



GRE® Score Reporting Order Form for Centralized Application Service for Optometry Programs (OptomCAS) Member Institutions

ETS provides official *GRE*® scores electronically to OptomCAS. To participate in this option, complete this GRE Score Reporting Order Form and return it to ETS.

ETS will process your request and send you an email with your GRE Designated Institution (DI) code within approximately 10 days after receiving your completed form. Once you are approved and you receive your GRE Designated Institution (DI) code, applicants can send their GRE scores to your program through OptomCAS.

Your GRE DI code will appear with your institution name on the [GRE Institution Code list](#), available on the GRE website and in the system when test takers select the score recipients that they want to receive scores. The code list is updated monthly.

By applying to ETS for a DI code, you acknowledge that ETS is, and at all times shall remain, the owner of all GRE score data and that your Institution does not have, nor will it acquire, any right in and to the GRE score data by virtue of receiving a DI code. ETS reserves the right to monitor access to and use of the GRE score data by all GRE score recipients.

Educational Testing Service (ETS) reserves the right, at its sole discretion, to grant or revoke a GRE DI code based on eligibility requirements or for any other reason, and to make exceptions to its policy, under special circumstances.

Appropriate Use of GRE Scores

GRE score recipients may use GRE score data for purposes of evaluating applicants to (1) graduate programs, including business and law, and (2) graduate fellowship/scholarship programs. GRE score recipients may not, without the express, prior, written consent of ETS, use GRE score data for any other purpose, or copy, release, provide access to or otherwise disclose GRE score data to anyone except individuals within their particular organization having a need to know.

Accessing GRE Score Data through the ETS Data Manager

GRE score recipients can choose to have easy, on-demand, secure access to score information and test-taker data through the ETS Data Manager (EDM). This service is free to institutions that have a GRE score reporting code. Scores are reported two times per week.

Questions?

If you have any questions, contact ETS Code Control by phone at 1-609-771-7091 or email at cas@ets.org.



GRE[®] Score Reporting Order Form for Centralized Application Service for Optometry Programs (OptomCAS) Member Institutions

By completing and submitting this form, you are directing ETS to send scores for your programs to OptomCAS. Return the completed form to ETS Code Control by FAX to 1-973-735-0392, email to cas@ets.org or mail to ETS Code Control, Mailstop 25Q, ETS, Princeton, NJ 08541.

Complete all questions below.

1. Institution Name and Address:

Institution Name

Address 1

Address 2

City/State/Zip

Website

2. If your program would like to access GRE score reports for applicants to your programs, you will need to designate a lead administrator to access score information and manage secondary users in the ETS Data Manager. Secondary users can also access score data online but aren't responsible for approving and managing who has access to the data. The lead administrator can customize viewing privileges for each secondary user based on your institution's needs or policies. Designate a Lead Administrator below.

Name

Title

Email

Telephone



GRE[®] Score Reporting Order Form for Centralized Application Service for Optometry Programs (OptomCAS) Member Institutions (continued)

3. Person Responsible for Program(s) Moving to OptomCAS:

Name

Title

Email

Telephone

I confirm that the information provided above is true and accurate.

Date