

I WOULD LIKE TO GET A GRADUATE DEGREE

If you are applying to graduate or business school, you will be required to take a standard examination.

Few students understand the benefits of standardized testing, but they help admissions officials determine who is capable of withstanding the rigors of graduate school. Different schools have different admission requirements, so you'll need to see which test is right for you.



Graduate Management Admissions Test

The GMAT is a computer adaptive test (CAT) which assesses a person's analytical, writing, quantitative, verbal, and reading skills in standard written English in preparation for being admitted into a graduate management program, such as an MBA.

The GMAT is available throughout the year. Service members are responsible for:

- scheduling the GMAT
- paying all fees associated with registration
- if eligible, completing the reimbursement form and applying for reimbursement not later than 90 days after the scheduled test date.

Obtain information regarding GMAT testing policies, test fees, registration procedures and identifying the nearest GMAT Test Center by:

- calling [1-800-717-GMAT \(4628\)](tel:1-800-717-GMAT)
- visiting the GMAT website
- reviewing the current "GMAT Handbook"

Reimbursement and Eligibility

DANTES reimburses the test fee only for eligible military personnel. Carefully review the rescheduling and cancellation sections in the "GMAT Handbook" as Service members are responsible for paying all fees charged for these services.

Service members must, at the time of testing, possess a current, Uniformed Services "Geneva Conventions Identification Card (CAC)" and meet the following requirements:

- Have never taken a DANTES-funded GMAT paper-based or GMAT Computer Adaptive Test (CAT) examination.



- Applying to or enrolled in a graduate school requiring the GMAT or fulfilling a legitimate Service requirement.
- Agree to apply for reimbursement within 90 days of the scheduled test date.

After receiving the official GMAT Score Report, review the instructions and legibly complete Sections I, II, III, and IV of the current “GMAT Reimbursement Request Form.” The student score report issued after testing may not be used for reimbursement.

Present a valid CAC ID and the request form to a DANTES TCO or ATCO at the nearest DANTES Test Site at a military education center. Section V: DANTES Official Certification may only be completed by a DANTES TCO or ATCO. Submit completed reimbursement request to the address in Section IV. **Incomplete or illegible forms cannot be processed.**

Registration

Sign in or create an account on the GMAC website so that you can register, reschedule, or cancel a GMAT appointment; download free test preparation software; or save your preferences.

Retest Policies

DANTES does not fund or reimburse fees for retests of the GMAT.

Scoring and Reporting:

Visit the DANTES website for score receipt and reporting information.



◆GMAT◆ REIMBURSEMENT REQUEST

DANTES Form 1560/48

(Revised July 2012: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the OFFICIAL "GMAT Score Report"

SECTION I: Applicant Information

1. Name (Last, First, M.I.):

2. Mailing address (print):

(city) (state)

(zip code)

3. Commercial home phone: ()

4. Rank:

5. SSN: - -

6. DOB (MM/DD/YY):

7. Command:

8. If Active Duty (choose only one):

- ☐ Army ☐ Navy ☐ Air Force
☐ Marine Corps ☐ Coast Guard

9. If National Guard/Reserve (choose only one):

Guard ☐ Army ☐ Air GuardReserve ☐ Army ☐ Air Force
☐ Navy ☐ Marine Corps
☐ Coast Guard

SECTION II: Examination Information

1. May be used for the GMAT exam only.

2. Date administered (MM/DD/YY):

3. Taken at: City: State/County:

4. Test fee (one administration only): \$

Note: Expenses such as rescheduling, cancellation, late arrival, or forfeiture fees, credit card interest, or travel expenses are not reimbursable

5. Attach a legible copy of the official "GMAT Score report."

SECTION III: Examinee Certification

Examinee

- I agree to seek reimbursement within 90 days of the GMAT test date.
- I certify this is my first DANTES-funded GMAT administration and understand this includes paper-based administrations previously offered at DANTES Test Sites or computer-based versions of the exam.
- I further certify that my current "Geneva Conventions" Identification Card will not expire before I take the GMAT exam.

Signature:

Date (MM/DD/YY):

Commercial duty phone: ()

Email:

SECTION IV: Reimbursement Process

1. Regardless of whether the GMAT test fee was charged to your credit card or paid by voucher or check at the test center, you will receive reimbursement through your military pay bank account.

Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I.

2. Submit completed form with a copy of the official "GMAT Score Report" to:

DANTES
ATTN: Code 20A
6490 Saufley Field Road
Pensacola, FL 32509-5243

IMPORTANT

Read the *Privacy Act Statement* on the instructions included with this form.

SECTION V: DANTES Official Certification

Cannot be certified by Pearson VUE
Test Center Personnel

DANTES Official Only:

- I certify that I am the DANTES Test Control Officer (TCO) or ATCO.
- I have verified that the Service member has a current "Geneva Conventions" Identification Card and meets the GMAT eligibility requirements as stated in the *DANTES Examination Program Handbook* (DEPH).

Print name:

Signature:

Date (MM/DD/YY):

Commercial duty phone: ()

DANTES Test Site address:

DANTES Test Site ID Number:

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**Data Required by the Privacy Act of 1974 (5 U.S.C. 552a) Authority: 5 U.S.C. 301**

Note: This Privacy Act Statement applies to all information on this form.

a. **PURPOSE:** To authorize reimbursement of the GMAT administered at National Test Centers.

b. **ROUTINE USE:** Use of the Social Security Number is necessary to make positive identification of an individual's record.

c. **MANDATORY OR VOLUNTARY DISCLOSURE AND RESULT OF FAILURE TO PROVIDE INFORMATION:** Disclosure of all information, including Social Security Number is voluntary. **Failure to provide all information** listed on the form will complicate, delay, or possibly prevent the administrative actions necessary for reimbursement.

Instructions for using the GMAT Reimbursement Request Form

DANTES Test Control Officer	Examinee
Please refer to the <i>DANTES Examination Program Handbook</i> (DEPH) GMAT Chapter 8, for reimbursement responsibilities and instructions.	<ul style="list-style-type: none">• Contact the nearest DANTES Test Site* after receiving the official "GMAT Score report" (approximately <u>2 weeks</u> after testing or longer for overseas administrations).• Complete each section of the GMAT Reimbursement Request Form 1560/48.• Ensure a DANTES TCO/ATCO (not Prometric test center personnel) completes and signs Section V.• Submit within 90 days of taking the GMAT to the address in Section IV.• Expect reimbursement to your military pay bank account in approximately 6 weeks.• Coast Guard members will receive reimbursement via a U.S. Treasury check sent to the mailing address provided in Section I. <p>*For DANTES Test Control Officers and locations, email DANTES at exams@navy.mil or call (850) 452-1111 x 3245.</p>

This form is no longer available through the DANTES Distribution Center. Download the printable version from the DANTES Web site at: <http://dantes.doded.mil/service-members/prep-for-college/examinations/index.html>