

**【NOTES】**

- You confirm if your designated institution (including College, Department, Course) makes agreements with IIBC regarding the TOEIC Official Score Direct Reporting Service. Send us the request form filling in the correct information in the bold frame below.
- We do not verify test results of administrations that took place outside of Japan.
- Send this request form with a postal money order (**by registered mail or parcel delivery service**) to IIBC Test Operation Center. “Direct Reporting Service Request Form Enclosed” or “公式認定証直送依頼書在中” is written in red on the front of the envelope. Only request form by the original applicant can be valid.
- IIBC is not responsible if the Official Score Certificate does not reach within the deadline set by the institutions due to any incomplete written information or service charge.
- If you do not receive the confirmation letter within one week, contact IIBC Test Operation Center.
- IIBC do not use the personal information provided for any purpose other than necessary business, and do not return back the sent form.

Applicant information	
Name	※The name printed on your Official Score Certificate cannot be changed for any reason including legal name changes.
Date of birth	Month:                      Day:                      Year:
Address, current	〒 _____  The confirmation letter from the IIBC Test Operation Center will be sent to this address after your request form is accepted.
Telephone number, daytime	
Institution information	
Name of the institution	
Name of the department, charge	
Address of the institution	〒 _____

Fill in the blanks after confirming the necessary score notified by your designated institution.

	Administration date ※	Registration number (Blank is possible if unclear)
TOEIC® Listening & Reading Test	Month:      Day:      Year:	-
TOEIC® Speaking & Writing Tests	Month:      Day:      Year:	
TOEIC® Speaking Test	Month:      Day:      Year:	
Charge (You fill <input checked="" type="checkbox"/> on any one of boxes, and buy a postal money order.)	<input type="checkbox"/> TOEIC Listening & Reading Test (1 copy) : ¥1,100 (tax included) <input type="checkbox"/> TOEIC Speaking & Writing Tests (1 copy) : ¥1,100 (tax included) <input type="checkbox"/> TOEIC Speaking Test (1 copy) : ¥1,100 (tax included) <input type="checkbox"/> TOEIC Listening & Reading Test (1 copy) + TOEIC Speaking & Writing Tests (1 copy): ¥1,650 (tax included) ※We have this service for other combinations of the tests, please contact IIBC Test Operation Center for more details.	

※ You have to request the designated test date. (IIBC does not accept any score references by telephone or email, etc.)

I authorize the IIBC Test Operation Center to release my Official Score Certificate to the institutions designated above.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                      Signature: \_\_\_\_\_

**【Send documents to】**

<p><b>The Institute for International Business Communication IIBC Test Operation Center</b>  <b>TOEIC Score Direct Reporting Service</b>                  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.)</p>
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