

GRE/TOEFL: Missing Scores or Merging of Duplicate PIDs Request Form

1. Please do not ever tell students to “have ETS send another score report.” If the student claims to have sent scores here already, it is 99% likely that Admissions will find them with the following additional information.
2. Check all that are appropriate:
GRE: TOEFL: Missing Scores: Request Merging of Known Duplicate PIDs:
3. Test Date (or approximate date):

Required Information about STUDENT (Both a PID and name cannot be sent together in an email. For required information please complete the name or PID, but do not include both.)

a) Family/Last Name:

b) Given/First Name:

c) Date of Birth:

d) PID:

e) Duplicate PID (if known):

If you have not yet done so, try looking the student up in SIS under “gp name” with the first/last names reversed. You may quickly discover a duplicate PID on your own!

f) “ETS’s score reporting cycle number and date”:

--- ETS will provide this score reporting “cycle number” and mailing date info to students over the phone.

Toll-free: 866-473-4373 (http://www.ets.org/gre/contact#general_inquiries)

g) Your name:

h) Your department:

i) Your email:

Extremely Helpful Information (do not provide the name here if you have provided a PID above.)

It may speed up the process of locating missing GRE/TOEFL scores if the following information is provided:

1. Do you have a copy of the student’s own score report? If yes, EXACTLY HOW does the name appear on this? (i.e., ***does it differ from the name on the MSU app in any way?*** This might help locate a Duplicate PID.)

Exact Spelling of Name as it appears on Score Report, if different from name on MSU app:

2. Does the person have name suffix such as “jr”, “II”, “III”? Explain:

SEND TO:

EMAIL this request to **BOTH** Alena Dollarhite and Sandy Kuchta, kuchta@msu.edu; dollarhi@msu.edu

Although they will do their best to respond quickly, please allow up to 5 work days for a reply.

Important! On **SUBJECT LINE** of your EMAIL, write: **Missing Test Scores**

If you have questions about [this form](#) or questions about [GRE/TOEFL Score Reporting in general](#), please contact Christopher Wierenga, Testing Services, Student Services, 556 E Circle Dr, Room 237, 5-8270, cjw@msu.edu