GRE® Prepaid Voucher Service

ETS offers the *GRE*® Prepaid Voucher Service for organizations that wish to pay GRE test fees on behalf of sponsored students. The complete details of the service are listed below.

Program Details

You may distribute the GRE Prepaid Vouchers to applicants for whom you want to pay partial or full test registration fees or score report fees.

- The following vouchers can be purchased: $25 off the test fee, $50 off the test fee, 50% of the test fee, 100% of the test fee. Test takers who receive partial test fee vouchers will be required to pay the remainder of the test fee when they register to test.
- Vouchers can also be purchased to cover 100% of the cost of the additional score report fee.
- Information about test fees is available at www.ets.org/gre/fees.
- All vouchers are redeemable for up to one year from date of issue.
- Refunds will not be issued for unused vouchers or for test takers who cancel or are absent from their test appointments.

Process for Obtaining GRE Prepaid Vouchers

- Complete, sign and return a copy of the attached GRE Prepaid Voucher Order Form with payment via the email or fax provided on the form.
- ETS will send GRE vouchers in the quantity purchased electronically to the email address you indicated on the form. Orders containing credit card information must be sent to the confidential fax number on the form.

Using GRE Prepaid Vouchers

Please share the following information with test takers who will be using a prepaid voucher.

- Registering for the *GRE*® General Test
  - **United States, American Samoa, Guam, U.S. Virgin Islands, Puerto Rico and Canada:** Register online through your ETS account. To register by phone, call Prometric® at 1-609-771-7670 or 1-866--473-4373, or contact a test center directly.
  - **Mainland China:** To test at a test center, register online through your NEEA account. To test at home, register through your ETS account.
  - **Hong Kong, China; Taiwan, China; India; and Korea:** Register online through your ETS account
  - **In all other areas of the world:** Register online through your ETS account or contact the appropriate International Regional Customer Support directly.
- Registering for a *GRE*® Subject Test
  - Test takers can register online at www.ets.org/mygre. Test dates are available at https://www.ets.org/gre/test-takers/subject-tests/schedule.html.
- Ordering Additional Score Reports
  - Test takers can order additional score reports at www.ets.org/mygre.

GRE Score Reporting

GRE score reports are issued only at the request of the test taker and only to approved GRE score recipients. Sponsoring organizations that are approved score recipients should inform test takers of their recipient code numbers if they wish to receive the test takers' scores.

Questions

If you have any questions, please contact GRE Institutional Services at GREVoucherService@ets.org.

GRE® Prepaid Voucher Order Form

Please complete, sign and return this form with payment or payment information to ETS. Note that orders containing credit card information must be sent to the confidential fax number below.

Email: GREVoucherService@ets.org **Fax**: 1-973-735-1903

GRE Test	Test Fee	Number of $25 Vouchers	Number of $50 Vouchers	Number of 50% Vouchers	Number of 100% Vouchers
General Test	If purchasing 50% or 100% vouchers, indicate country and related test fee where tests will be taken: Country: _____ Test Fee: US$ _____				
Subject Test	US$199 worldwide				

Score Reporting	Fee	Number of Vouchers
Additional Score Reports	US$40 per score report	

Send GRE Prepaid Vouchers To:

Name: _____

Title: _____

Institution: _____

Address: _____

Email: _____

Phone: _____

Send Invoice To:

Name: _____ Tax Exempt (Y/N) _____

Title: _____

Institution: _____

Address: _____

Email: _____ Phone: _____

12-digit Customer Number (if current ETS/GRE customer): _____

Indicate Payment by Credit Card (CC) or Purchase Order (PO): _____

PO # (if applicable): _____

Date: _____

Once your order has been received, a member of the Order Services team will contact you to complete payment by telephone.

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