

HOW TO REGISTER FOR THE TOEFL TEST AT CSUN

Reservation Request numbers:

Students enrolling for an Official TOEFL iBT exam at CSUN must receive a reservation number provided by the IEP Office. The number is different for each test date and expires eleven days before the exam.

STEP 1: Create an ETS profile

1. Log on to www.ets.org/toefl
2. Click on "My TOEFLiBT Account" under the search bar in the upper right and corner
3. If you already have an account, enter your user name and password. If not, click on "Sign Up" and follow the instructions.
4. After you log on, "My Home Page" will appear

STEP 2: Register for the test

1. At your Home Page, under the My Tests, select Confirm a Group Reservation (center of page)
2. If you agree with the terms and conditions, click "*I So Sign and Agree*"
3. Enter the Reservation Request Number above which corresponds to the date of the test you want to take. This will allow you to reserve a seat on your desired date. Be careful to use the right number for the test date that you want.
4. Complete the remainder of the registration process as normal

IMPORTANT: The seat reservation number will be applicable until eleven days before the test date, after which the reservation number will no longer be valid to access any remaining seats. At this point, you must follow the regular online registration procedures. The seats will fill up very quickly!

STEP 3: Confirming your registration

You can confirm your registration and view the Ticket Confirmation by going to your homepage. At the homepage, click on "View Order(s)", then click on "Print", next to Ticket Confirmation

IMPORTANT: When you register online for the CSUN testing site with the group reservation number, your credit card will be charged immediately and ETS fees and penalties will apply for any changes:

| Change or cancellation | Penalty/fee |
|--|-------------|
| Cancellation up to 4 days prior to test date (Tues) | 50% |
| Cancellation after the Tuesday prior test date | 100% |
| Change from or to another site | \$50 |
| Late fee for registration 7 days or less prior to test | \$25 |

All changes or cancellations must be done with ETS directly and NOT with the IEP office: 1-800-468-6335