



TOEFL iBT® Testing for Groups of Students

ETS offers institutions the opportunity to have a group of students take the *TOEFL*® test at the same location and on the same test date. This is the process:

1. Submit a Group Reservation Request to ETS at bulkregistrations@ets.org

Be sure to include the following information:

- ☐ Your institution/program's name and address
- ☐ Location where you would like your students to test (country, state, city)
- ☐ Specific test dates requested, or timeframe for testing
- ☐ Number of seats you are requesting
- ☐ Your contact information (name, email address and phone)
- ☐ **Be sure to password protect the roster information to protect all personal identifiable information (PII).**

We recommend submitting Group Reservation Requests at least 30 days before the preferred test date. ETS will find the location/date that best meets your needs.

Each student must create a TOEFL iBT account using the ETS online registration system at www.ets.org/toefl. Each student will be assigned an ETS ID number. After creating an account, each student must sign in to the account and update their personal information.

NOTE: Registration and payment must be completed at least 25 days before the test date, or the seats you reserved will be released to the public.

Information about test fees is available at [TOEFL fee info](#). Test fees are subject to change without notice.

Privacy Notice

ETS recognizes the importance of protecting your privacy. This Privacy Notice describes our practices related to personal information privacy and security. ETS has a global privacy program to protect all "Personal Information." Personal Information is any information that we can use to identify you (such as your name, username or identification number) or contact you (such as your email address or telephone number). Personal Information includes other types of information (such as test scores or demographic data) when that information is associated with your Personal Information. View the full privacy policy [here](#).

TOEFL® Bulk Registration Roster

Candidate Details

[illegible]

ETS offers the TOEFL Prepaid Voucher Service for organizations that wish to pay TOEFL test fees on behalf of their students or to provide local registration services. The Service is available in all areas where the TOEFL iBT® and TOEFL® Essentials™ tests are offered.

Voucher Service Details

You may distribute the TOEFL Prepaid Vouchers to students for whom you want to pay partial or full test fees or to provide local registration services.

- The following vouchers can be purchased: 100% of the test fee.
- Vouchers are valid only within a specific country. You can order vouchers for different countries in a single order.
- Information about test fees is available at www.ets.org/toefl. Test fees are subject to change without notice.
- All vouchers are redeemable for up to one year from date of issue.
- Refunds will not be issued for unused or expired vouchers or for test takers absent from their test appointments.
- If you are purchasing vouchers to provide local registration services, you will be responsible for any refunds due to a test taker if a test taker cancels their test during the refund eligibility Period.

• For most jurisdictions, test and test-related fees are inclusive of any sales, use, valued-added or similar taxes. In jurisdictions where the customer is required to account for any local taxes due, the price remitted to ETS excludes those taxes. In those circumstances, it is the sole responsibility of the customer to pay those taxes to the local tax authority. ETS is not responsible or liable for collecting and remitting those taxes on the customer's behalf.

• In the jurisdictions* below, test and test-related fees are exclusive of any sales, use, value added or similar taxes, which will be added to the order when it is placed. If your institution or organization is tax exempt or has a VAT ID, you must provide the appropriate tax-exempt document (U.S. orders only) or VAT registration document with your order. No refunds will be issued for the tax paid on an order after the order is submitted. *Australia, Canada, Chile, Colombia, Nigeria, Norway, Saudi Arabia, Singapore, Turkey, United States and Vietnam

Voucher Order Form

Test (TOEFL iBT, TOEFL iBT Australia*, TOEFL Essentials)	Test Fee	Number of Vouchers

Billing Information	
Name	
Title	
Institution	
Address	
Email	
VAT ID	