



2015-16 Request Form for Sending GRE® Scores to Employers

MAIL or FAX this completed form to have your GRE® General Test and/or GRE® Subject Test scores sent to an employer. Type your information in the required fields below or print and complete the form by hand. Requests will be processed within 10 business days after receipt. You will receive a confirmation email when your order has been processed. Keep a record of the name of the designated score recipient. **To avoid delay, do not send a letter with this form. NOTE: This form cannot be used to send scores to a graduate or business school or to a graduate fellowship program.**

GRE scores are reportable for the five years following the testing year (July 1 to June 30) in which you tested. Currently GRE scores earned after July 1, 2010, are available. You can only order a score report for tests you have already taken.

The fee to send GRE scores to an employer is US\$27 per report. Note that fees are subject to change.

When ordering an additional score report using this form, you can select to send scores using the *ScoreSelect*® **Most Recent** option, the **All** option, or the **Any** option. For more information about the *ScoreSelect* option, visit www.ets.org/gre/scoreselect or contact GRE Services at 1-609-771-7670 or 1-866-473-4373 (toll free for test takers in the United States, U.S. Territories and Canada).

You may view a complete history of your score reports on the GRE website using your My GRE Account. Go to www.ets.org/mygre to create or log in to your account.

MAIL TO: ETS-ASR/GRE
Box 382013
Pittsburgh, PA 15251-8013 USA

FAX TO: 1-610-290-8975
(credit/debit card only)

*** Required Field**

YOUR NAME*				
Last Name (Family or Surname)		First Name (Given)		M.I.
DATE OF BIRTH* (MM/DD/YY)		U.S. SOCIAL SECURITY NUMBER (last 4 digits)	PHONE NUMBER*	
ADDRESS LINE 1*				
ADDRESS LINE 2				
CITY*		STATE OR PROVINCE*	POSTAL CODE OR U.S. ZIP*	COUNTRY CODE* <small>www.ets.org/gre/countrycode</small>
EMAIL ADDRESS* – You will receive a confirmation to this email address when this form is processed.				
PREVIOUS TEST ADMINISTRATION DETAILS*				
For identification purposes, please enter the information from the most recent GRE test you have taken.				Your full name at time of previous test date if different . (Scores under both names will be reported.)
Month	Year	Registration Number (if available)	Confirmation Number (if available)	
POSITION YOU ARE APPLYING FOR				
SCORES TO REPORT				
General Test <input type="checkbox"/> MOST RECENT scores will be sent <input type="checkbox"/> ALL scores will be sent <input type="checkbox"/> ANY scores (On the line below, specify test dates of scores to be sent.) <hr/> <input type="checkbox"/> NONE of your General Test scores will be sent All scores will be reported unless you indicate otherwise.		Subject Test <input type="checkbox"/> MOST RECENT scores will be sent <input type="checkbox"/> ALL scores will be sent <input type="checkbox"/> ANY scores (On the line below, specify test dates of scores to be sent.) <hr/> <input type="checkbox"/> NONE of your Subject Test scores will be sent All scores will be reported unless you indicate otherwise.		

*** Required Field**

SCORE RECIPIENT - The score recipient listed on this form cannot be changed or canceled once this form is submitted.			
EMPLOYER NAME*			
EMPLOYER CONTACT			
Last Name		First Name	
TITLE OF EMPLOYER CONTACT			
DEPARTMENT NAME			
ADDRESS LINE 1*			
ADDRESS LINE 2			
ADDRESS LINE 3			
ADDRESS LINE 4			
CITY*	STATE OR PROVINCE*	POSTAL CODE OR U.S. ZIP*	COUNTRY*
EMPLOYER INFORMATION* – Must provide at least one of the following for verification purposes.			
Email Address		Phone Number	Web Address
TYPE OF INDUSTRY			
<input type="checkbox"/> Administration	<input type="checkbox"/> Humanities	<input type="checkbox"/> Manufacturing/Processing	
<input type="checkbox"/> Advertising/Marketing/Public Relations	<input type="checkbox"/> Hotel/Catering	<input type="checkbox"/> Media/Communications/Publishing	
<input type="checkbox"/> Agriculture/Animals and Plants	<input type="checkbox"/> Insurance/Pensions/Actuarial Work	<input type="checkbox"/> Medicine/Health Care/Pharmaceutical	
<input type="checkbox"/> Arts/Music	<input type="checkbox"/> Languages	<input type="checkbox"/> Natural Resources and the Environment	
<input type="checkbox"/> Business/Finance	<input type="checkbox"/> Law Enforcement/Public Protection	<input type="checkbox"/> Public Service	
<input type="checkbox"/> Computers/Information Technology	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Religion	
<input type="checkbox"/> Education/Teaching/Lecturing	<input type="checkbox"/> Leisure, Entertainment, Cultural, Sport and Performing Arts	<input type="checkbox"/> Sales/Retail/Buying	
<input type="checkbox"/> Engineering/Technology/Industry	<input type="checkbox"/> Literary	<input type="checkbox"/> Scientific	
<input type="checkbox"/> Health/Safety	<input type="checkbox"/> Management	<input type="checkbox"/> Other (Specify) _____	
<input type="checkbox"/> Human Resources/Recruitment			
REASON FOR SENDING SCORES			
<input type="checkbox"/> Required by employer		<input type="checkbox"/> Recommended by employer	<input type="checkbox"/> I want to share my scores
TYPE OF CREDIT/DEBIT CARD	CREDIT/DEBIT CARD NUMBER	EXPIRATION DATE Month/Year	TOTAL ORDER AMOUNT* FEE US\$27
<input type="checkbox"/> American Express® <input type="checkbox"/> Discover® <input type="checkbox"/> JCB®			
<input type="checkbox"/> MasterCard® <input type="checkbox"/> Visa®			

* Include Value Added or similar taxes where applicable. Visit the GRE website at www.ets.org/gre/fees for information about taxes.

Requests received without fees or complete credit/debit card information will be returned. Retain a copy for your records. Do NOT send cash. Visit www.ets.org/gre/fees for acceptable payment methods. No refunds.

If paying by certified check, money order or other physical payment, enclose your remittance payable to ETS-GRE. By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we received your payment and you will no longer receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be debited electronically from your account.

<p>By signing this form, I authorize ETS to release my GRE scores, under the conditions set forth in the 2015-16 <i>GRE Information and Registration Bulletin</i> and on the GRE website, to the score recipient I have designated on this form. I acknowledge that I am voluntarily requesting that ETS send my GRE score report to a prospective employer, and that ETS neither encourages nor discourages me to send a prospective employer my GRE score report. I further acknowledge that ETS plays no role in assisting any prospective employer with any employment decision. In consideration for ETS' agreement to transmit my GRE score report to a prospective employer, I release ETS from any claim relating to or arising from ETS' transmission of my GRE score report and agree that this limited release of claims is governed by New Jersey law.</p>	
<p>Signature</p>	<p>Date</p>