GRADUATE RECORD EXAMINATION FEE REDUCTION REQUEST

To be granted a GRE Fee Reduction Certificate, consult the GRE Bulletin or website. You must be either:

- an enrolled college senior currently receiving financial aid ***or*** an un-enrolled college graduate*
- **and...**
- You must be a United States citizen or resident alien
- **and...**
- You must be a dependent receiving a parental contribution of $1400 or less ***or*** you must be self-supporting with a total family contribution of $1800 or less.

*An applicant who is an un-enrolled college graduate must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Once the applicant receives the Student Aid Report (SAR), s/he should take it to the Financial Aid Office to determine eligibility for the GRE Fee Reduction Certificate.

PLEASE PRINT THE FOLLOWING INFORMATION:

Name _____ Student Number _____

Address_____ Social Security # _____

_____ Today's Date _____

PLEASE CHECK ALL THAT APPLY AND ENTER DATES IF REQUESTED

☐ GRE General Test (Date cannot be determined until you are ready to register)

☐ GRE Subject Test Please enter preferred test date: _____

Return this form to: Office of Financial Aid
Michigan State University
252 Student Services Building
East Lansing, MI 48824-1113

Or FAX form to: 517-432-1155

This application process can take as long as 6 weeks! Apply early!

Step 1 *Response Time for Step 1 is approximately 1 week*
Fill out and submit this form as described above

Approval: We will mail your GRE Fee Reduction Voucher application, if granted to the address above. You should expect this within one week. If you have an earlier deadline, please inform the receptionist of such and we will attempt to process your request faster. Please note, however, that at certain times during the semester, walk-in processing requests may not be possible.

Denial: We will return this request form to you by mail if your Fee Reduction Request is denied. Denials are only issued to students who do not meet the criteria listed above. Notification of denial will occur with one week from the date you submit this request to our office.

Step 2 *Response time for Step 2 is 3-5 weeks*
If approved by Financial Aid, you must send 3 things to GRE:

i. Fee Reduction Voucher Form (provided by Financial Aid; instructions on form)
ii. Institutional Student Information Form (ISIR) (provided by Fin. Aid in the form of a memo on letterhead)
iii. Appropriate GRE Test Registration Form (from the GRE Bulletin or website)

Step 3 Register for the test (see GRE Bulletin or website for details)

_____, Financial Aid Advising Services
Signature of Fee Waiver Coordinator