

## 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 Records Examinations (GRE)

The GRE is a standardized test that is an admissions requirement for most graduate schools in the United States. The exam aims to measure verbal reasoning, quantitative reasoning, analytical writing, and critical thinking skills that have been acquired over a long period of time.

The GRE revised General Test is offered on computer throughout the year in most regions of the world. Paper-based administrations are offered in areas where computer-based testing is not available. Service members are responsible for:

- scheduling the GRE revised General Test
- paying all fees associated with registration
- if eligible, completing the reimbursement request form and applying for reimbursement no later than 90 days after the scheduled test date.

Obtain information regarding GRE testing policies, test fees, registration procedures and identifying the nearest GRE Test Center by visiting the ETS website to review the current "GRE Information and Registration Bulletin," and create a MyGRE account.

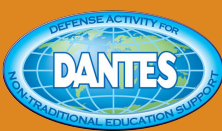
### Reimbursement and Eligibility

DANTES reimburses the test fee only for eligible military personnel. Carefully review the rescheduling and cancellation sections in the "GRE Information and Registration Bulletin" as Service members are responsible for paying all fees charged for these services. DANTES funds only one administration of a GRE Subject Test, per lifetime for eligible military personnel.

**These exams are only funded when taken at a DANTES Test Sites.**

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 GRE General.



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

After receiving the Official Examinee Score Report, review the instructions and legibly complete Sections I, II, III, and IV of the “GRE General Reimbursement Request Form.” Present a valid CAC ID and the form to a DANTES TCO or ATCO at the nearest DANTES Test Site on a military installation. 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

The GRE® revised General Test is available at about 700 test centers in more than 160 countries. It is offered as a computer-based test year round at most locations around the world and as a paper-based test up to three times a year in areas where computer-based testing is not available.

You need to create or have a My GRE Account to register for a GRE test or to view your scores. Review the Registration Checklist below before creating your My GRE Account.

**Stateside** civilians may not take a GRE Subject at DANTES Test Sites (includes Alaska, Hawaii and Puerto Rico) without an authorization waiver from DANTES.

**Overseas** “logistically supported” civilians may take the GRE Subject Test at a DANTES Test Site on a space-available, self-pay basis, according to Service policy and regulations

## Retest Policies

Retests are not funded or reimbursed by DANTES.

Service members (and logistically supported civilians overseas) who initially test during the current testing year at a DANTES Test Site and desire to retest in the same testing year must do so at a National Test Center.

## Scoring and Reporting:

Visit the DANTES website for score receipt and reporting information.



## ◆ GRE GENERAL ◆ REIMBURSEMENT REQUEST

DANTES Form 1560/49

(Revised July 2013: All previous editions are obsolete)

Reimbursement is not authorized without a copy of the official "GRE Examinee Score Report"

## SECTION 1: 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 GRE General 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 "GRE Examinee Score report."

## SECTION III: Examinee Certification

Examinee

- I agree to seek reimbursement within 90 days of the GRE General test date.
- I certify this is my first DANTES-funded GRE General 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 GRE General exam.

Signature: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_

Commercial duty phone: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION IV: Reimbursement Process

1. Credit card:

Only the account the GRE General test fee was charged to will be credited. Please check on of the following:

- ☐ Master Card              ☐ Visa                      ☐ American Express

Credit card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date (Month/Year): \_\_\_\_\_ / \_\_\_\_\_

2. Check or voucher:

- If you paid the GRE General test fee by voucher or check, you will be reimbursed via check from Prometric.
- The address in Section I: Block 2 must be valid for 90 days.

Submit completed form with a copy of the official "GRE Examinee Score Report" to:

Prometric  
7941 Corporate Drive  
Nottingham, MD 21236

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

## SECTION V: DANTES Official Certification

Cannot be certified by Prometric 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 GRE General 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 GRE General 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 GRE General Reimbursement Request Form**

DANTES Test Control Officer	Examinee
Please refer to the <i>DANTES Examination Program Handbook</i> (DEPH) GRE Chapter 7, for reimbursement responsibilities and instructions.	<ul style="list-style-type: none"><li>• Contact the nearest DANTES Test Site* after receiving the <b>official</b> "GRE Examinee Score report" (approximately <u>2 weeks</u> after testing or longer for overseas administrations).</li><li>• Complete each section of the GRE General Reimbursement Request Form 1560/49.</li><li>• Ensure a DANTES TCO/ATCO (not Prometric test center personnel) completes and signs Section V.</li><li>• Submit within 90 days of taking the GRE General.</li></ul> <p><b>Credit Card Payment:</b> Prometric issues the credit to the examinee's credit card account.</p> <ul style="list-style-type: none"><li>• Credit card information in Section IV must be the same as the card initially charged.</li><li>• Allow 2 monthly billing cycles <b>AFTER</b> the form is received at Prometric for the credit to appear.</li></ul> <p><b>Examinees should not inquire about the status of their reimbursement until:</b></p> <ul style="list-style-type: none"><li>• After the appropriate waiting period of 8 weeks,</li><li>• And contacting their credit card company.</li></ul> <p>*For DANTES Test Control Officers and locations, email DANTES at <b>exams@navy.mil</b> 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://www.dantes.doded.mil/service-member/prep-for-college/examinations/index.html>