

Instructions for Completing the International Test Scheduling Form

IMPORTANT: If the form is not properly filled out (contains incomplete information, unclear letters, or non-English characters), it MAY cause a delay in processing your registration and appointment request. Please read the instructions carefully.

Completing the Form

- Use black ink.
- The name you enter on the form **MUST** match the name on the identification document you will present at the test center. See “Identification Requirements” below.

Payment Information

- Fax or mail this form if you are paying with a credit card or supplying a voucher number.
- Mail this form if you are paying with a certified check, money order, personal check, or other physical payment method.
- See www.mba.com for a list of preferred forms of payment and acceptable currencies.
- If you do not submit payment with this form, your test appointment will not be made and your form will be returned to you.

Test Date and Center Information

Note: The GMAT is not given every day at all test centers. Contact your Regional Registration Center (RRC) for the latest information (see the Regional Registration Center list on www.mba.com).

- Indicate your first 5 test date choices by month (MM) and day (DD); for example, May 21 would be listed as 05/21.
- Fill in the four-digit number of the test center where you want to test (see the International Test Center list on www.mba.com).
- Write the name of the city where the test center is located (see the International Test Center list on www.mba.com).
- A second-choice test center may also be indicated.

Submitting This Form

By Mail

- If requesting an appointment at a permanent test center, the appropriate RRC must receive this form **AT LEAST 3 WEEKS PRIOR TO YOUR FIRST-CHOICE TEST DATE.**
- Be sure to include proper payment with this form.
- RRC mailing addresses are on the Regional Registration Center list on www.mba.com.

By Fax

- If requesting an appointment at a permanent test center, the appropriate RRC must receive this form **AT LEAST 7 DAYS PRIOR TO YOUR FIRST-CHOICE TEST DATE.**
- Be sure to include your credit card number or voucher number on this form.
- RRC fax numbers are on the Regional Registration Center list on www.mba.com.

Scheduling Process

- The RRC will try to schedule your first-choice test date, then your second-, third-, fourth-, or fifth-choice test date in chronological order at your first-choice test center.
- If you select a second-choice test center and the RRC is unable to schedule you at your first-choice center, the RRC will try to schedule your first-choice, then second-, third-, fourth-, or fifth-choice test date at your second-choice test center.
- If none of the test dates requested are available, the RRC will try to schedule you for a test date close to one of your choices.
- If you have a problem with the appointment scheduled for you, contact your RRC.

Retaking the Test

- You may take the GMAT only once per calendar month and no more than five times within any twelve-month period.

Identification (ID) Requirements

- Be sure that the name you provide for registration matches the VALID ID you will present on the day of the test.
- If you fail to present the correct ID or if your name does not match the registration and ID, you will be **TURNED AWAY** from the test center and your test fee will not be refunded.

Confirmation Letter

- If you do not receive confirmation of your appointment by e-mail, fax or mail, you must call the RRC **AT LEAST 3 BUSINESS DAYS PRIOR TO YOUR FIRST-CHOICE TEST DATE.**
- If you miss your appointment and did not call the RRC, your test fee will not be refunded.