

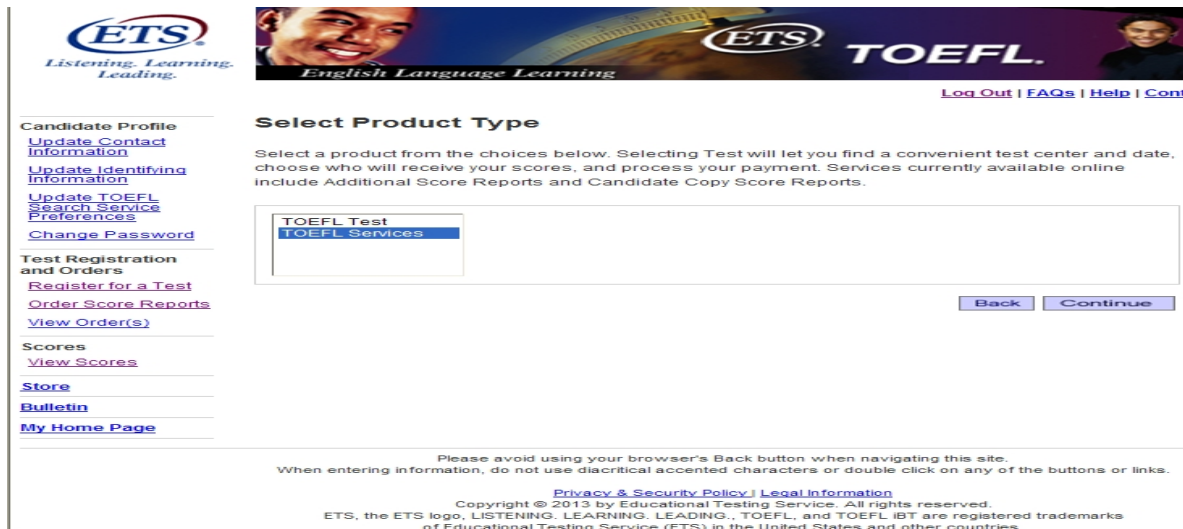
HOW TO REPORT TOEFL SCORE

◆ 토플 점수 리포팅 Guideline

- 토플 점수는 응시일로부터 2년간 유효하며, 시험을 신청하거나 시험을 볼 때 4개교까지 무료로 official score reports 를 보낼 수 있음. 추가로 요청할 경우 1개교당 \$ 18불 추가비용 지불하면 가능함
- 온라인 신청, 팩스신청, 우편신청이 가능하나 온라인 신청을 권장함
- 온라인신청방법
 - TOEFL IBT Account 로 로그인 하여 "Order Score Reports"를 클릭하여 점수를 보낼 대학을 선택하고 신용카드로 비용을 결제
- 소요시간 : 온라인 신청일로부터 4~7일 (business days) 소요
- 세부신청방법은 하단 내용 참고

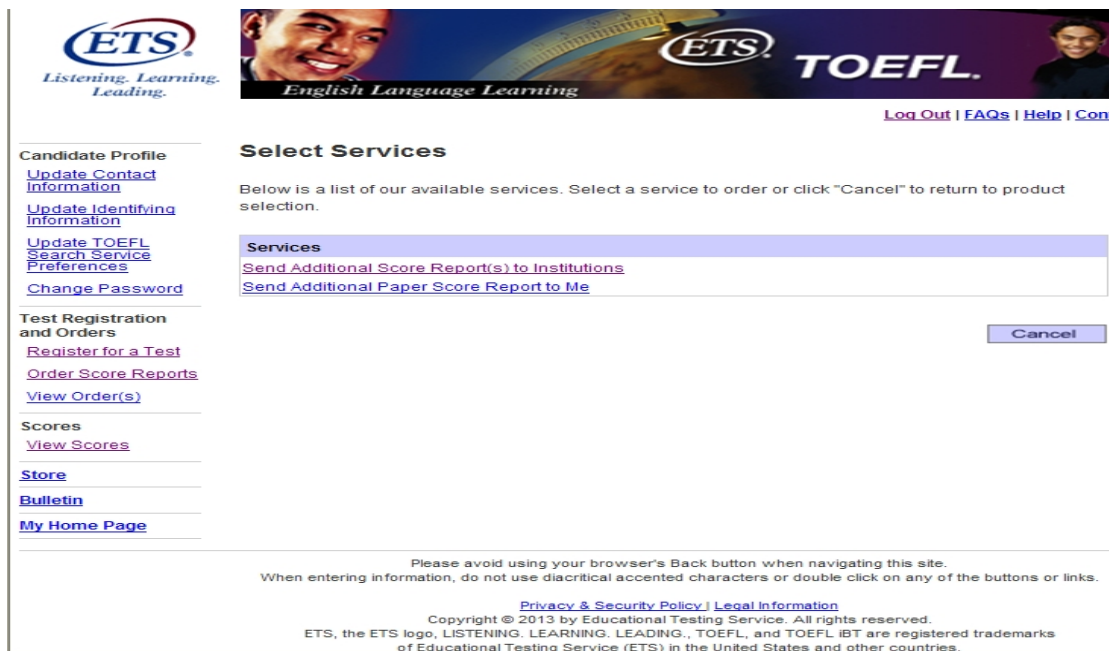
◆ How to report TOEFL Score

1. 먼저 iBT TOEFL 웹사이트에 로그인을 한 후 왼쪽 탭에서 Order Score Reports를 클릭한 후에 아래 그림처럼 TOEFL Services 클릭 후 계속을 클릭합니다.
 (<https://toefl-registration.ets.org/TOEFLWeb/userLocaleSetup.do>)




The screenshot shows the ETS TOEFL website interface. At the top, there is a navigation bar with the ETS logo and the text "Listening. Learning. Leading." and "English Language Learning". Below the navigation bar, there is a sidebar with various links such as "Candidate Profile", "Update Contact Information", "Update Identifying Information", "Update TOEFL Search Service Preferences", "Change Password", "Test Registration and Orders", "Register for a Test", "Order Score Reports", "View Order(s)", "Scores", "View Scores", "Store", "Bulletin", and "My Home Page". The main content area is titled "Select Product Type" and contains the following text: "Select a product from the choices below. Selecting Test will let you find a convenient test center and date, choose who will receive your scores, and process your payment. Services currently available online include Additional Score Reports and Candidate Copy Score Reports." Below this text, there is a list of two options: "TOEFL Test" and "TOEFL Services", with "TOEFL Services" selected. At the bottom of the list, there are "Back" and "Continue" buttons. At the very bottom of the page, there is a footer with a disclaimer: "Please avoid using your browser's Back button when navigating this site. When entering information, do not use diacritical accented characters or double click on any of the buttons or links." and copyright information: "Copyright © 2013 by Educational Testing Service. All rights reserved. ETS, the ETS logo, LISTENING. LEARNING. LEADING., TOEFL, and TOEFL iBT are registered trademarks of Educational Testing Service (ETS) in the United States and other countries."

2. 다음 페이지에서 Send Additional Score Report를 클릭합니다.



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3. 본인이 리포팅을 원하는 시험을 클릭합니다.



[Log Out](#) | [FAQs](#) | [Help](#) | [Cont](#)

Candidate Profile

[Update Contact Information](#)

[Update Identifying Information](#)

[Update TOEFL Search Service Preferences](#)

[Change Password](#)

Test Registration and Orders

[Register for a Test](#)

[Order Score Reports](#)

[View Order\(s\)](#)

Scores

[View Scores](#)

[Store](#)

[Bulletin](#)

[My Home Page](#)

Send Additional Score Report(s) to Institutions

Score reports will be mailed within 4-7 days. However, ETS cannot control mail delivery to locations around the world. Allow 7-10 days after the mailing date for delivery in the U.S., and additional time for other locations. For information specific to your area, contact the local post office for estimated delivery time for mail from the U.S.

Select from available test dates

Test Dates

Jun 30, 2013	▲
May 11, 2013	
May 26, 2013	
Jun 08, 2013	
Jul 13, 2013	▼

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4. 수령처 코드 기입

- Stony Brook : 2548 / Illinois : 1318 / ISEP: 9250 입력 > Search 클릭

[View Order\(s\)](#)

Scores

[View Scores](#)

[Store](#)

[Bulletin](#)

[My Home Page](#)

post office for estimated delivery times for mail from the U.S.

NOTE: YOUR TEST CANNOT BE RESCORED IF YOU HAVE ALREADY REQUESTED THAT YOUR SCORES BE SENT TO AN INSTITUTION OR AGENCY.

Please select each score recipient using the search field below. If you cannot find a recipient after trying all search options, contact TOEFL® Services (toefl@ets.org or +1-609-771-7100) after you complete your registration.

Search By:

Name (type in a full name, or a partial name followed by a % sign):

Institution Code:

Country/Location: ▼

State/Province: ▼

Select a score recipient below.

Search Results

Score Recipient

No Results

5. 해당되는 학교를 선택해 주세요.

[Bulletin](#)
[My Home Page](#)

trying all search options, contact TOEFL® Services (toefl@ets.org or +1-609-771-7100) after you complete your registration.

Search By:

Name (type in a full name, or a partial name followed by a % sign): [Search](#)

Institution Code: [Search](#)

Country/Location: [Search](#)

State/Province: [Search](#)

Select a score recipient below.


Search Results		
Score Recipient	Division	Address
2548 STONY BROOK UNIVERSITY SUNY	Undergraduate	STONY BROOK NY 11794-1901 Select
2548 STONY BROOK UNIVERSITY SUNY		STONY BROOK NY 11794-0001 Select

[Cancel](#)

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6. 선택한 학교가 맞는지 확인한 후 Continue 를 클릭하세요.



[Log Out](#) | [FAQs](#) | [Help](#) | [Cont](#)

Candidate Profile
[Update Contact Information](#)
[Update Identifying Information](#)
[Update TOEFL Search Service Preferences](#)
[Change Password](#)

Test Registration and Orders
[Register for a Test](#)
[Order Score Reports](#)
[View Order\(s\)](#)

Scores
[View Scores](#)

[Store](#)
[Bulletin](#)
[My Home Page](#)

Select Score Recipients: Part 2 of 2

You have chosen to send your scores to the following Score Recipient(s). To add or change a Score Recipient, click the "Add Another Score Recipient" button. To delete a score recipient, click the "Remove" link.



Score Recipient/Location	Department:	
INSTITUTION CODE: 2548 STONY BROOK UNIVERSITY SUNY 118 ADMINISTRATION BLDG STONY BROOK , NY 11794-1901 USA	Undergraduate	Remove

[Add Another Score Recipient](#) [Continue](#)

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7. 마지막으로 다시 한 번 확인 후 18달러를(리포팅 1건당) 결제해 주세요.

[Log Out](#) | [FAQs](#) | [Help](#) | [Cont](#)

Candidate Profile

[Update Contact Information](#)

[Update Identifying Information](#)

[Update TOEFL Search Service Preferences](#)

[Change Password](#)

Test Registration and Orders

[Register for a Test](#)

[Order Score Reports](#)

[View Order\(s\)](#)

Scores

[View Scores](#)

[Store](#)

[Bulletin](#)

[My Home Page](#)

Order Summary

ETS Order ID : 31748895	Status	QTY	Price
Services Modify			
Test Information: TOEFL IBT TEST, July 13, 2013			
Send Additional Score Report(s) to Institutions		1	\$18.00
Tax:			\$0.00
Score Recipient(s) Modify			
Status of your score reports will be updated from Ordered to Processed approximately three days before ETS sends your scores to your designated recipients. Estimated shipping dates may vary across different Institutions and is indicated below for each institution you have selected.			
STONY BROOK UNIVERSITY SUNY	Ordered		
Department: Undergraduate	Estimated Shipping Date: August 02, 2013		
STONY BROOK , NY, 11794-1901			

Subtotal:	\$18.00
Taxes:	\$0.00
Total:	\$18.00
Amount Due:	\$18.00

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