

TOEIC® Secure Program Group Application

Registration Information

Read here
for
registration
details

Read here
for
member
enrollment

Not available through the TOEIC® test mobile website (TOEIC® Mobile)

First, enroll as a member (free) of TOEIC SQUARE.

STEP 1

<http://square.toEIC.or.jp/> TOEIC SQUARE 検索

Access TOEIC SQUARE and click on “登録 (無料)” (Enroll (free)).

STEP 2

Read the Membership Agreement and if you agree with the contents, click on “同意する” (Agree).

STEP 3

Fill out the required fields in the Member Enrollment Form and click on “次へ進む” (Next).

Check that the information provided is correct and click on “次へ進む” (Next). If corrections are needed, click on “戻る” (Back).

STEP 4

When member enrollment is complete, a confirmation email will be sent to the email address provided. Please confirm receipt of the confirmation email.

Member enrollment in TOEIC SQUARE is complete.

*The screen shown here may differ from the actual screen.

STEP 1



http://square.toeic.or.jp/ TOEIC SQUARE 検索

Access TOEIC SQUARE and click on TOEIC test “テスト申込・結果確認” (Test Registration/Results).

STEP 2



Enter the “ログインID” “パスワード” (Login ID and Password) that were registered with TOEIC SQUARE to log in.

STEP 3



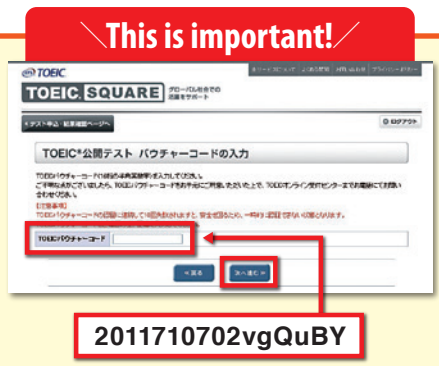
Click on TOEIC test “受験申込” (Test Registration).

STEP 4



Click on “バウチャー受験申込” (Voucher Registration) and continue to the registration screen. *** Be sure not to click on the “受験申込” (Test Registration) button.**

STEP 5

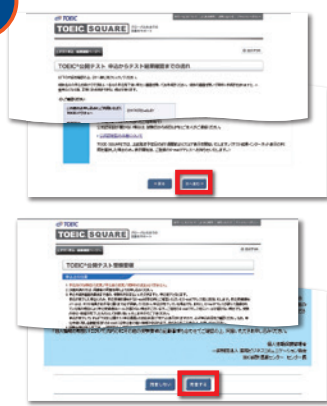


2011710702vgQuBY

*This voucher code is a sample.

Enter the **voucher code** and click on “次へ進む” (Next).

STEP 6

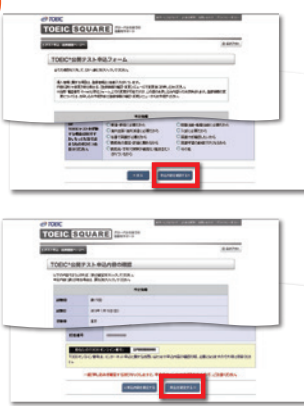


Confirm test registration details and key points, then click on “次へ進む” (Next).

Confirm the registration guidelines about taking the TOEIC test and click on “同意する” (Agree).

*The screen shown here may differ from the actual screen.

STEP 7



Fill out the required fields in the entry form and click on “申込内容を確認する” (Confirm Registration Information). *** Persons opting to assign other number should enter it at this point.**

Check that the information provided is correct and click on “申込を確認する” (Confirm Registration). If corrections are needed, click on “申込内容を修正する” (Correct Registration Information).

STEP 8



When registration is complete, a confirmation email will be sent to the email address provided. Please confirm receipt of the confirmation email.

Registration is complete.

Providing Personal Data to a Third Party
Registration should be carried out in agreement with the fact that, in cases of group registration for the TOEIC test, in principle test results for all examinees and personal data (examinees' number, full name written in the Latin alphabet, birthdate) are provided to the group's department of contact, in addition to individual examinees, in the form of a list of achievement results or a data file. If the group's department of contact is deemed unnecessary, personal data will not be provided to the group's department of contact. If you wish to confirm the provision of personal data to a group department of contact, please make inquiries to your group's department of contact. The personal data acquired will only be utilized within the scope to which examinees have consented and will not be provided or disclosed to a third party, excluding instances of urgent need in order to preserve human life, body, or property, or other cases prescribed in items of Article 23, Paragraph 1 of the Act on the Protection of Personal Information.

Contact Information
The Institute for International Business Communication
TOEIC Online Registration Center
TEL: 03-5521-6055 Email: net-support@toeic.or.jp
(10:00 a.m.-5:00 p.m.; excluding Saturdays, Sundays, holidays, and Year-end/New Year holidays)