

How to Register with the TOEIC Internet Services (for Individual Application)

Please complete the form which is marked with *.

The passages written in green are general rules of registration.

The passages written in red are general notes of registration.

The passages written in blue are general rules of the TOEIC test's registration.

General Registration	
Name *	<p>Last name <input type="text"/> First name <input type="text"/></p> <p>Please enter your full name on your family register using double-byte characters(Example: KOKUSAI KAZUO)</p> <p>※When you enter your middle name, please do not use a "space" key in the "Name" Entry section. You are to use a dot (.) or hyphen (‐) between surname and middle name, or enter your middle name without leaving a space.</p> <p>[TOEIC test]On the test day, you are to leave a space when you enter your middle name on your answer sheet.</p>
Full Name (in Katakana) *	<p>Last name <input type="text"/> First name <input type="text"/></p> <p>Please enter your full name on your family register using double-byte Katakana character(Example: コクサイ カズオ)</p> <p>※If there is a KANJI character that you cannot enter, please enter your whole name in roman letters.</p>
Full Name (in roman letters) *	<p>Last name <input type="text"/> First name <input type="text"/></p> <p>Please enter your full name on your family register using single-byte alphabets (in capital letters).</p>
Date of Birth *	<p>A.D. <input type="text"/> month <input type="text"/> day <input type="text"/></p> <p>Please use single-byte characters. (Example: 1980 01 01)</p>
Sex *	<p><input type="radio"/> Male <input type="radio"/> Female</p>
Address *	<p>Please choose the appropriate one.</p> <p>Postal Code <input type="text"/> — <input type="text"/></p> <p>Entry your postal code and your address without a block and house number will appear automatically.</p> <p>Prefecture <input type="text"/></p> <p>Municipality (Town/Village) <input type="text"/></p> <p>Town/Geographic Name <input type="text"/></p> <p>Block/House Number <input type="text"/></p> <p>Building Name Room Number <input type="text"/></p> <p>Please make sure that Block/House Number, Building Name and Room Number are correct to prevent non-delivery of mail.</p> <p>[TOEIC test] An address entered on the test application form will be used to mail a test admission ticket (to be mailed about two weeks before the test date). Please enter an address inside Japan where you can receive postal matter in your own name.</p> <p>You can have an Official Score Certificate sent to an address outside Japan (This service is subject to fees). For details such as procedures to request overseas shipping and fees, please check the following links. TOEIC test TOEIC SW tests</p>
Country of Origin	<p><input type="text"/></p> <p>Please enter the country of origin.</p>
First Language	<p><input type="text"/></p> <p>Please enter your first language.</p>
Telephone Number *	<p><input type="text"/></p> <p>Please enter your telephone number using single-byte characters without hyphen (‐).</p>
E-mail *	<p><input type="text"/></p> <p>Reentry <input type="text"/></p> <p>Reentry of e-mail address. Please enter your e-mail address using single-byte alphabets and numbers.</p> <p>Please do not enter an e-mail address that can handle only a limited number of characters such as cell phone e-mail address. Important e-mail messages such as acknowledgement of receipt of application (containing about 2,000 characters) may not be displayed in full, if you enter such e-mail address.</p>
ID *	<p><input type="radio"/> Use my e-mail address as Login ID. (Recommended)</p> <p><input type="radio"/> Use an ID that is not my e-mail address.</p> <p>How to enter an ID that is not your e-mail address</p> <p>※ When you use an ID that is not your e-mail address, please enter an ID using 6 to 12 single-byte alphabets and numbers. Symbols you can use are "@" (at mark)", "." (period)", "-" (hyphen)" and "_" (under bar)" only.</p>
Password *	<p><input type="password"/></p> <p>Reentry <input type="password"/></p> <p>Please enter a login password consisting of a combination of up to 8 single-byte alphabets and numbers.</p> <p>Please see to the Shift key or Number Lock key. Your password will not appear on the screen for its safety. It will not appear on the confirmation screen, either.</p>
Additional registration	
Additional registration of sub-e-mail address on a voluntary basis	<p>You can voluntarily register up to 2 e-mail addresses as a sub-e-mail address in addition to the above e-mail address.</p> <p>Sub-e-mail address 1 (for voluntary registration) <input type="text"/></p> <p>Sub-e-mail address 2 (for voluntary registration) <input type="text"/></p> <p>Please use single-byte alphabets and numbers.</p>
Registration of secret question	
<p>When you forget your password, you can use a secret question to confirm your identity. Please create a question you can answer easily but that others do not know or that will be difficult for others to guess. The "answer" to the secret question must be exactly the same as a character string you will enter when you apply for the resetting of a login password. Please make sure that you will not make a mistake when you enter a character string.</p>	
Secret question	<p>Please select one of the secret questions shown.</p> <p>What is the name of your pet?</p> <p>What is the maiden name of your mother?</p> <p>Where were you born?</p> <p>Which school have you graduated?</p> <p>What is your favorite food?</p>
Answer to secret question	<p>Please create a secret question consisting of up to 20 characters.</p> <p>Please create an answer using up to 20 double-byte characters.</p>
Registration of delivering e-mails.	
<p>We deliver a variety of e-mail messages containing information on the Secure Program of the TOEIC test, the TOEIC SW tests and useful tips for studying English. Information on application for the Secure Program of the TOEIC test and the TOEIC SW tests can be delivered to your sub-e-mail addresses. Please click the "Mail Delivery Setting" Menu to go through necessary procedures upon completion of ID registration.</p>	
Secure Program of the TOEIC test	<p>Would you like to receive an e-mail message to inform you of the start and deadline for applications for the Secure Program of the TOEIC tests?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>We will send you an e-mail message about application for the Secure Program of the TOEIC test on the opening date for applications and about a week before the deadline.</p>
Secure Program of the TOEIC SW tests	<p>Would you like to receive an e-mail message to inform you the start and deadline for applications for the Secure Program of the TOEIC SW tests?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>We will send you an e-mail message about application for the Secure Program of the TOEIC Speaking and Writing tests about a week before the deadline.</p>
News	<p>Would you like to receive news from TOEIC?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>We will send you an e-mail to offer latest information on the tests, official learning tools, TOEIC programs, development of new programs, data collection and implementation of questionnaire, as well as useful tips for studying English on an irregular basis.</p>