Fillable PDF version of the Application Form and Test Voucher

Applicants can directly type their information onto this fillable PDF version of the Application Form and Test Voucher (hereinafter referred to as "Fillable PDF Forms") instead of writing by hand on a printed Application Form. Therefore, fewer writing errors are expected to occur. Please keep the following information in mind when using Fillable PDF Forms.

1. <u>The information entered on the first page will automatically be entered into pages 2-5, so there is no need to fill out all the pages.</u>
Note: Radio button or check mark varies with single or multiple choices automatically. The difference has no impact on reader.

2. Please announce the following points if your organization decides to collect fillable PDF Forms from applicants:
1) Applicants should use A4 size printing paper. If it is hard to obtain A4 size printing paper, please use printing paper close to A4 size.
2) Forms must be printed <u>single-sided.</u> A total of 5 pages should be printed out.
3) <u>Applicants must write their signatures and the date in the space provided (32) on Application Forms (A), (B) and (C).</u>
4) Applicants must send all 5 pages to the Host Institution.

3. The Examinee Registration Number should be filled in by the Host Institution. Please make sure to add the Examinee Registration Number to Application Forms (A), (B), (C), Test Voucher, and Test Voucher Copy. After filling in the Examinee Registration Number on Application Form (A), you can replace Application Forms (B) and (C) by making 2 copies of Application Form (A). In that case, you can save time filling in the Examinee Registration Number on Application Forms (B) and (C).

4. Test Voucher attached to the paper Test Guide is made of heavy paper. However, if applicants print out Test Voucher at home, most likely they will use regular printing paper. It is fine to use regular printing paper, as long as the size of Test Voucher is approximately 15 cm × 21 cm. Applicants can fold an A4 size paper into half. If applicants did not send in the PDF Test Voucher in the correct size, the Host Institution should fix it.

5. <u>Please fill out the back of Test Voucher and send the voucher back to the applicants together with their Application Form (C).</u>