

## How to Complete Your Admission Form

Fill out the form according to the following instructions.

A. If the institution assigns you a student number, enter the number in the boxes in the top left-hand corner of the form.

B. Print the location of the testing room, the test date, and the time of the test in the appropriate spaces. Also check the box for the test you will take. (Someone at the institution may already have entered this information.)

C. In the area marked NAME, print or type your name. Using one box for each letter, first print your family name (surname). Leave one box blank, and then print your first name. Leave the next box blank, and then print as many letters of your middle name as you have room for.

D. In the area labeled BIRTH DATE, put a number in each box. If you were born before October or before the tenth day of the month, be sure to write a zero. As an example, if your birth date were September 4, 1985, your completed boxes would look like this:

BIRTH DATE	Month	Day	Year
	09	04	85

E. In the area marked NATIVE COUNTRY CODE, copy the code number of your native country from the list on page 5 of this document (It is also included on page 23 of the examinee handbook which you will receive). If your country is not listed, write in 999. (Note that the names of some countries may have changed since this handbook was printed.)

F. In the area marked NATIVE LANGUAGE CODE, look for your native language in the list on page 6 of this document. Copy the code number that is next to your native language. Remember that there are many languages spoken in the world, and not all of them are included in the list. If your language is not in the list, enter 999 in the boxes.

G. Complete the examination record form portion of the admission form. **DO NOT DETACH IT.** This portion of the admission form will be detached by the person admitting you to the testing room. You must provide all the information requested, and you must sign your name on the signature line. The examination record form will not be returned to you; it will become the institution's record of your signature and address as of the day you are tested.