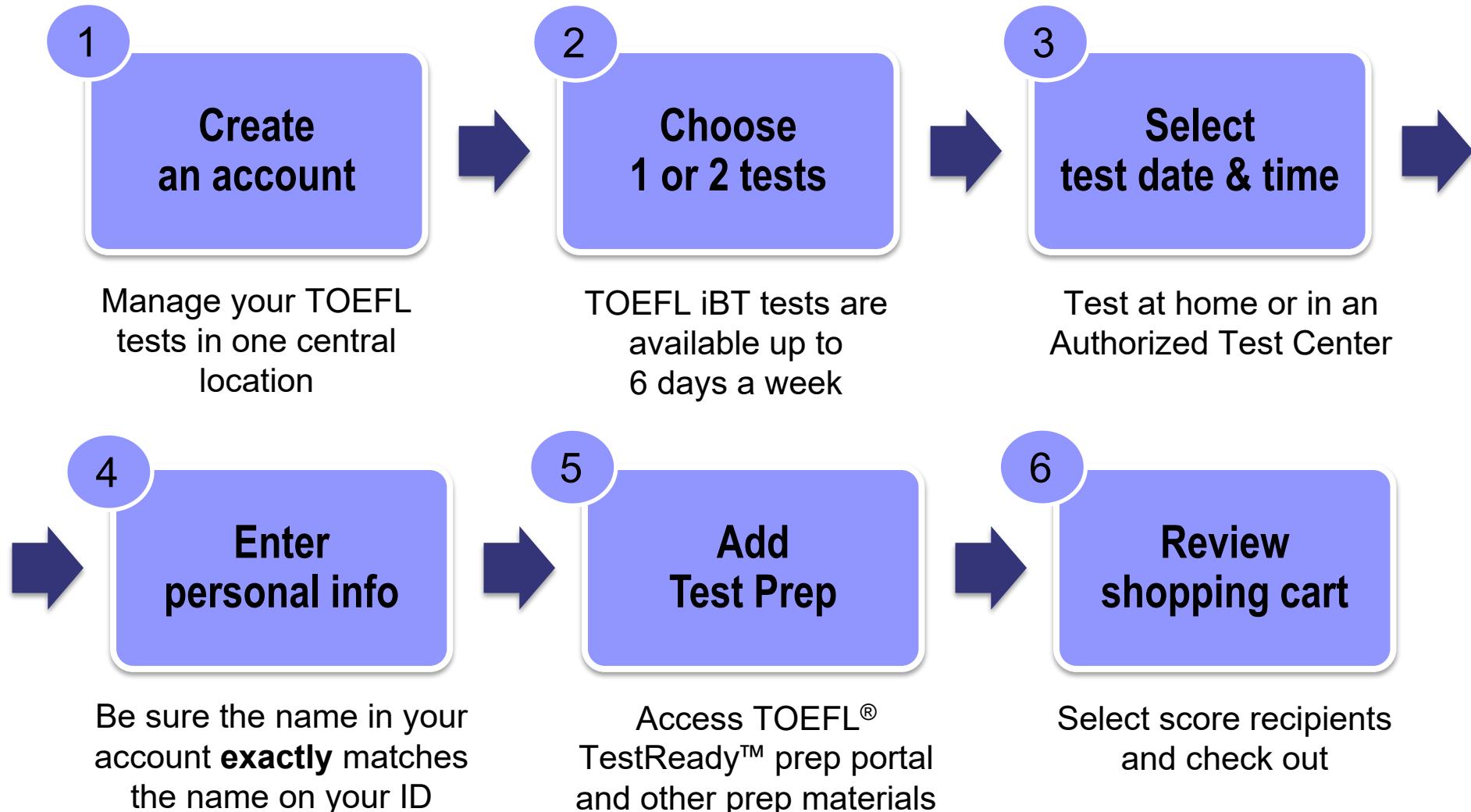
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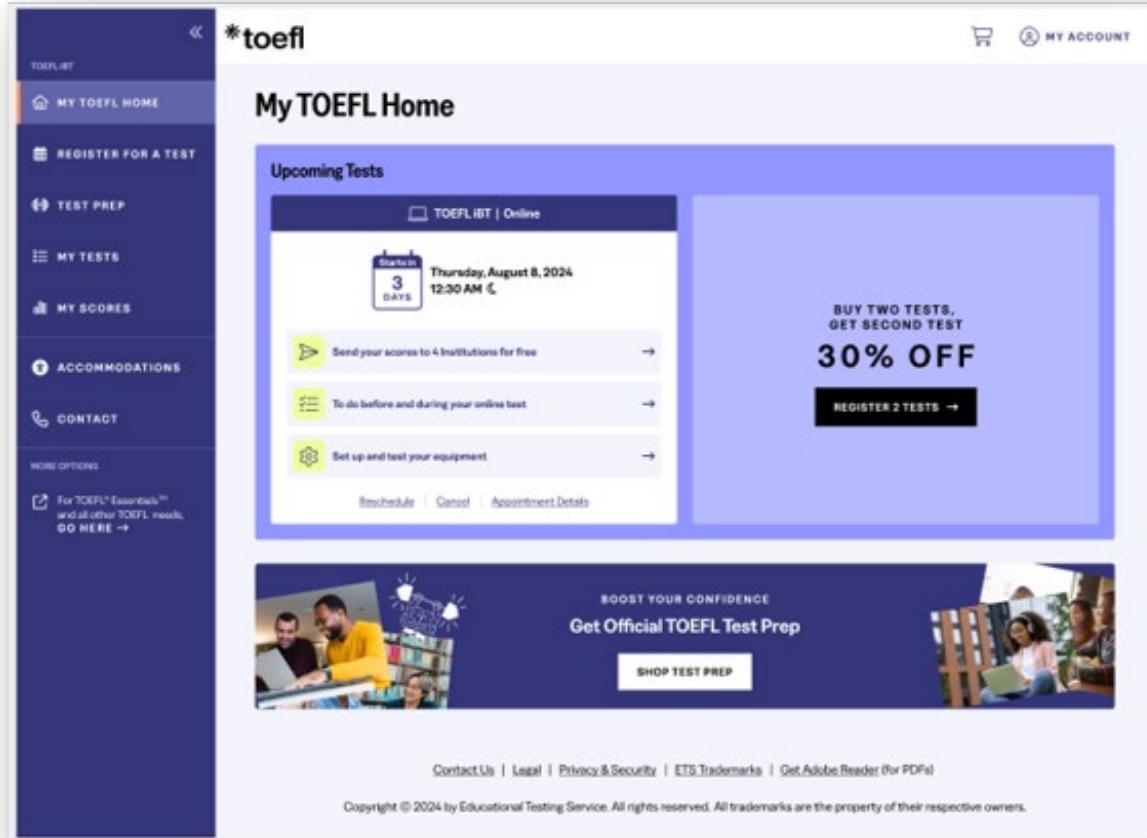
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More Information

# 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](https://ets.org/toefl)



Click the «Register | Login» button.



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

The image shows two screenshots of the \*toefl website. The top screenshot is the homepage with a purple banner featuring a photo of a child and the text 'Opening doors to a wide and diverse world'. It includes buttons for 'REGISTER FOR TOEFL iBT®', 'GUIDE ME ON TOEFL iBT®', and 'SIGN UP FOR TOEFL® UPDATES →'. The bottom screenshot shows the 'Create an account' registration form. It has fields for 'Create Username', 'Email', 'Create Password', and 'Confirm Password'. A 'CREATE ACCOUNT' button is at the bottom, and a note below it says 'By continuing, you agree to our [Terms](#) and [Privacy Policy](#)'. It also mentions 'Already have a TOEFL® or GRE® account? [Log in](#)'.

# 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.

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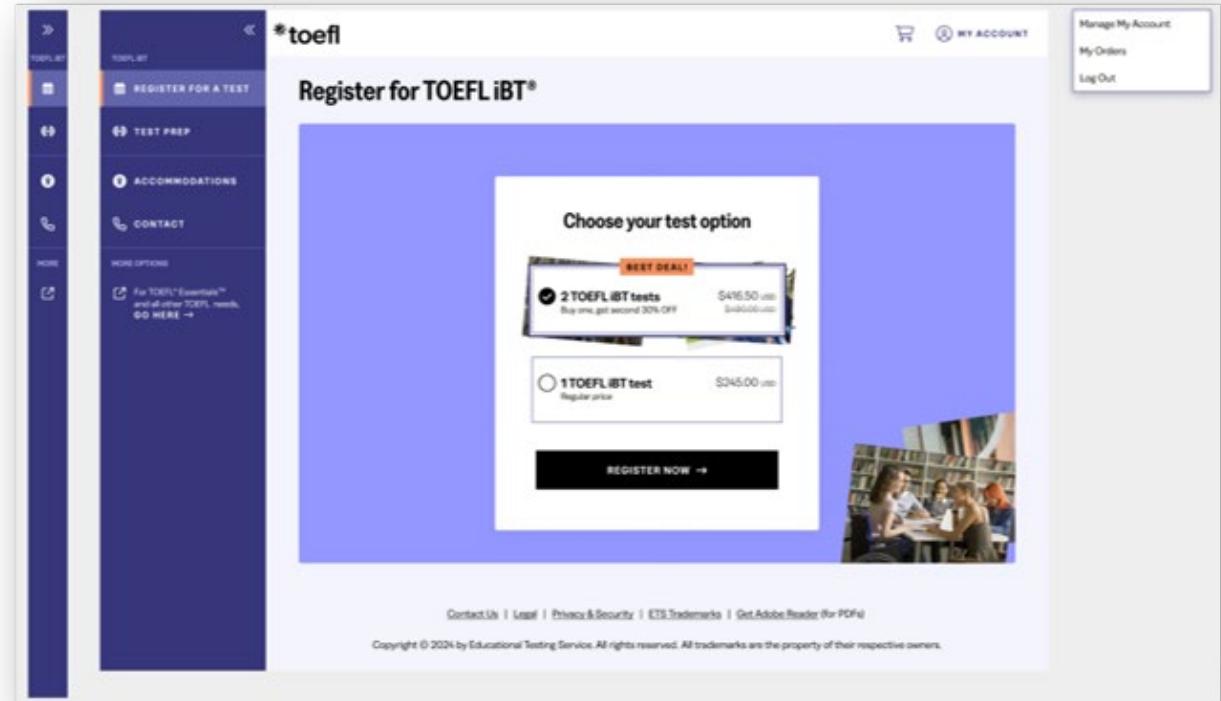


# Registration

## 2/ Choose 1 or 2 tests

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

 Choose your test option and click «Register now».



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Register for TOEFLiBT®

Choose your test option

**BEST DEAL!**

2 TOEFLiBT tests  
Buy one, get second 30% OFF

1 TOEFLiBT test  
Regular price

REGISTER NOW →

Contact Us | Log In | Privacy & Security | ETS Trademarks | Get Adobe Reader (for PDFs)

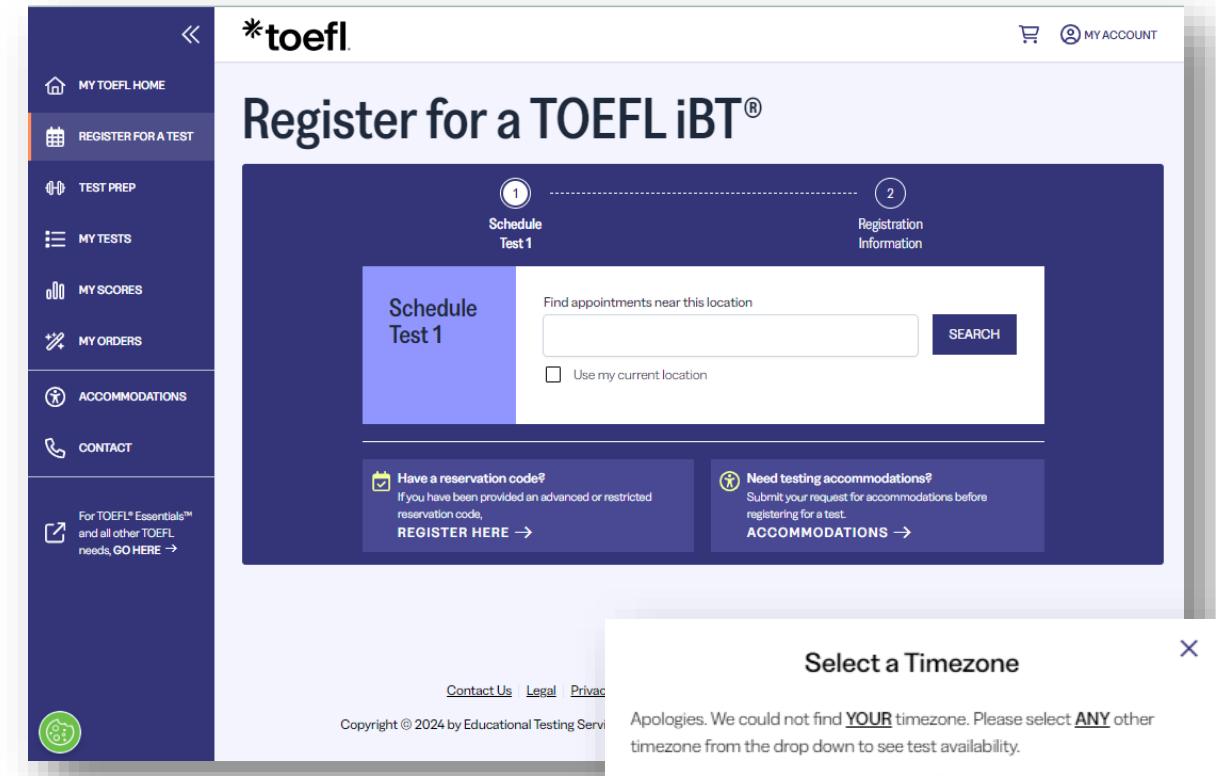
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# 3/ Select test date(s) and time(s)

☞ 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.



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Register for a TOEFL iBT®

Schedule Test 1

Find appointments near this location

Have a reservation code?

If you have been provided an advanced or restricted reservation code,  
REGISTER HERE →

Need testing accommodations?

Submit your request for accommodations before registering for a test.  
ACCOMMODATIONS →

Contact Us Legal Privacy

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Select a Timezone

Apologies. We could not find **YOUR** timezone. Please select **ANY** other timezone from the drop down to see test availability.

Note the timezone difference between **YOUR** timezone and the one you select to make sure you arrive at the test appointment at the correct time on test day.

Timezone:

SEARCH

# 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.

The screenshot shows the TOEFL iBT registration interface. On the left, a sidebar menu includes 'MY TOEFL HOME', 'REGISTER FOR A TEST' (which is selected and highlighted in orange), 'TEST PREP', 'MY TESTS', 'MY SCORES', 'MY ORDERS', 'ACCOMMODATIONS', and 'CONTACT'. Below this is a note: 'For TOEFL® Essentials™ and all other TOEFL needs, GO HERE →'. The main content area is titled 'Register for a TOEFL iBT®'. It shows a 'Schedule Test 1' section with a calendar for October 2024. The 22nd of October is highlighted in blue. A sidebar on the right provides search options: 'Find appointments near this location' (with a 'SEARCH' button) and 'Use my current location'. Below the calendar, a note says 'Select a day to view available times and locations.' An icon of a calendar is also present.

The screenshot shows the TOEFL iBT registration interface for October 22, 2024. The sidebar and main title are the same as the previous screenshot. The calendar shows the 22nd of October as the selected date. The main content area is titled 'Register for a TOEFL iBT®' and shows a 'Schedule Test 1' section. The date 'October 22, 2024 - Tuesday' is displayed. Below the calendar, the 'Online Appointments' section is visible, showing a list of available times from 12:00 AM to 11:30 AM in 30-minute increments. A note at the bottom of this section says 'Online Test Center Requirements'.

# 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 TOEFL iBT registration interface. On the left, a sidebar menu includes 'TOEFL iBT', 'MY TOEFL HOME', 'REGISTER FOR A TEST' (selected), 'TEST PREP', 'MY TESTS', 'MY SCORES', 'ACCOMMODATIONS', 'CONTACT', and 'MORE OPTIONS' with a link to 'For TOEFL® Essentials™ and all other TOEFL needs, GO HERE →'. The main content area is titled 'Register for TOEFL iBT®'. It shows 'Schedule Test 1' with a checkmark and 'Registration Information' with a '3' badge. Below this is the 'Your Test Appointments' section, which lists 'Test 1' (Online, Thursday, June 20, 2024, 10:00 AM, \$245.00 USD, +\$40 Exam Fee) and 'Test 2' (Test Center, Saturday, June 10, 2024, 10:00 PM, Brainsized Testing - Staten Island - STN20259A, 1911 Richmond Avenue, Suite 130 | Staten Island, New York 10314, United States, 30% OFF, \$245.00, \$171.50 USD, +\$40 Exam Fee). The bottom section is titled 'Enter Your Registration Information' and includes fields for 'ETB ID: XXXXXXXXX' (with a magnifying glass icon), 'Name' (with a placeholder 'Your name must match the ID you show when taking the test.' and a 'View ID Requirements' link), 'First / Given Name' (with a note about not having a first/given or last/family name), 'Middle Name', 'Last / Family Name', 'Gender', and 'Date of Birth' (with dropdowns for 'Day', 'Month', and 'Year').

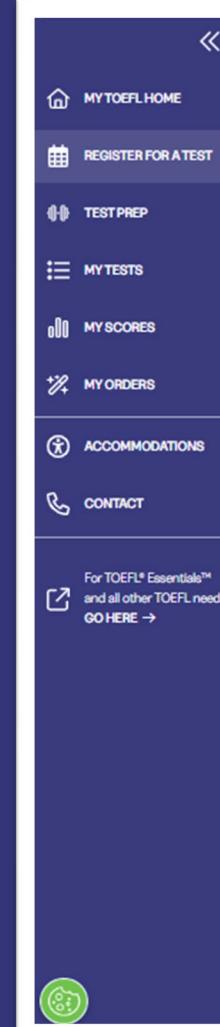


# Using Agent & Promo Codes

# Using Agent Code



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



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## Register for a TOEFL iBT®

The screenshot shows the 'Your Test Appointments' section for 'Test 1'. It includes the test date (October 22, 2024), time (Tuesday, 10:00 AM), and price (\$255.00 USD). Below this, there is a note about entering an agent code and a field labeled 'Agent Code (Optional)' with a red box drawn around it. At the bottom is a 'CONTINUE TO CART →' button.

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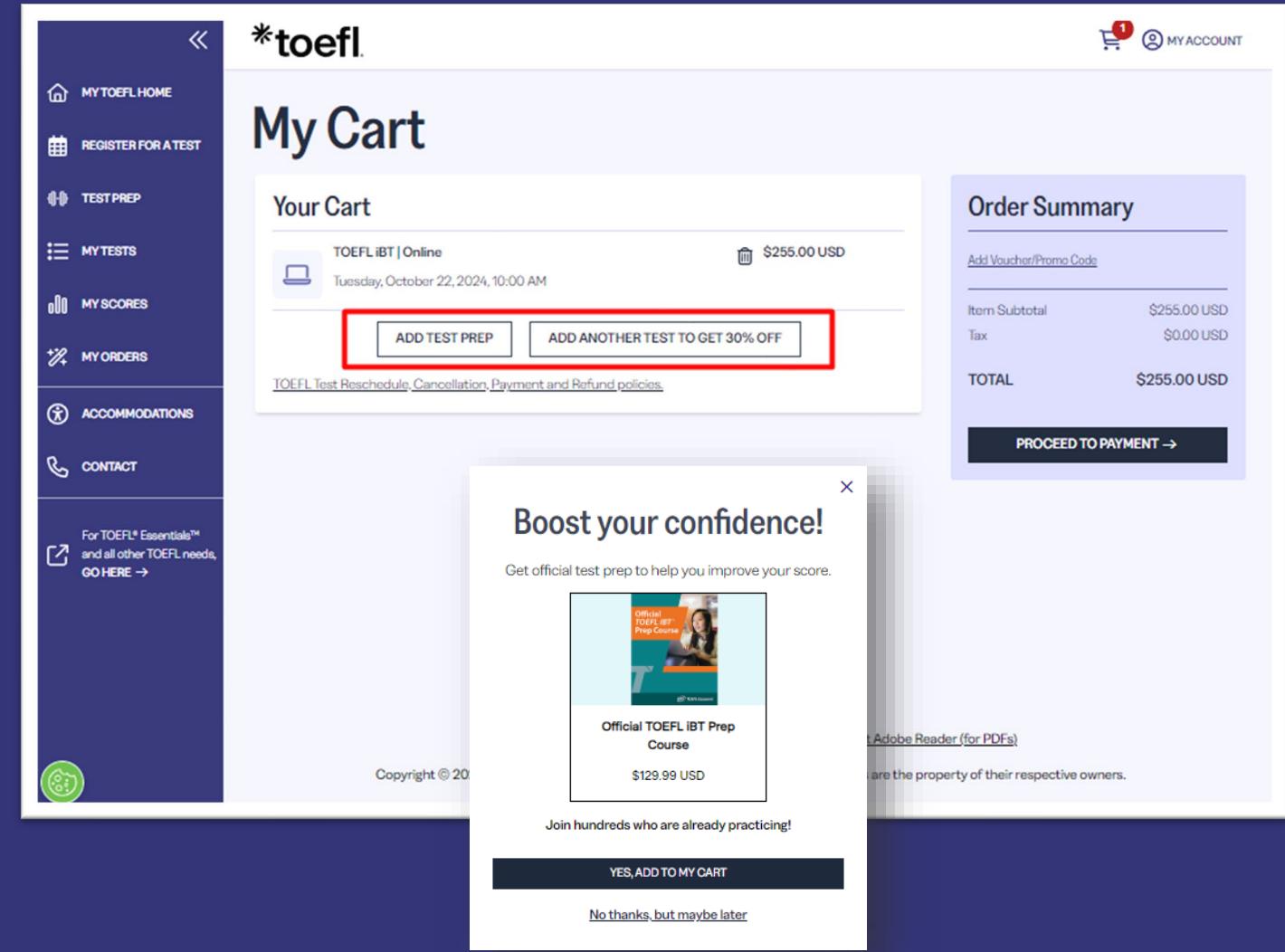
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# 5/ Adding Test Prep Materials

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

 Select your choices and click the «Continue» button.

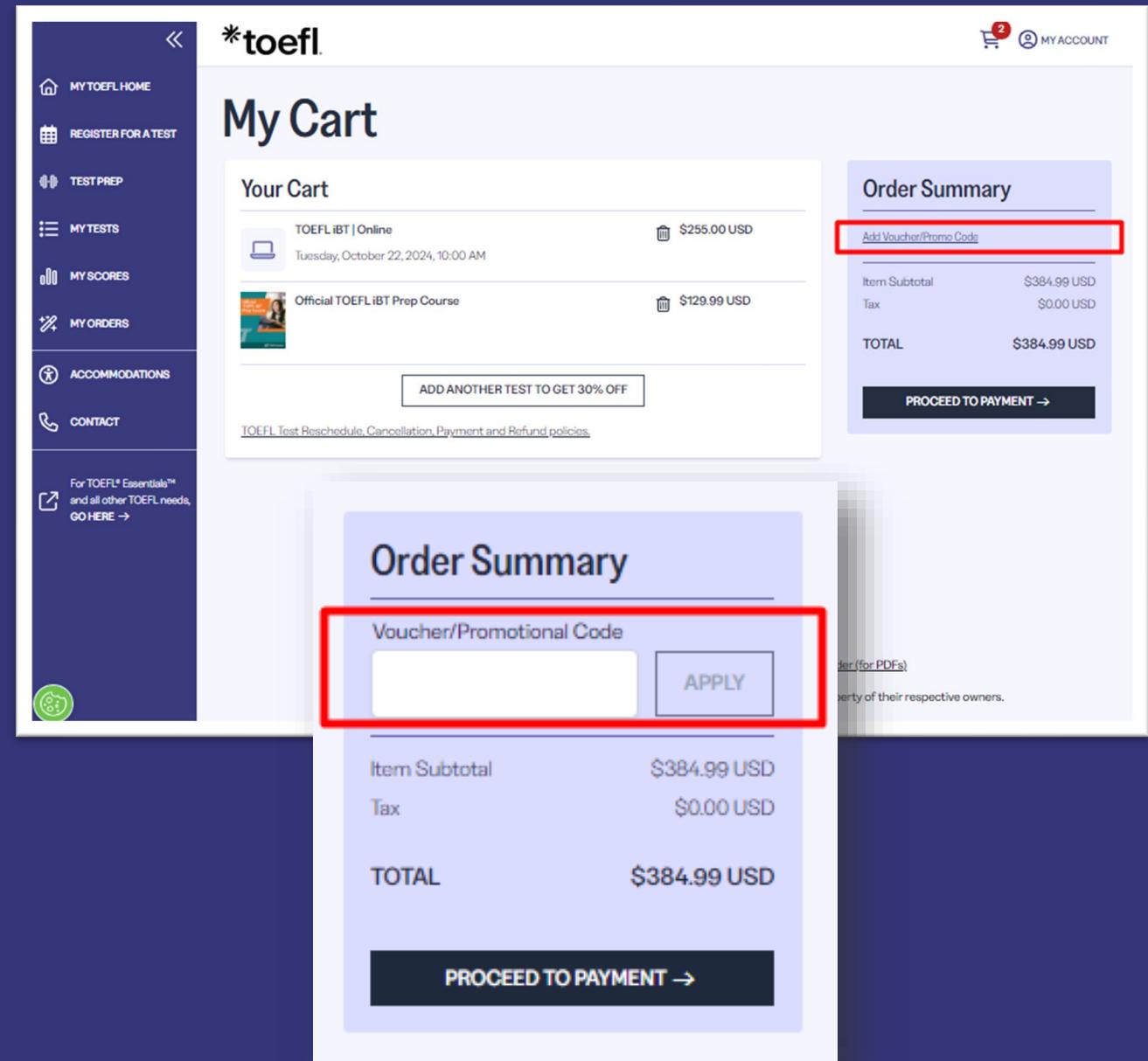


The screenshot shows the \*toefl website's "My Cart" page. The cart contains a "TOEFL iBT | Online" test registration for Tuesday, October 22, 2024, at 10:00 AM, with a total price of \$255.00 USD. Below the cart, there are two buttons: "ADD TEST PREP" and "ADD ANOTHER TEST TO GET 30% OFF", both of which are highlighted with a red box. To the right, the "Order Summary" section shows the subtotal, tax, and total as \$255.00 USD. At the bottom right is a "PROCEED TO PAYMENT →" button. A promotional overlay window is displayed in the foreground, titled "Boost your confidence!" with the subtext "Get official test prep to help you improve your score." It features an image of the "Official TOEFL iBT Prep Course" and a price of \$129.99 USD. The overlay includes a "YES, ADD TO MY CART" button and a "No thanks, but maybe later" link. The bottom right corner of the overlay has a note: "Adobe Reader (for PDFs) are the property of their respective owners."

# 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.**

**My Cart**

**Your Cart**

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

**Order Summary**

Add Voucher/Promo Code	
Item Subtotal	\$384.99 USD
Tax	\$0.00 USD
<b>TOTAL</b>	<b>\$384.99 USD</b>

**Order Summary**

Voucher/Promotional Code	
<input type="text"/>	<b>APPLY</b>
Item Subtotal	\$384.99 USD
Tax	\$0.00 USD
<b>TOTAL</b>	<b>\$384.99 USD</b>

**PROCEED TO PAYMENT →**

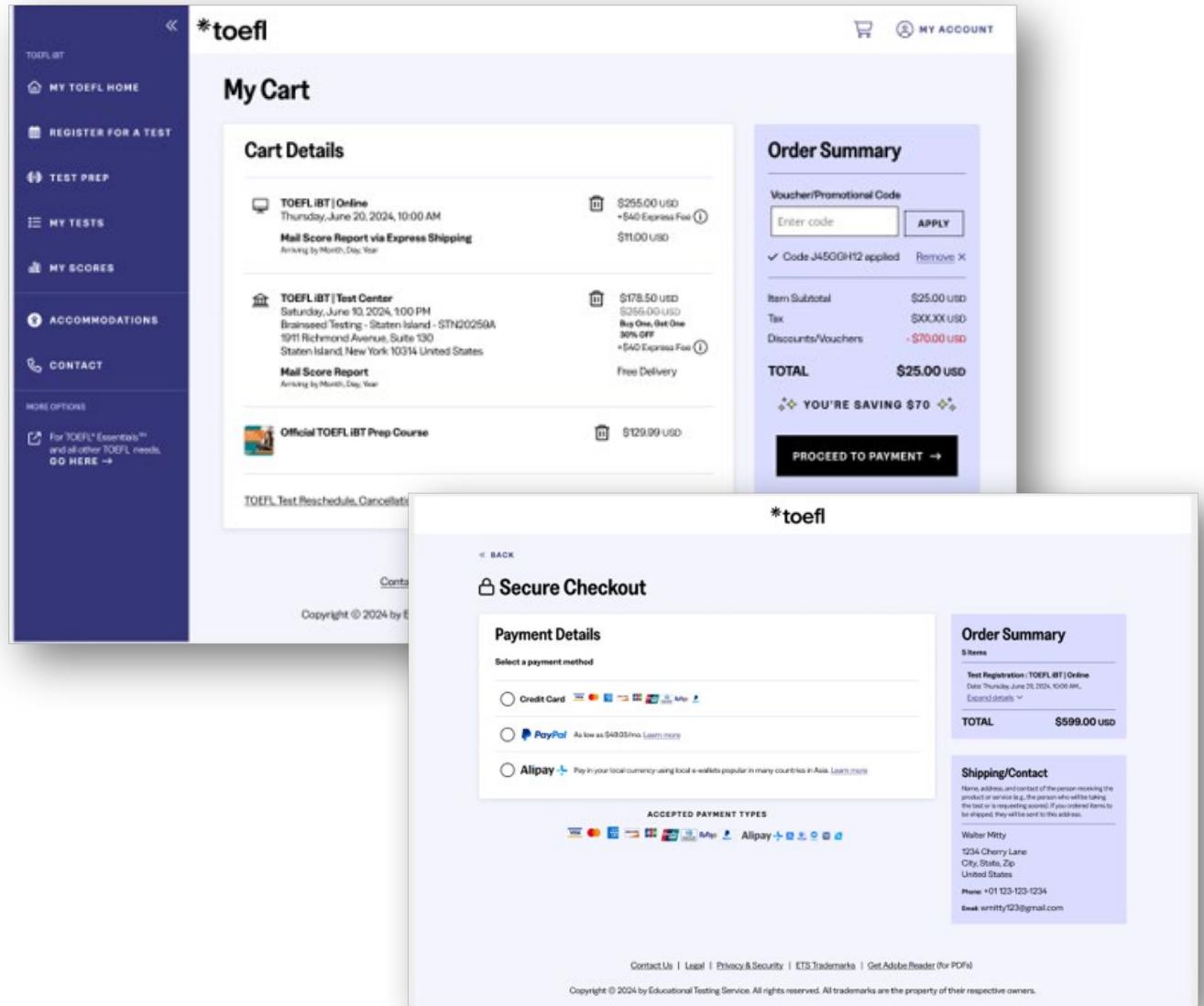
# Payment & Sending your scores



# 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.



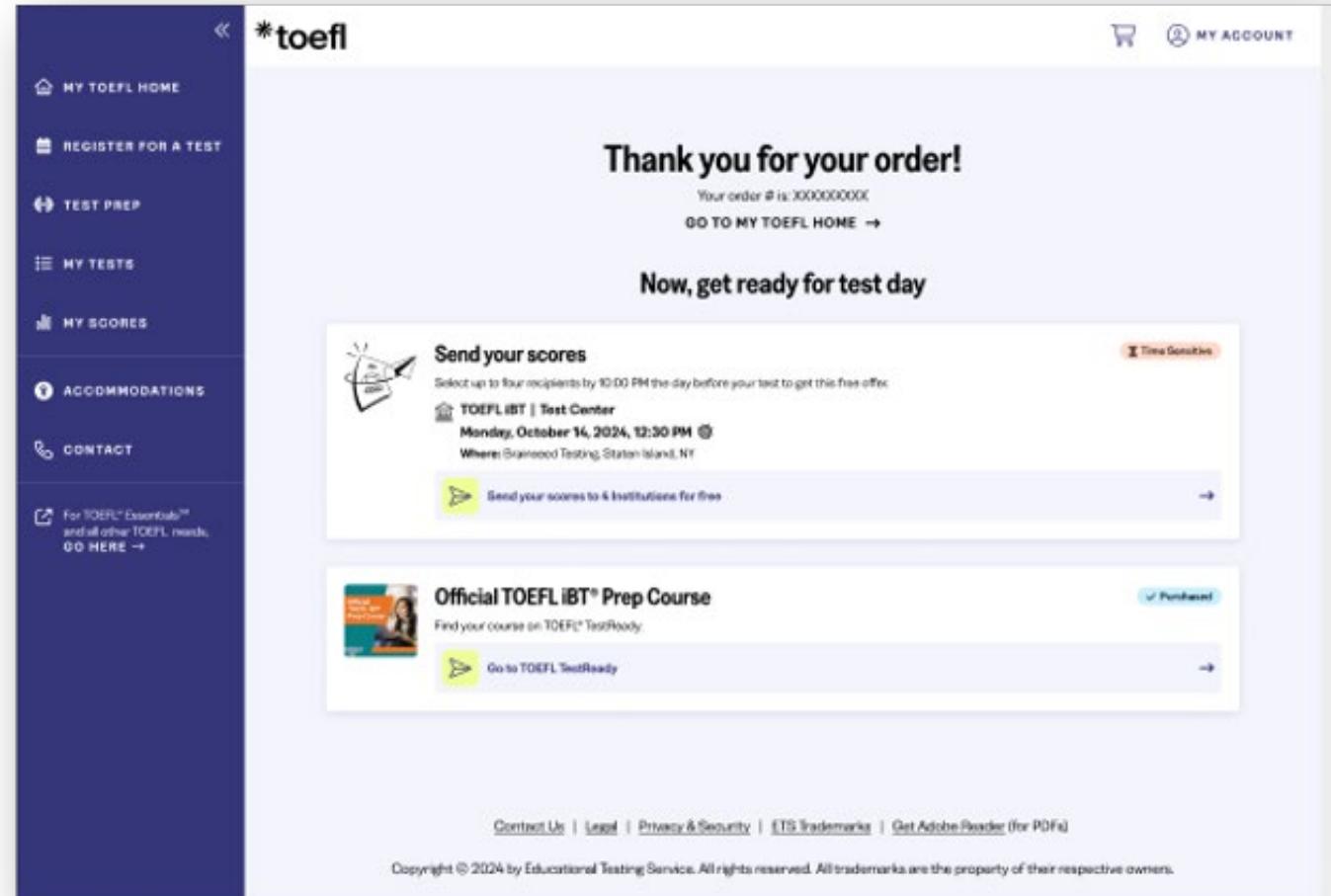
The image displays two screenshots of the \*toefl website. The top screenshot shows the 'My Cart' page with a summary of items: TOEFL iBT Online (Thursday, June 20, 2024, 10:00 AM), TOEFL iBT Test Center (Saturday, June 10, 2024, 10:00 PM), and an Official TOEFL iBT Prep Course. The total is \$25.00 USD, with a note that \$70.00 USD is being saved. The bottom screenshot shows the 'Secure Checkout' page, where payment details can be selected using a credit card, PayPal, or Alipay. The order summary on the right shows a total of \$599.00 USD for the registration.

# 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. The left sidebar has links: MY TOEFL HOME, REGISTER FOR A TEST, TEST PREP, MY TESTS, MY SCORES, ACCOMMODATIONS, and CONTACT. A note at the bottom says: "For TOEFL® Essentials™ and all other TOEFL needs, GO HERE →". The main content area says "Thank you for your order! Your order # is: 0000000000 GO TO MY TOEFL HOME →". It then says "Now, get ready for test day". Below this, the "Send your scores" section is shown, featuring a "Send your scores to 4 Institutions for free" button. The section also lists "TOEFL iBT | Test Center" with "Monday, October 14, 2024, 12:30 PM" and "Where: Brainedo Testing, Staten Island, NY". At the bottom, there is a "Official TOEFL iBT® Prep Course" section with a "Go to TOEFL TestReady" button. The footer includes links for Contact Us, Legal, Privacy & Security, ETS Trademarks, and Get Adobe Reader (for PDFs), and a copyright notice: "Copyright © 2024 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners."

# Sending your scores

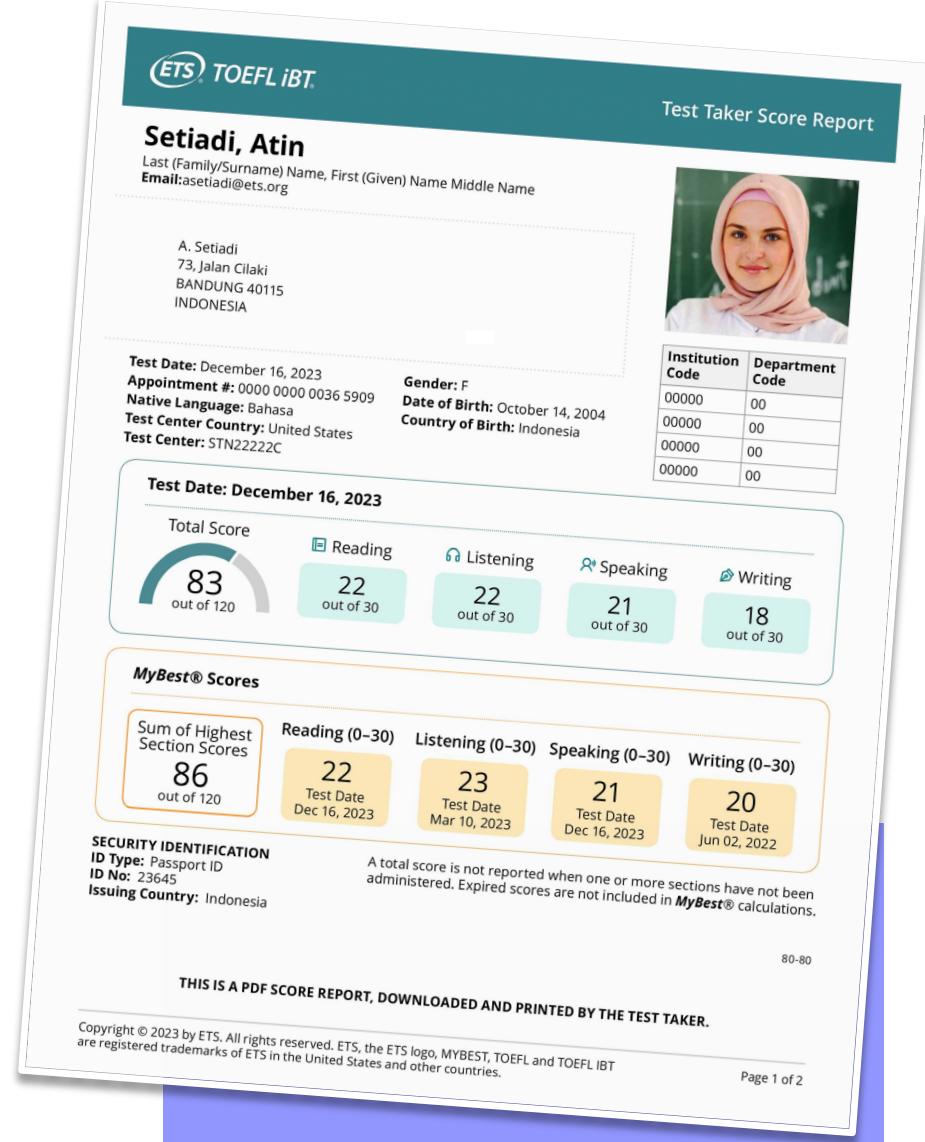
4-8  
days

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!

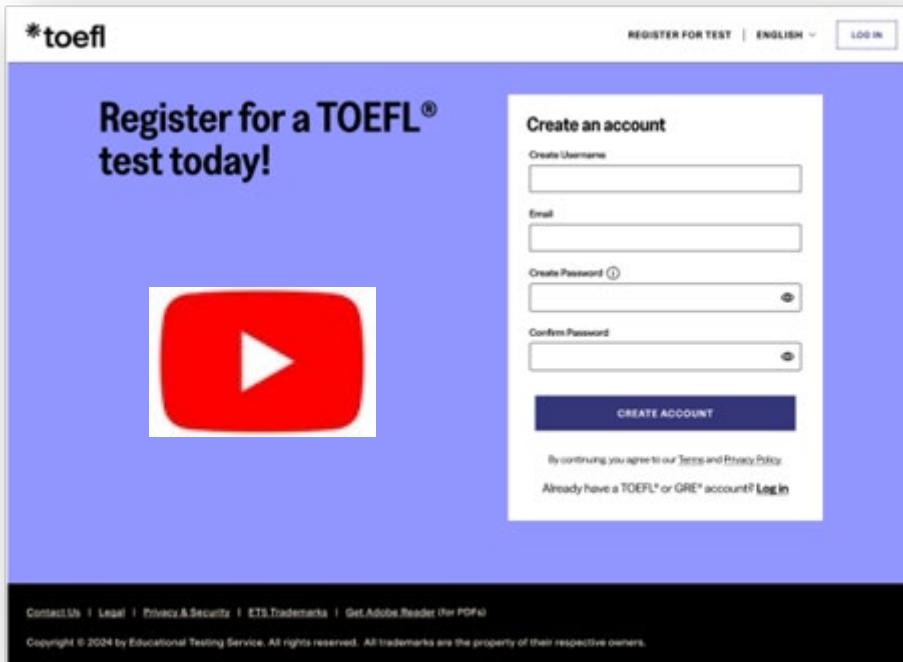
Official TOEFL score reports are sent from ETS directly to the institutions you select.



# 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](https://youtube.com/toefltv)

# Thank you!

