

# Instructions for the GMAT Appointment-Scheduling Form

## Submitting by Mail

- GMAT Customer Service in the United States must receive this form **at least three weeks before your earliest requested test date**. Remember letters mailed from some countries can take up to eight weeks to reach the United States.
- Include proper payment with this form.

### Pearson VUE

**Attention:** GMAT Program  
PO Box 581907  
Minneapolis, MN 55458-1907  
USA

## Submitting This Form by Fax

- GMAT Customer Service in your region must receive this form **at least seven business days before your earliest requested test date**.
- Include your credit card information on this form.

- Fax: Americas: +1 (952) 681-3681  
APAC: +60-38319-1092  
EMEA: +44 161 855 7301

## Scheduling Process

- We 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 we are unable to schedule you at your first-choice center, we 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, we will try to contact you so that you may select another date. If we are unable to reach you, your form and payment will be returned to you.
- If you have a problem with the appointment scheduled for you, contact GMAT Customer Service in your region as soon as possible.

- If you miss your appointment and do not call GMAT Customer Service, your test fee will not be refunded.

## Retaking the Test

- You may take the GMAT exam only once within a 31-day period and no more than five times within a 12-month period. (See “Retest Policy” on page 12 or the *GMAT Information Bulletin*.)

## Confirmation Letter

- Your appointment will be confirmed via email if you provide an email address when you register. Email confirmation notices are sent soon after Pearson VUE schedules your appointment. If you do not provide an email address, you will receive confirmation in a mailed letter; depending on where you live, this letter may take several weeks to arrive. If you schedule your appointment within three calendar days of the test administration and do not provide an email address, you will not receive a confirmation letter.

# GMAT Appointment Scheduling Form

**Mail: Pearson VUE**

**Attention:**

GMAT Program  
PO Box 581907  
Minneapolis, MN  
55458-1907  
USA

**Fax:**

Americas Region:  
+1 (952) 681-3681

Asia-Pacific Region:  
+60-38319-1092

Europe, Middle East, Africa  
(EMEA) Region:  
+44 (0) 161 855 7301

**Please use black ink.**

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. *Important: If you are paying by credit card, you can quickly search for and schedule an appointment at **mba.com**. You can also schedule your appointment by phone through GMAT Customer Service (refer to page 4 of the GMAT Information Bulletin for the phone number in your region).*

**For office use only**

Date Received

Order Number

Remittance No.

Batch ID

Exam Date

Exam Time

Test Center

**Test Date and Center Information**

- Indicate your first five test date choices by month (MM) and day (DD); for example, May 21 would be listed as 0521.
- Fill in the site ID for the test center at which you want to test, along with the name of the city and country in which the test center is located. (See Test Center List.)
- Include a second-choice test center, if possible.
- Use the country codes in the Country Code List to complete this form.
- If your information will not fit in the space provided, write outside the lines or use additional sheets.

**Test Date**

1st Choice: MM/DD\*

2nd Choice: MM/DD

3rd Choice: MM/DD

4th Choice: MM/DD

5th Choice:MM/DD

**Test Center**

Site ID—1st Choice\*

City\*

Country Code (see Country Code List)\*

Site ID—2nd Choice\*

City\*

Country Code (see Country Code List)\*

\*Required Information

For customer service, please visit **mba.com** or call GMAT Customer Service in your region:  
Americas: +1-800-717-GMAT (4628)      Asia Pacific: +60 38318-9961      China: +86 10 62798877  
Europe/Middle East/Africa: +44 (0) 161 855 7219      India: +91 120 439 7830

GMAT Appointment Scheduling Form

**Identification (ID) Requirements**

- Be sure the name you provide on this form matches the valid ID you will present on the day of the test. See page 6 of the *GMAT Information Bulletin* for specific identification requirements.
- If you fail to present an acceptable, valid form of ID or if your name on the ID does not match the name you provide on this form, you will be **TURNED AWAY** from the test center. Your test fee will not be refunded. See page 6 of the *GMAT Information Bulletin* for more information.
- Use the country codes on the Country Code List to complete this form.
- If your information will not fit in the space provided, write outside the lines or use additional sheets.

**Title**

Mr.    Mrs.    Miss    Ms.    Dr.    Other

First Name (Given Name)\*

M.I.

Last Name (Family or Surname)\*

**Suffix**

Jr.    Sr.    II    III    IV    Other

Address Line 1 (Number and Street)\*

Address Line 2

City

State or Province

Country Code\* (see Country Code List)

Postal Code

Country of Citizenship Code\* (see Country Code List)

Daytime Telephone Number,\* including Country Code

Evening Telephone Number, including Country Code

Fax Number, including Country Code

Email Address

Gender\*

Male    Female

Date of Birth (MM/DD/YYYY)\*

--	--	--

If you are a U.S. citizen residing in the U.S., select your ethnic or racial identification:

<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Multiracial	<input type="checkbox"/> White
<input type="checkbox"/> American Indian, or Other Native American	<input type="checkbox"/> Mexican	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other
<input type="checkbox"/> Multiethnic	<input type="checkbox"/> Puerto Rican		

Have you taken the GMAT® exam before?\*

Yes    No

If yes, enter your GMAT® ID (if available)

When do you plan to start a graduate management program (MM/YYYY)?

--	--

(Leave blank if undecided)

\* Required Information

