How to Register For *GRE* ® Tests
at AMIDEAST-Lebanon

1. **Read** your test bulletin carefully.

2. **Fill out** the test registration form. Assess realistically which five possible dates you could take the exam. Come to AMIDEAST at least a **month** before your first possible test date.

3. **Bring** the completed registration form, test payment in US dollars plus a service fee of US $32 as follows:

Monday – Thursday	8:00 am – 4:30 pm
Friday:	8:00 am – 3:30 pm

4. The Local Test Registrar will forward your registration to the Regional Registration Center in the Netherlands.

5. You may visit the Lebanon Test Registrars to confirm the date and time of your exam. We can not confirm the date and time of your test by phone.

6. If you want to reschedule your test date, you must contact the Regional Registration Center in the Netherlands directly no later than three full days before your test date, according to the instructions in the Bulletin of Information. ETS will charge a fee for this service. **AMIDEAST/Lebanon cannot accept requests to reschedule.**

7. If you need to cancel your exam, please get directly in touch with the Regional Registration Center in the Netherlands no later than three full days before your test date, following the procedure outlines in the test information bulletin. **AMIDEAST cannot help you with any cancellation nor is AMIDEAST responsible for receipt of refunds or cashing of checks from ETS.**

8. **AMIDEAST cannot investigate lost or late score reports.** Please contact ETS directly, following instructions in the test bulletin.

9. This is an optional service. It exists to help you register more easily for tests and does not entitle the user to special treatment in the assignment of testing appointments.

I have read the above and understand the service, including my responsibility for following cancellation procedures outlined in the test information bulletin.

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Signature   Date