
America-Mideast Educational & Training Services, Inc.

How to Register for the iBT TOEFL® Test at AMIDEAST/Lebanon

1. **Fill out** the registration form.
2. If you would like AMIDEAST's assistance with registration for the iBT TOEFL, visit our office **at least 3 weeks** before your first desired test date. Please note, however, that seating is limited for each test date. The more time you allow in advance for registration, the better chance you will have of securing a seat on the desired day.
3. **Bring** the completed registration form, test payment of \$170.00 in US dollars plus a service fee of US \$32 (total \$202). Our office hours are:

Monday – Thursday 8:00 am – 4:30 pm
Friday: 8:00 am – 3:30 pm

4. The Local Test Registrar will register you on-line.
5. To confirm the date and time of your exam: We cannot confirm the date and time of your test by phone. However, you may visit AMIDEAST for confirmation. OR we can email the confirmation letter to you. If you want email notification, please write the email address to use below:

Email: _____

6. If you want to reschedule your test date, you can call the Regional Registration Center in Netherlands directly or re-schedule on the **TOEFL iBT®** online registration system, according to the instructions in the Information and Registration Bulletin or through the web site: www.ets.org/toefl . ETS will charge a fee for this service. **AMIDEAST/Lebanon cannot accept requests to reschedule.**
7. If you need to cancel your exam, please get in touch directly with the Regional Registration Center in Netherlands, following the procedures outlined in the Information and Registration Bulletin or through the web site: www.ets.org/toefl . If you are due a refund, ETS will mail you a check in \$US. **AMIDEAST cannot help you with any cancellation nor is AMIDEAST responsible for receipt of refunds or cashing of checks from ETS.**
8. **AMIDEAST cannot investigate lost or late score reports.** Please contact ETS directly, following instructions in the test bulletin.
9. **AMIDEAST is not responsible for, nor can we follow up on, any problems of any kind that occur on the day of the test at any test center other than the AMIDEAST test center. You must resolve any such test center problems directly with the test center or ETS.**
10. Registering with AMIDEAST is one of the available options, and does not entitle candidates to special treatment in the assignment of testing appointments.
11. To register for **TOEFL iBT®** without **AMIDEAST assistance**, please visit this web site www.ets.org/toefl for full information.

I have read the above and understand the service, including my responsibility for following rescheduling and cancellation procedures outlined in the test information bulletin.

Signature

Date