

## **How do you register for the GRE Computer-based General Test?**

The General Test is offered as a computer-based test in the U.S., Canada, and many other countries. Paper-based General Test administrations are offered in areas of the world where computer-based testing is not available. Appointments are scheduled on a first-come, first-served basis. Register early to get your preferred test date, and to receive your test preparation material in time to prepare for the test.

### **Register to Test in International Locations**

The computer-based General Test is not given every day at all test centers. Contact the appropriate Regional Registration Center (RRC) to verify test dates. There are four ways you can register for the computer-based General Test.

**Web-** Online Registration (credit card only)

**Phone** - Use American Express, Discover, JCB, MasterCard, VISA, or a voucher number. Call the appropriate RRC at least 2 business days before your preferred test date. A confirmation number, reporting time, and the test center address will be given to you when you call.

**Fax** - Use American Express, Discover, JCB, MasterCard, VISA, or a voucher number. Fax the International Test Scheduling Form (PDF) to the appropriate RRC. The form must be received at least 7 days before your first-choice test date. A confirmation number, reporting time, and the test center address will be faxed or mailed to you.

If you do not receive a confirmation of your appointment, call the appropriate RRC at least 3 business days before your first-choice test date. If you missed your appointment and did not call the RRC, your test fee will not be refunded. If you provide an e-mail address, you may receive a confirmation by e-mail.

**Mail** - Mail the International Test Scheduling Form (PDF) to the appropriate RRC with appropriate payment. ETS now accepts payments via the Western Union Quick Pay service for computer-based testing administrations. Only original receipts will be accepted by Prometric.

### **Instructions on how to send a Quick Pay:**

- Locate an agent in your country.
- When completing the payment services or blue form, please use the following codes under the "Pay To" section:

**Company Name: Educational Testing Service**

**Company Code: GREPROGRAM NJ**

**Country: USA**

- The form must be received at least 3 weeks before your first-choice test date.
- A confirmation number, reporting time, and the test center address will be faxed or mailed to you.
- If you do not receive a confirmation, call the appropriate RRC at least 3 business days before your first-choice test date. If you miss your appointment and did not call the RRC, your test fee will not be refunded. If you provide an e-mail address, you may receive a confirmation by e-mail.
- Requests for nonstandard testing accommodations must be made through ETS.

### **Rescheduling or Canceling a Test Appointment Outside of the U.S.**

Contact the appropriate registration center no later than 3 full business days before your appointment (not including the day of registration or the day of your test). The General Test rescheduling fee is \$40. You cannot reschedule between sites served by different Regional Registration Centers (RRCs).

**Computer-Based General Test** - Score reports are mailed to you and up to 4 institutions approximately 10 to 15 days after you take the test. These institutions must be designated on test day. Please allow sufficient time for mail delivery from Princeton, New Jersey, USA

**Call 6 a.m. to 10 p.m. Eastern Time, 7 days a week**

### **Cumulative Reporting (Score Retention):**

GRE score reporting is cumulative. Current GRE Board policy states that your scores are retained for the 5 testing years following the testing year in which you tested. All scores earned during this time will be reported to each institution you designate. You may choose to send only General Test scores, only Subject Test scores, only Writing Assessment scores, or any combination of the above, but you may not choose to have only those scores from a specific test date reported. Your score report will indicate your designated recipients and your cumulative record reported at that time. However, your designated recipients will not receive information concerning the other score recipients you have chosen.

### **Additional Score Reports:**

Additional score reports (ASRs) can be ordered by mail or by phone.

#### **By Mail or Fax**

Download and complete the Additional Score Report Form (PDF) or use the form found in the center of the *Bulletin*. Mail it with the fee to the address on the form. The fee is U.S. \$15 per score recipient. Requests are processed within 10 working days after receipt. Faxed requests are accepted if you pay by credit card (American Express, Discover, JCB, MasterCard, or VISA). The fax number is 1-610-290-8975. Once a request and fee is mailed or faxed, it cannot be canceled, changed, or refunded.

#### **By Phone:**

Before you call, have the following information ready:

- Registration Number, Social Security Number, or Confirmation Number
- Test Date
- Date of Birth
- Institution Code(s) and Department Code(s) (see Test Center and Institution Code List)

*You can only order by phone if you:*

*Call from a touch-tone phone. Pay by credit card (American Express, Discover, JCB, MasterCard, or VISA).*

**Call:**

**1-609-771-7290** – India

**Call: 6 a.m. to 10 p.m. EST, 7 days a week**

**Wait for confirmation before hanging up to be sure your request is completed. Once information is entered, changes cannot be made.**

Score reports will be mailed to you and to your designated institutions approximately five working days after your call. **You must wait until your scores are initially reported before you can use this service.** Institutions that receive score reports on tape or disk are sent reports approximately twice a month. There is a U.S. \$6 service fee per call and a U.S. \$15 fee per score recipient for up to 8 recipients. To request more than 8 score recipients, please call again. Requests for "Test Taker Copies Only" or changes in your mailing address cannot be processed through this service.

**General Inquiries**

For all inquiries, please have the following information ready for telephone calls and written correspondence. Include it in any written correspondence exactly as you entered it on your registration form or answer sheet:

Name  
Address  
Date of birth  
Test date  
Registration number  
Social Security number (if previously supplied)  
Telephone number (U.S. residents only).

**Regular Mail:**

*GRE-ETS  
PO Box 6000  
Princeton, NJ 08541-6000*

**Overnight Mail:**

*GRE  
Distribution and Receiving Center  
Phillips Boulevard  
Ewing, NJ 08628-7435*

**Computer-Based Testing Registration**

**U.S., Guam, U.S. Virgin Islands, Puerto Rico, and Canada:** To schedule your testing appointment, call 1-800-GRE-CALL (1-800-473-2255), 1-443-751-4820 (Prometric), or a test center directly.

**International Regional Registration Centers (RRC):** Contact the regional registration center directly.