

Foreigner Notes before Registration

Be sure to read this information in detail, regarding pre-test precautions and frequently asked questions. Good luck with your exams.

1. Registration Method:

Online registration only. 【Payment options: Credit card, 7-ELEVEN ibon, FamilyMart FamiPort】.

Reminder : If no order information can be found when choosing to pay by credit card, it means that your registration has not been completed. Please register again to create an order.

2. English Name:

The test taker's English name must be the same as in passport. Please confirm the correctness of your English name when registering the test as the name indicated in the Score Report shall be the same as the one provided in the registration form. If you need to make any changes after registration and before the test, please send your "valid passport" electronic file to our customer service email (service@examservice.com.tw), and we will assist you in the changes after confirmation.

3. Application for Alteration:

You can apply for an alteration of the test area or test site before the "deadline for alteration" after the registration data is reviewed and approved (not applicable for additional registration and special exam). The application for alteration of test dates is not accepted.

4. Application for Registration Cancellation:

If you want to cancel the registration after it is completed, you can submit the application before the “deadline for cancellation application” and are required to pay relevant administration fees. Late applications shall not be accepted (not applicable for special exam).

For detailed information about registration cancellation, the application period for each session's cancellation and the administrations fees to be collected, please refer to the following explanatory information about the application for registration cancellation on our official website:

- [TOEIC Listening and Reading Test 撤銷辦法](#)
- [TOEIC Speaking and Writing Tests 撤銷辦法](#)
- [TOEIC Speaking Test 撤銷辦法](#)
- [TOEIC Bridge Listening and Reading Tests 撤銷辦法](#)
- [TOEIC Bridge Speaking and Writing Tests 撤銷辦法](#)
- [TOEIC Bridge Speaking Test 撤銷辦法](#)
- [TOEFL ITP Tests 撤銷辦法](#)
- [TOEFL Junior Tests 撤銷辦法](#)

5. Score Report Delivery:

For test takers who participate in all parts of the test on the test day and do not violate the test rules, the Score Report will be sent to the correspondence address specified in the registration form by “regular mail” on the scheduled day announced on the official website. It will take 3-5 working days (excluding weekends and public holidays) for the mail delivery..

For test takers registering through the Institutional Program, the Score Report shall be sent in the way required by the applying agency.

6. Test-taking Information Inquiry:

With the aim of going paperless for environmental protection, **the Company will not send a paper copy of the test-taking information to test takers.** Please check our official website at 10:00 A.M. on the Test-taking Information Inquiry Day announced on the website. For the test time/site, please check the “Test-taking Information.”

7. Special test-taking services are not available for additional registration sessions.

8. Before taking the test, please read the information on our official website and the frequently asked questions (FAQs).

Sample of membership application

會員資料填寫

身分證號碼(ID) **Test taker's Passport Number**

密碼 (請輸入8~16碼) **Please enter 8-16 characters**

密碼再確認
Confirm password

電子信箱
E-mail

※ 訂單成立與測驗考前通知等重要訊息發送，請確認email填寫正確。

電子信箱再確認
Confirm E-mail

手機號碼
Mobile phone

國籍 本國籍
Nationality

英文姓名 姓 名
English name

生日
Birth date

性別 男 女
Gender

地址
Address

電子報訂閱 TOEIC/TOEIC BRIDGE/TOEIC SW NOTICE(不可退訂)
 TOEIC+Recruit
 TOEIC WATCH
 TOEIC LETTER
 TOEIC 快訊
Newsletter subscription

※NOTICE 為官方發送測驗重要通知或提醒事項的電子報，只要有申請測驗報名，即會自動列入發送，不提供退訂服務。

Information about pre-exam and registration

Q1. What should I do if I don't have a mobile phone number in Taiwan?

A Currently, the verification code can only be collected from domestic mobile phone number. We suggest you use relatives or friend's mobile phone number to verify. Be aware to check the verification code within 60 minutes to complete your verify.

Q2. When can I inquiry exam information (test date, location, and time)?

A You can go to [【測驗服務專區】](#) after 10:00 a.m, two working days before the examination, then click [【應考資訊查詢】](#). Enter ID number (or passport number) and your birth date (for example: 1980/01/01).

The test time, test room building, test room and other test room information will be show up.

Q3. What should I bring to the exam?

A Foreign nationals (including Hong Kong and Macao residents) should bring Valid passport or ARC with passport number(Copies are not accepted), stationery(ex:2b pencils, erasers·etc).

Q4. How can I confirm the order is complete?

A You may go to [【測驗服務專區】](#) and click the [訂單記錄查詢] to check the payment, and you may also click [報名進度查詢] to check your registration is acceptable or not.

Q5. What should I do if the account can't be logged in?

A Please following the picture and step:

- 1 Please click the [【Forgot your password 忘記密碼 ?】](#)
- 2 Enter ID number, birthday, graphic verification code, and select the method of receiving verification code (e-mail verification or mobile phone SMS verification)

3 Method 1: Select [Email Verification 電子信箱驗證]

Enter the e-mail address and graphic verification code of the member account registration, and click [Next 下一步].

Please go to the e-mail of the member account registration to receive the verification code.

(Remind you, if the verification code is entered incorrectly for 3 times, it will be temporarily locked.)

Enter the verification code received by e-mail in forgot password step3, and click [Send 送出].

To reset the membership password, click [Send 送出].

Successfully logged in to the official website test service area.

4 Method 2: Select [SMS Verification 手機簡訊驗證]

Enter the mobile phone number and graphic verification code registered with the member account, and click [Next 下一步]

Please collect the verification code from the mobile phone number registered with the member account.

Enter the verification code received via SMS in forgot password step3, and click [Send] . **(Remind you, if the verification code is entered incorrectly for 3 times, it will be temporarily locked.)**

To reset the membership password, click [Send 送出]

Successfully logged in to the official website test service area.

After the above steps are completed, please follow the steps below

Please click the follow website <https://www.examservice.com.tw/Member/Index>

Please log in to [【測驗服務專區】](#) and select [服務專區] .

Please be noticed that the verification web-link and verification code from SMS message could be used only in 60 minutes after you verify again.

If your account still can't be logged in, please email us and include information as you can: send email to service@examservice.com.tw.

Name:

Passport Number:

EMAIL:

Cellphone Number:

Date of Birth:

Q6. Before the exam, I found out that my name was reversed, how can I change it?

A If you need to revise your name in test data and member account data, Email to service@examservice.com.tw, please provide us your soft copy of valid passport after registering for the test and proceeding the payment; after we receive your detail information, we will help you to modify.

Name:

Test date:

Passport number:

The address when you registered: