

# How to book your TOEFL Exam using TOEFL Vouchers

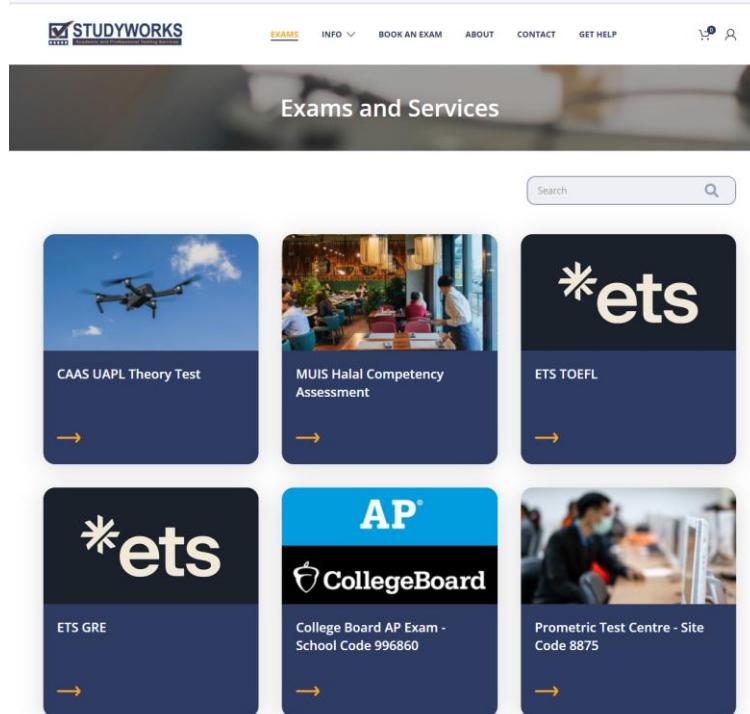
## Studyworks Singapore

**Test Centers:**  
**STN20658 (2<sup>nd</sup> Floor)**  
**Prometric 8875 (1<sup>st</sup> Floor)**

Information correct as of 20 June 2025.

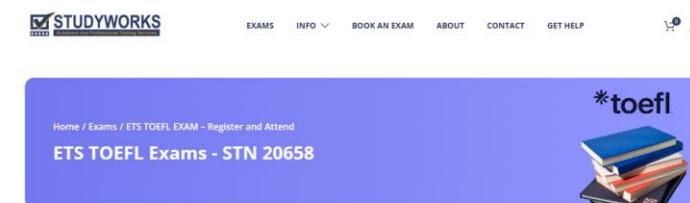
Please refer to ETS Toefl website for most up to date information regarding fee policy and other important information.

## Step 1a: Purchase your ETS TOEFL Voucher at Studyworks



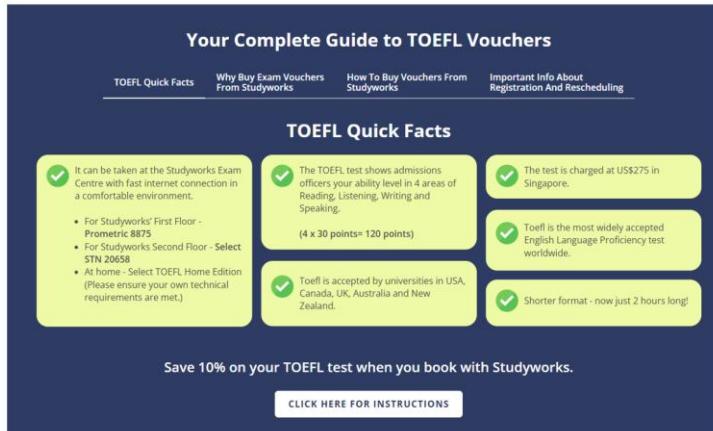
**Click on TOEFL at our website  
www.studyworks.sg**

## Step 1b: Read the information on the webpage



**Read the User Guide and information on the webpage.**

**When you are ready, please click on Book an exam.**



## Step 1c. Fill in your details and pay

STUDYWORKS

EXAMS INFO BOOK AN EXAM ABOUT CONTACT GET HELP

Home / Checkout

**Checkout**  
Enter your personal information and billing address.

**BILLING DETAILS**

First Name *	Last Name *
First Name	
Country / Region *	Singapore
Postcode / ZIP *	
Phone (optional)	
Email Address *	

**YOUR ORDER**

PRODUCT	SUBTOTAL
ETS Toefl Exam Voucher x 1	S\$330.00
Subtotal	S\$330.00
Total	S\$330.00

HiPay Payment Gateway

Place Order

**Fill in your details and make payment.**

**The current ETS TOEFL fee is US\$275 or approximately S\$360 as of June 2025.**

**Studyworks offers a S\$30 discount for students taking the TOEFL at its test centers.**

## Step 1d. Get your Voucher Code and click to the ETS website

 **YOU ARE ALMOST DONE!**

Read Below To Proceed To Step 2 Of The Registration Process

**Important:** Your test is **not booked** until you complete the second step on the ETS website using your voucher code.

**STEP 2**

Booking your test is a **two-step** process:

- Check your email for your unique ETS voucher code.
- Go to the ETS website and use your voucher code to schedule your test.

I understand that to secure my TOEFL exam seat, I must complete my registration on the ETS website using the voucher code provided.

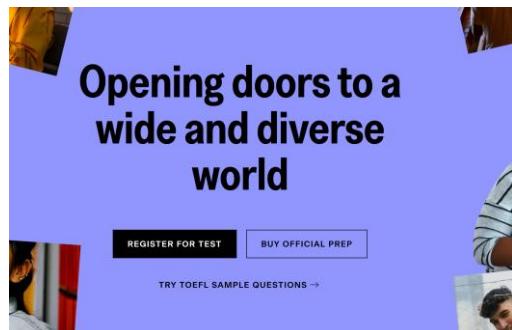
I acknowledge that if I do not redeem the voucher on the ETS website, my exam booking will not be valid and will be cancelled.

**Proceed To ETS Website**

**Once you have made payment, check your email to get your Voucher Code.**

**Next Step: Go to ETS website to complete your booking!**

## Step 2. Book your exam at the ETS website using the Voucher Code



Go to the official ETS website at <https://www.ets.org/toefl.html> and click on Register for Test

### Step 2a. Create Account

**\*toefl**

Sign up to TOEFL !

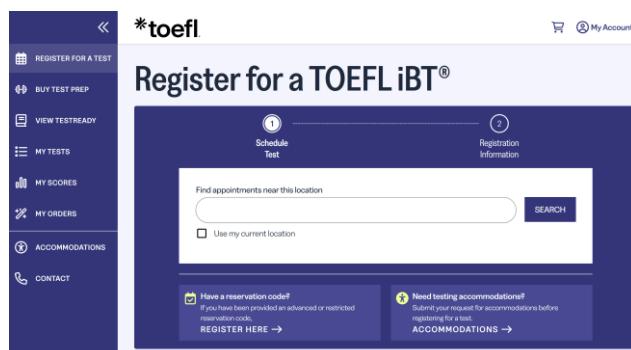
@

By continuing, you agree to our [Terms](#) and [Privacy Policy](#)

Already have an account? [Log in](#)

**Create an account if you are a new user.**

### Step 2b. Search location



**Search Singapore**

**Select Studyworks**

**STN20658 – 2<sup>nd</sup> Floor**  
**Prometric 8875 – 1<sup>st</sup> Floor**

For candidates who require special assistance (e.g. wheelchair user, please select Prometric's test centre 8875 which is on the ground floor.

Please note that Studyworks test centre code STN20658 is on the second floor and there is no lift access.

## Step 2c. Set Timezone

CT - China Time - (Asia/Taipei +08:00)

**Set the correct time zone**

IRKT - Irkutsk Time - (Asia/Irkutsk +08:00)

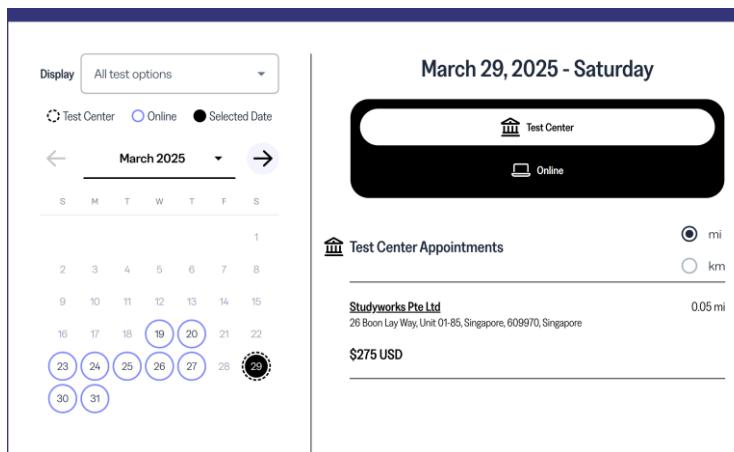
MYT - Malaysia Time - (Asia/Kuala Lumpur +08:00)

SGT - Singapore Time - (Asia/Singapore +08:00)

ULAT - Ulaanbaatar Time - (Asia/Ulaanbaatar +08:00)

JT - Japan Time - (Asia/Tokyo +09:00)

## Step 2d. Select Test Date



The screenshot shows the Studyworks booking interface. On the left, a calendar for March 2025 is displayed, with the 19th highlighted in blue. On the right, the selected date is shown as "March 29, 2025 - Saturday". Below the date, there are two options: "Test Center" (selected) and "Online". The "Test Center" section shows "Test Center Appointments" for "Studyworks Pte Ltd" at "26 Boon Lay Way, Unit 01-85, Singapore, 609970, Singapore", located "0.05 mi" away. The "Online" section is also visible. The total cost is listed as "\$275 USD".

## Step 2e. Double check the date, time and location

You have selected the following appointment: X

 Test Center

March 29, 2025 - Saturday  
9:00 AM

Studyworks Pte Ltd

26 Boon Lay Way, Unit 01-85, Singapore, 609970, Singapore

\$275 USD

**SAVE AND CONTINUE →**

**Please check the information is correct**

## Step 2f. Fill in your registration details at the ETS website

### Enter Registration Information

ETS ID: 23G79A2E

\* indicates required field



#### Name

Your name must match the ID you show when taking the test.  
[View ID Requirements.](#)

First / Given Name\*

I do not have a first/given or last/family name

Middle Name

Last / Family Name\*

Date of Birth\*

Day \*

Month \*

Year \*

Gender\*

**Please fill in your registration details at the ETS website.**

**IMPORTANT- Please fill in your name as per your PASSPORT details.**

## Step 2g. Continue on to Order Summary page

\*toefl

**My Cart**

Your Cart

TOEFL iBT | Test Center  
Saturday, March 29, 2025, 09:00 AM  
STN00658A  
26 Boon Lay Way, Unit 01-85, Singapore, 609970, SG

\$275.00 USD

ADD TEST PREP    ADD ANOTHER TEST TO GET 30% OFF

TOEFL Test Reschedule, Cancellation, Payment and Refund policies

**Continue on to Order Summary page**

## Step 2h. Add in Voucher Code

**Order Summary**

Voucher/Promotional Code  **APPLY**

Item Subtotal	\$275.00 USD
Tax	\$24.75 USD
VAT Registration Id	
M90374790J	
<b>TOTAL</b>	<b>\$299.75 USD</b>

**PROCEED TO PAYMENT →**

**At this point, please copy and paste the Voucher Code you received and click on Proceed to payment.**

**You do not need to make any more payment if you are using the Voucher Code.**

## Step 2i. Check your email for confirmation.



**Check your email for confirmation.  
Show up for your test on test day!**

## Frequently Asked Questions

### **Q1: I am not receiving any emails from Studyworks even though I purchased a voucher.**

Please add our email address [etsexams@studyworks.com.sg](mailto:etsexams@studyworks.com.sg) to your Contacts or Address Book in your email programme. Your Anti-Virus software could be blocking our emails. You can also give us a phone call at 6251-6448.

### **Q2. I did not receive a confirmation email from ETS.**

Please contact ETS immediately and inform them of your voucher code.

### **Q3. How long does my voucher last?**

The voucher EXPIRES eleven months from date of purchase. Please ensure you use your voucher as soon as possible. There is NO REFUND from Studyworks once the voucher expires.

### **Q4. I am not feeling well and need to reschedule.**

Please note that ETS may charge a fee for rescheduling or cancellation. Once you have booked your test with ETS, you agree to abide by the rules and regulations of ETS. You will need to contact ETS for all rescheduling or cancellation issues. The full policy and guidelines may be found on the ETS website. <https://www.ets.org/pdfs/toefl/toefl-ibt-bulletin.pdf>

### **Q5. I am nervous about my test. Where can I find out more information?**

Please do read through the ETS policy and instructions carefully.

<https://www.ets.org/toefl/test-takers/ibt/test-day.html>

### **Q6: I need some technical support. Whom do I contact?**

If you need additional help regarding Studyworks' websites, please contact us.

For ETS websites, you will need to contact ETS directly.

<https://www.ets.org/contact/testing-programs/toefl/test-takers.html>

### **Q7: I would like to provide feedback on my assessment or testing experience.**

Please email us at [etsexams@studyworks.com.sg](mailto:etsexams@studyworks.com.sg) within 48 hours of any incident for your issue to be resolved. Kindly state clearly the date and time of your Assessment.

#### **Studyworks Pte Ltd**

26 Boon Lay Way, Tradehub 21, Unit 01—85, Singapore 609970

Email: [etsexams@studyworks.com.sg](mailto:etsexams@studyworks.com.sg)

Tel: 62516448 WhatsApp business account: 8891 7993

Office Hours: Monday to Friday 9am to 5pm