

STOP!

If you have a credit card and would like to schedule an appointment now, refer to page 5 for more information. **If you schedule your appointment by phone, you do not need to mail in this form.**

TOEFL[®]

CBT VOUCHER REQUEST FORM INSTRUCTIONS

Completing the Form

- Complete the form accurately and clearly **with the information for the person who plans to use the voucher and take the test**. The form will be computer processed and whatever you enter for each item will appear on the test taker's record.
- Use a pen with black ink. If you do not have one, you may use a soft lead pencil or a pen with blue ink. Do not use a highlighter, felt-tipped pen, or fountain pen.
- Use English letters. Omit spaces, hyphens, apostrophes, Jr. or II, etc., and avoid stray marks.
- Make your check or money order payable to ETS-TOEFL. See "Acceptable Forms of Payment" on page 4.
- Mail your completed form and payment or credit card information in the appropriate envelope provided in the center of your *Bulletin*. Use the "TOEFL CBT Voucher" label that is attached to the envelope, or address the envelope to:

TOEFL CBT Voucher
Educational Testing Service
PO Box 6159
Princeton, NJ 08541-6159
USA

