



TOEIC

Test of English for International Communication REGISTRATION FORM

F1

Please read the instruction at the back and complete this form in **CAPITAL LETTERS**

PERSONAL DETAILS

Family Name:

Given Name: Mr/Ms/Mrs

Mailing Address:

Phone: (office) _____ (mobile) _____

Date of Birth: ____/____/____ E-mail address: _____
Month Day Year

TEST INFORMATION

Please specify your preference of test dates (1= 1st priority; 2=2nd priority; and so on):*

2010 Test Dates

- | | | |
|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> January 30 | <input type="checkbox"/> May 29 | <input type="checkbox"/> September 18 |
| <input type="checkbox"/> February 27 | <input type="checkbox"/> June 26 | <input type="checkbox"/> October 30 |
| <input type="checkbox"/> March 27 | <input type="checkbox"/> July 31 | <input type="checkbox"/> November 27 |
| <input type="checkbox"/> April 24 | <input type="checkbox"/> August 28 | <input type="checkbox"/> December 18 |

* To re-schedule test date, you must submit a Change Request form (F2) at least 5 working days before the original test date; requests submitted less than 5 working days before the original test date will not be honored, registration fee will be forfeited.

How did you hear about the TOEIC Test? Newspaper MTR School Friends

Internet _____ (please specify) Others _____ (please specify)

Have you taken any English preparation course before?

- Yes, Name of School/ Course Center _____, Duration of Course _____
- No

How many times have you taken TOEIC? never once twice or more

Please specify your previous TOEIC test date ____/____/____ in Hong Kong Outside Hong Kong
Month Day Year

TOEIC FEE AND PAYMENT INFORMATION

Service Ordered:

- HK\$550 TOEIC Test Fee + Professional Certificate

Score Reporting Services:

- | | |
|---|--|
| <input type="checkbox"/> HK\$ 0 Pick up in person** | <input type="checkbox"/> HK\$20 Local Registered Mail |
| <input type="checkbox"/> HK\$ 0 Local Surface Mail*** | <input type="checkbox"/> HK\$30 Overseas Registered Mail |

**Score reports will be available at IIE 7 working days after test date. Candidates can pick up their results within 3 months.

*** If your score report/certificate is lost in the mail, you can request for them to be reissued. The handling charge is \$50 for a score report and \$200 for a certificate. To avoid lost mail, you are recommended to choose Local Registered Mail.

Total Amount Enclosed HK\$

- Cash (**NOT** applicable for mail registration)
- Bank Cheque/Personal Cheque (*Cheque payable to: **Institute of International Education***)

- The information on this application form will be kept confidential and will be used for the test administration only.
- I hereby agree to the policies and procedures related to test administration, payment of fees, and reporting of scores. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

APPLICANT SIGNATURE: _____ DATE _____

For Office Use Only

Test Date/Time: _____ Receipt#: _____ Admission Ticket & Handbook Initials: _____

INSTITUTE OF INTERNATIONAL EDUCATION

Room 601, General Commercial Building 156-164 Des Voeux Road
 Central, Hong Kong 上環德輔道中 156 號通用商業大廈 601 室
 Tel: (852) 2603 5771 Fax: (852) 2603 5765
 Website: <http://www.iiehongkong.org/toEIC>



1. To register, a candidate must send a completed registration form and a personal check, or bank check, to **Institute of International Education -TOEIC Center, Room 601, General Commercial Building, 156-164 Des Voeux Road Central, Hong Kong**. The check must be payable to *Institute of International Education*. Please print the candidate's name on the back of the check. Post-dated check is not accepted. If you want to pay cash, you must register in person at IIE's office. Do not send cash by post.
2. The testing fee is HK\$550 and covers both the Listening and Reading sections, as well as issuance of a score report and a professional certificate.
3. The registration and mailing service fee are non-refundable.
4. Any bank charges due to invalid checks are the responsibility of the test taker.
5. The Institute of International Education-TOEIC Center will confirm your registration by post within one week after receiving your registration form and payment. An admission ticket and a receipt will be mailed to you.
6. If you want to reschedule your test date after registering, you must complete a Test Rescheduling Request Form and mail it to IIE in time to ensure that it is received at least **5 working days** before the original test date. The new scheduled date must be within 3 months from the original test date. There is a handling charge of HK\$50 fee for each rescheduling request. If a request is not received 5 working days before original test date, it will not be honored and the registration fee will be forfeited.
7. There is a HK\$50 handling charge for change of mailing address, re-issuance of Hong Kong Workplace English Campaign Benchmark statement, and each additional copy of score report.
8. Your test score report, certificate and benchmark statement (if applicable) will be sent by surface mail to the address specified on your registration form. IIE will not be responsible for lost mail. If you want your score report and certificate to be sent by registered mail, choose the registered mail option on your registration and add HK\$20 to your registration fee. If you would like your score reports, certificate and benchmark statement to be sent to an address outside of Hong Kong, you must select the airmail option and add HK\$30 to your registration fee.
9. If you do not receive your score report and professional certificate due to an incomplete or erroneous address on your registration form or lost mail, you can request for them to be reissued. The handling charge is \$50 for a score report and HK\$200 for a certificate.



**CHANGE REQUEST AND
ADDITIONAL SCORE REPORT ORDER FORM**
IIE-TOEIC Center, Room 601, General Commercial Building,
156-164 Des Voeux Road Central, Hong Kong
Tel: 2603-5771 Fax: 2603-5765

CANDIDATE INFORMATION

Family Name:

Given Name: Mr/Ms/Mrs

Mailing Address:

Phone: _____ Fax: _____

E-mail address: _____

FEES AND PAYMENT

Change Request

- HK\$ 50 **Change of Test Date***
- Change Test Date from ___/___/___ to ___/___/___
Day Month Year Day Month Year
See <http://www.iiehongkong.org/toeic> for test dates and time.
- HK\$ 50 **Change of Mailing Address**
- HK\$ 30 **Order Additional ___ Copies of Receipt** ___/___/___
Day Month Year
- HK\$ 50 **Order Additional ___ Copies of Score Report/ Benchmark Statement**
___/___/___
Day Month Year
- HK\$ 200 **Order ___ Copies of TOEIC Certificate** ___/___/___
Day Month Year

Mailing Services

- HK\$ 0 Pick up in person
- HK\$ 0 Local surface mail
- HK\$20 Local Registered mail (for Hong Kong mailing address)
- HK\$30 Overseas Registered mail (for mailing address outside Hong Kong)

TOTAL HK\$

Payment Enclosed: Check Cash (pay in person only)
(check payable to: **Institute of International Education**)

Candidate Signature: _____ Date of request: _____

* Rescheduling request must be received by Institute of International Education 5 working days before original test date. Any late request will not be honored and the registration fee will be forfeited.