



## *Frequently Asked Questions: Testing Requirements—The GRE and TOEFL*

Here you will find the answers to questions we commonly are asked by our applicants about the Graduate School's policies on taking the GRE and TOEFL. Your test scores are an important part of your application. We recommend that you read this document to learn our policies and to learn how to properly send your test scores to GSAS.

The following frequently asked questions are included in this document:

1. Do I have to take the GRE?
2. Do I have to take the TOEFL?
3. When should I take the GRE or TOEFL?
4. What is the correct institution code number for the GRE or TOEFL?
5. What department code should I provide when I take the GRE or TOEFL?
6. May I mail my GRE or TOEFL test scores to the Graduate School?
7. I sent my test scores to a different school at NYU. Can you retrieve them for me?
8. I already took the test but did not send my scores to GSAS. What do I do?
9. Do you accept the IELTS instead of the TOEFL?
10. For how long are my test scores valid?
11. I sent you my test scores with a previous application. Do you still have them on file?
12. What are your minimum test score requirements?
13. I have taken the GRE or TOEFL more than one time. What happens with my scores?
14. Do you care which version of the GRE or TOEFL I take?
15. Do you accept the LSAT or GMAT test instead of the GRE?
16. How do I properly report my TOEFL test scores in the online application?
17. I am not familiar with the GRE or TOEFL tests. How can I learn more?

### **1. Do I have to take the GRE?**

Yes, all applicants must take the general test of the GRE unless stated otherwise in our department-specific application requirements information. See the Requirements and Deadlines section in our Application Resource Center at <http://gsas.nyu.edu/page/grad.admissionsapplication.html>.

Some programs require the subject test, as well. You will also find program-specific requirements for the subject test on that same web page.

The Graduate School will **not** waive the GRE requirement based on life experience, educational background, country of residence, employment status, or other factors.

## **2. Do I have to take the TOEFL?**

The Graduate School requires applicants who are not native English speakers to submit official TOEFL score reports. The TOEFL requirement is waived if your baccalaureate or master's degree was (or will be) completed at an institution where the language of instruction is English. You do not need to do anything to inform us that you are eligible for the TOEFL waiver; we can determine this fact from your application materials.

## **3. When should I take the GRE or TOEFL?**

To insure that your test scores arrive on time, we recommend you take the GRE no later than 4-6 weeks before the application deadline date. The TOEFL should be taken no later than 6-8 weeks before the application deadline date. We recognize that this time frame may be earlier than what is suggested by the Educational Testing Service (ETS). However, if you want to be sure that your test scores are compiled with your application by the deadline date, this amount of time should be allowed. We also require that you have your official test scores sent to us directly from ETS.

## **4. What is the correct institution code number for the GRE or TOEFL?**

2596 is the NYU GSAS school code. This code is used for both the GRE and TOEFL. We will not be able to obtain test scores if you send them to any other school or program at NYU (e.g., Courant, Stern, Steinhardt). Only use school code 2596.

## **5. What department code should I provide when I take the GRE or TOEFL?**

TOEFL requires you to list a department code; you should select the code that is most appropriate for your field of study. You may also use code 99. However, do not use code 00—we will not receive your test scores if you report 00 as the TOEFL department code. Also, do not leave the field blank. If you do, it will become code 00 and we will not receive your test scores.

You do not need to use a special department code for the GRE. (If you choose to report a department code, that is at your option. We will receive your GRE test scores with or without a department code.)

## **6. May I mail my GRE or TOEFL test scores to the Graduate School?**

No. We require that official test scores be sent to us directly from the GRE or TOEFL program. If you are concerned that your test scores will not be received in time, you may upload a copy of your test score report in your online application. However, this will not substitute for our receiving official test scores.

## **7. I sent my test scores to a different school at NYU. Can you retrieve them for me?**

No. Unfortunately, we are not able to transfer test scores from one NYU school to another. You must arrange to send official test scores to GSAS, institution code 2596.

## **8. I already took the test but did not send my scores to GSAS. What do I do?**

If you did not request that your test scores be sent to GSAS when you took the test, you can do so at a later date. For the GRE, go to their web site at [www.gre.org](http://www.gre.org). On their home page you will see a link for test takers that states, "order additional score reports." The TOEFL web site is [www.toefl.org](http://www.toefl.org). You will see a link for test takers that states, "order TOEFL score reports."

**9. Do you accept the IELTS instead of the TOEFL?**

No.

**10. For how long are my test scores valid?**

If you are applying for admission for the **spring, summer or fall 2010** semesters, then we will accept test scores as follows:

- GRE: we accept GRE tests taken on or after October 15, 2004
- TOEFL: we accept TOEFL tests taken on or after October 15, 2007

If you took the test(s) earlier than those dates, the Graduate School requires that you take the test(s) again at the present time.

**11. I sent you my test scores with a previous application. Do you still have them on file?**

If you previously sent official test scores to GSAS school code 2596 (and, in the case of TOEFL, to a department code other than 00), we will keep them on file according to the policy we state in item 10 describing how long test scores remain valid.

**12. What are your minimum test score requirements?**

Many factors influence the admission decision and the Graduate School does not set minimum test score standards for either the GRE or the TOEFL. For the TOEFL, the Graduate School recommends that the applicant achieve a minimum TOEFL score of 100 on the internet-based test (equivalent to 600 on the paper-based test). The Graduate School does not prohibit applicants with lower scores from applying for admission since many factors influence the admission decision. Some departments or programs in the Graduate School may set a higher TOEFL standard for admission.

**13. I have taken the GRE or TOEFL more than one time. What happens with my scores?**

If you take the GRE or TOEFL more than one time and send the official test scores to GSAS, we will forward all of your test scores to the department. Departments usually look at all of the test scores they receive on your behalf. Admission committees may use the most recent test score, the highest test score, or some combination of the scores. This is at their discretion; there is no standard policy set by the Graduate School.

**14. Do you care which version of the GRE or TOEFL I take?**

The Graduate School accepts all versions of the GRE—internet, paper and computer. We accept two versions of the TOEFL—internet and paper. You should take whichever version of the test you prefer.

**15. Do you accept the LSAT or the GMAT instead of the GRE?**

No, the Graduate School will not accept the LSAT.

The master's programs in the Department of Psychology will accept the GMAT in place of the general GRE. You must ask the GMAT Program to send your official test scores to GSAS using school code 5TF-5G-76. [Important note: The GMAT is NOT accepted by the Ph.D. programs in the Department of Psychology. The general GRE is required.]

The Graduate School will **not** accept the GMAT for any other program of study. The general GRE is required.

**16. How do I properly report my TOEFL test scores in the online application?**

The online application asks you to report TOEFL results as five separate scores (Score 1 through Score 5). You should report the scores in the same order as they appear on the paper test score report you receive from the TOEFL Program. For the paper-based test, this order is Section 1, Section 2, Section 3, Total score and TWE score. For the internet-based test, this order is reading, listening, speaking, writing and total. Please remember that scores reported in the application are unofficial; you must still arrange to have official test scores sent to us directly from the TOEFL program. Refer to items 4-6 above.

**17. I am not familiar with the GRE or TOEFL tests. How can I learn more?**

Extensive information about the test is available on the GRE and TOEFL web sites: [www.gre.org](http://www.gre.org) and [www.toefl.org](http://www.toefl.org). Information about testing locations and test dates is provided there, as well.