



TOEIC

Test of English for International Communication REGISTRATION FORM

F1

Please complete this form in **CAPITAL LETTERS**

Personal Details	
Family Name:	<input type="text"/>
Given Name:	<input type="text"/> Mr/Ms/Mrs
Mailing Address:	<input type="text"/>
Phone: (office) _____	(mobile) _____
Date of Birth: ____/____/____	E-mail address: _____
Month	Day Year

Test Information	
Please specify your preference of test dates (1= 1 st priority; 2=2 nd priority; and so on):*	
Full <input checked="" type="checkbox"/> May 12, 2007 (10:00am - 12:45pm)	<input type="checkbox"/> May 19, 2007 (10:00am - 12:45pm)
<input type="checkbox"/> May 19, 2007 (2:00pm - 4:45pm) * afternoon*	<input type="checkbox"/> June 9, 2007 (10:00am - 12:45pm)
<input type="checkbox"/> June 16, 2007 (10:00am - 12:45pm)	
* 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 learn of the TOEIC Test?	<input type="checkbox"/> Newspaper <input type="checkbox"/> MTR <input type="checkbox"/> School <input type="checkbox"/> Friends
<input type="checkbox"/> Internet _____ (please specify)	<input type="checkbox"/> Others _____ (please specify)
Have you taken any English preparation course before?	<input type="checkbox"/> Yes, School name _____, Duration _____ <input type="checkbox"/> No
How many times have you taken TOEIC before?	<input type="checkbox"/> never <input type="checkbox"/> once <input type="checkbox"/> twice or more
When did you take TOEIC last time? ____/____/____ in	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Outside Hong Kong
Month	Day Year

Toeic Fee and Payment Information	
<u>Service Ordered:</u>	
<input type="checkbox"/> HK\$550 TOEIC Test Fee + Professional Certificate	
<u>Score Reporting Services:</u>	
<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 10 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\$	<input type="text"/>
<input type="checkbox"/> Cash (NOT applicable for mail registration)	<input type="checkbox"/> Bank Check/Personal Check
(Check 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#: _____ <input type="checkbox"/> 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: [grid]
Given Name: [grid] Mr/Ms/Mrs
Mailing Address: [grid]
[grid]
[grid]

Phone: _____ Fax: _____

E-mail address: _____

FEES AND PAYMENT

Change Request

- Change of Test Date* - Change Test Date from ___/___/___ to ___/___/___
Change of Mailing Address
Order Additional ___ Copies of Receipt ___/___/___
Order Additional ___ Copies of Score Report/ Benchmark Statement ___/___/___
Order ___ Copies of TOEIC Certificate ___/___/___

Mailing Services

- Pick up in person
Local surface mail
Local Registered mail (for Hong Kong mailing address)
Overseas Registered mail (for mailing address outside Hong Kong)

TOTAL HK\$ [grid]

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.