

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

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

GMAT Appointment Scheduling Form

Payment Information

- Fax or mail this form if you are paying with a credit card.
■ Mail this form if you are paying with a cashier's check, money order, or personal check.
■ See page 5 of the GMAT Information Bulletin for detailed payment information.
■ If you do not submit payment with this form, your test appointment will not be made and your form will be returned to you.
■ If the cardholder name and billing address for the credit card you are using do not match the name and address entered elsewhere on this form, you must enter the cardholder information requested.
■ 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.

Credit Card Information

VISA MasterCard JCB American Express

Credit Card Number Expiration Date (MM/YY) Security Code

Input fields for credit card number, expiration date, and security code.

Cardholder Signature and Date (MM/DD/YYYY) input fields.

Or Other Payment Method (must be enclosed)

Cashier's Check Money Order Personal Check

Cardholder Information (if different from personal information)

First Name (Given Name)* and M.I. input fields.

Last Name (Family or Surname)* input field.

Address Line 1 (Number and Street)* input field.

Address Line 2 input field.

City and State or Province input fields.

Country Code* (see Country Code List) and Postal Code input fields.

Daytime Telephone Number,* including Country Code input field.

* Required Information

Other Information

- GMAT Score Report: Select one or both of the options on the right at no additional charge.
■ GMATPrep CD (optional): To receive the CD, select a shipping method and enter the appropriate amount at right. To get GMATPrep software immediately, visit mba.com to download the file.
■ For current GMAT registration fee and applicable tax information, please visit mba.com or call GMAT Customer Service in your region.

Exam Fee

- I want to view my score report electronically. I have entered an e-mail address on this form.
I want to receive a paper copy of my score report, which will be mailed to the address provided on this form.
I would like to download GMATPrep program
I would like a GMATPrep CD-ROM
Standard shipping - no charge
Express shipping to United States - US \$20
Express shipping outside United States - US \$27

Tax (Visit mba.com for information on taxes that may be applicable.)

Amount Enclosed

I hereby agree to the terms and conditions set forth in the GMAT Information Bulletin in effect at the time I take the GMAT exam, including without limitation those related to testing; score cancellations; exclusive remedies for testing or scoring errors; test issues/examinee misconduct/serious violations; confidentiality of the test; and Privacy Policies. As provided in the Bulletin's Privacy Policy and the up-to-date Privacy Policy on mba.com, I expressly consent to the collection, processing, use, and transmission to the United States of my personally identifiable information (including my test records and the digital photograph, signature, fingerprint and/or palm vein pattern, and audio/video recording collected at the test center), exclusively for the purposes and in accordance with the principles set forth in the Privacy Policies; I also expressly consent to the disclosure of such data to GMAC (the "data controller" under certain international laws), its service providers, any score recipient I select (which may be located in a country that does not provide for a level of data protection that is equivalent to the one in my home country), and others as necessary in connection with any investigation of unlawful activity or as required by law. I am fully aware that I have certain rights to access, modify, or rectify personal data as set forth in the Privacy Policies. I certify that I am the person who will take the test at the test center and whose name and address appear on this form.

Signature and Date (MM/DD/YYYY) input fields.