

About Change Procedures

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 the test taker information confirmation screen on the test day, and on the Official Score Certificate if you send the documents by the "Deadline for reflection" below.

Identification

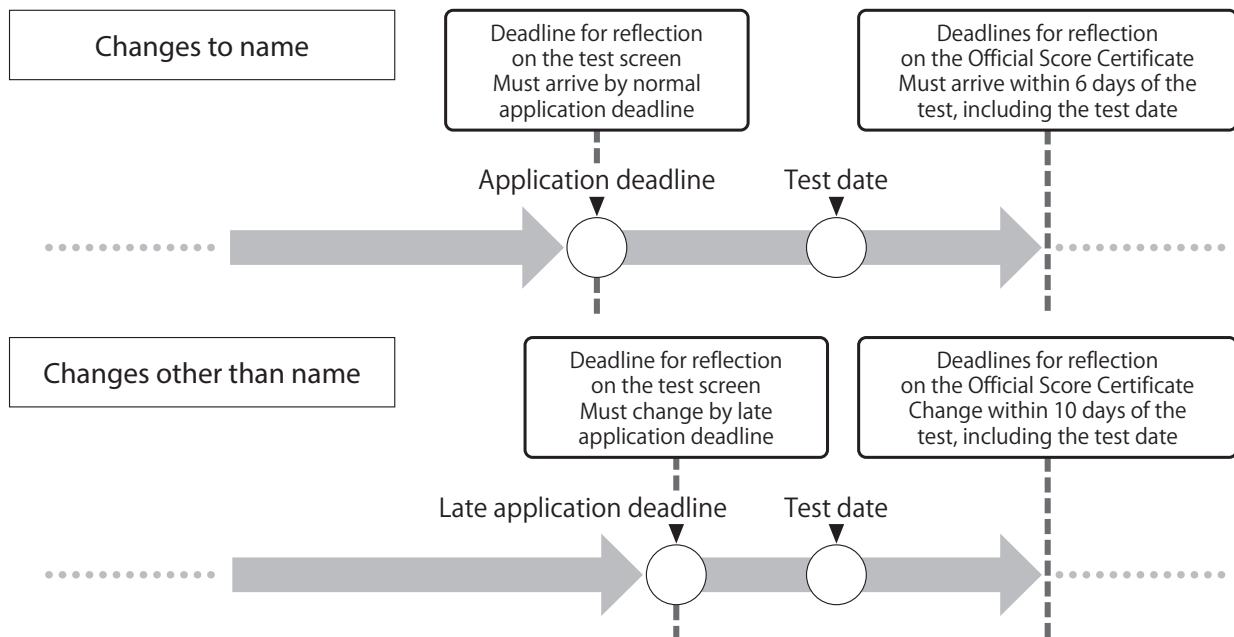
- Driver's license issued in Japan*
- Individual number card
- Abstract of family register* / copy of family register*
- Student ID issued in Japan
- Basic Resident register card
- Passport*

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.
- Note that any middle initials you registered in your member information will not be shown on the test screen of the TOEIC® S&W and TOEIC® Speaking, or on your Official Score Certificate.

Deadline for reflection



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

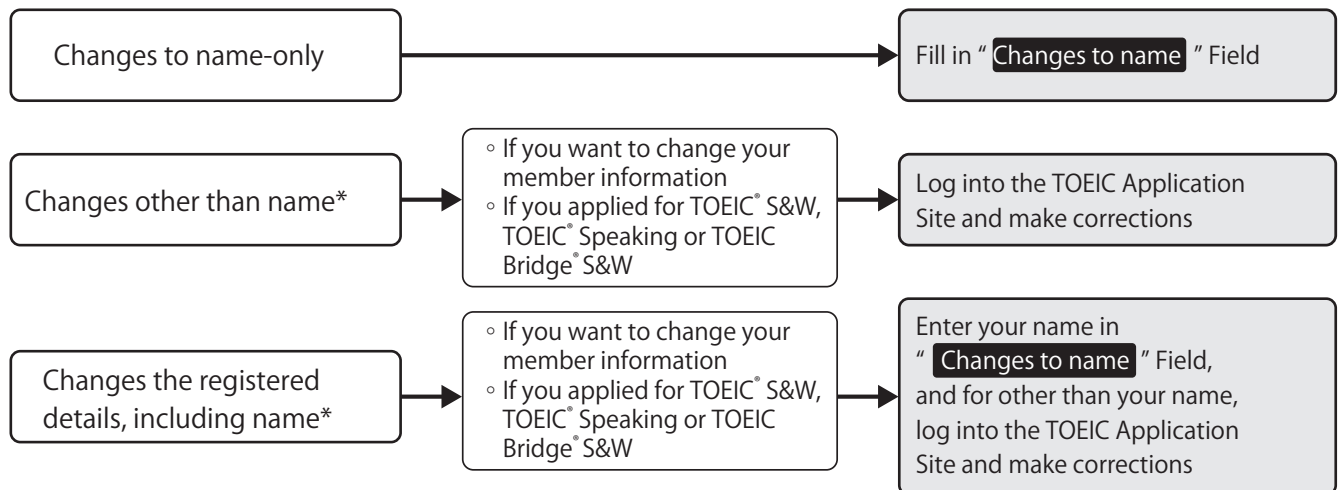
Date: / /

■ 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*		
Test date	Year/Month/Date	<input type="checkbox"/> TOEIC® Speaking & Writing Tests <input type="checkbox"/> TOEIC® Speaking Test <input type="checkbox"/> TOEIC Bridge® Speaking & Writing 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

Changes to name

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