

About Change Procedures

A Changes to name

Send "Notification of Changes" and a copy of a valid ID to the IIBC Test Operation Center. The change will be made about a week after the required documents arrive. Note that the changed information will appear on your admission ticket and Official Score Certificate if you send the documents by the "Deadlines for reflection" below.

Identification

- Driver's license issued in Japan*
- Student ID issued in Japan
- Passport*
- Individual number card
- Basic Resident register card
- Abstract of family register* / copy of family register*

If you have changed either your first name or your last name, send us copies of either of the above* showing both your old and new names.

Points to note

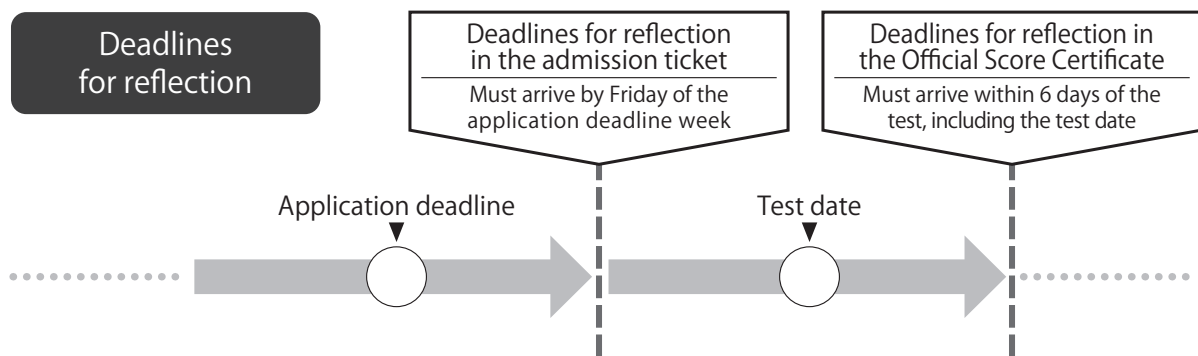
- If your address is shown on your family register, cover it with black marker so it cannot be read.
- You cannot change to any names other than those on your family register.
- You cannot change to any characters that are not usable on the TOEIC Application Site. If this is the case, substitute with the modern form.
- You cannot change the registered person.
- Posted materials will not be returned.
- Even if you change your name after the test, you will not be able to change it on the Official Score Certificate.

B Changes to Date of birth, Sex, Telephone number, Post code, and Address in Japan

Send "Notification of Changes" to the IIBC Test Operation Center. The change will be made about a week after the required documents arrive. Note that the changed information will appear on your admission ticket and Official Score Certificate if you send the documents by the "Deadlines for reflection" below.

Points to note

- Fill in your address accurately, without abbreviating it. (Include apartment/condo name, company/department name, room number, c/o information)
- You cannot change your address to one overseas. If you wish your Official Score Certificate to be sent overseas, you will need to submit the Official Score Certificate Overseas Sending Request so that it arrives within 6 days of the test date (i.e., by Friday). "6 days" includes the test day. Please check the TOEIC Official Website for details.
- Posted materials will not be returned.



The deadline for having changed information appear is different for those who registered online. Check the TOEIC Official Website for details.

Handling of personal information

Personal information you provided will only be used for the procedures you request.

Inquiries/Address

The Institute for International Business Communication
 IIBC Test Operation Center
 Sanno Grand Building, 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-8957
 TEL: 03-5521-6033
 10:00 - 17:00 (Excluding Saturdays, Sundays, public holidays
 and the year-end through New Year holidays.)

Check the TOEIC Official Website for details
 on the procedures for changing registration.



https://www.iibc-global.org/english/site_info/regist/
 (TOEIC Official Website <https://www.iibc-global.org/english/toEIC/>)

Notification of Changes

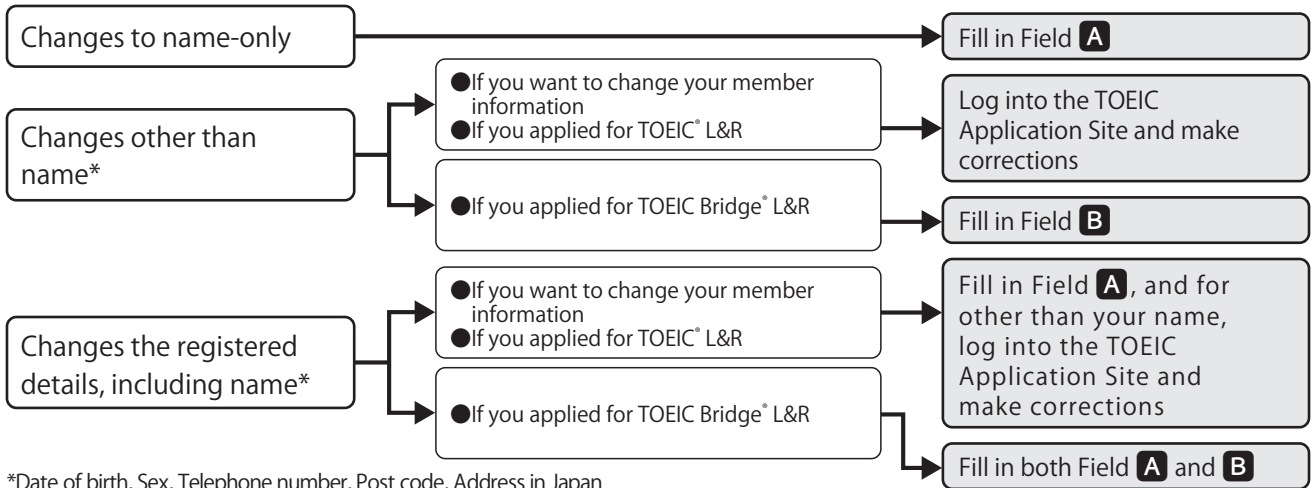
Date: / /

■ Currently registered contents Fields marked with "*" must be filled in.

Kana			
Name (Kanji/Kana/Alphabet) *			
Date of birth*	Year/Month/Date		
Telephone number*			
Daytime telephone number	(Only fill in if your phone number is different from the above)		
Login ID*	(Only fill in if you are a TOEIC Application Site member)		
Test date	Year/Month/Date	<input type="checkbox"/> TOEIC® Listening & Reading Test	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> TOEIC Bridge® Listening & Reading Tests

We will contact you at the telephone number you listed in "Daytime telephone number", if necessary.

Follow the instructions below



*Date of birth, Sex, Telephone number, Post code, Address in Japan

■ Contents after change

A Changes to name

Name (Kanji/Kana/Alphabet)	(LAST)	(FIRST)		
Name (Katakana)	(LAST)	(FIRST)		
Name (Alphabet)	(LAST)	(FIRST)	(MIDDLE INITIAL)	

B Changes other than name

If you have already created your account as a member, or if you applied for TOEIC® L&R, log into the TOEIC Application Site and make corrections.

Date of birth	Year/Month/Date			
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Telephone number				
Address in Japan	〒			