

# MSMTA THEORY TRANSFER/CORRECTION REQUEST FORM

Send to Lori McCarthy, 3607 Dunlop St, Chevy Chase, MD 20815  
[lorinmccarthy@verizon.net](mailto:lorinmccarthy@verizon.net)

Please complete this form for students previously registered in a 2018 Theory Center who wish to be transferred for testing in a different Theory Center or for corrections to the level or student name submitted during registration.

- There is a fee of \$5.00 (five dollars) *per student per level* for any transfer or correction requested after the initial registration. The fee must accompany this form.
- Students may be transferred only to a center whose deadline is on or after the center for which the student was originally registered.
- Transfer requests must be postmarked **two weeks preceding the test date of the new center**.
- Please complete a separate transfer form for each center.

**Transfers:** Registered in the following center: \_\_\_\_\_

Student Name	Level	Test center to which you wish to transfer:

**Corrections:** Registered in the following center: \_\_\_\_\_

Student name as registered:	Student name as corrected:	Level as registered:	Level as corrected:

Date of Request: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Total Fees Enclosed (\$5.00 X \_\_\_\_\_): \$\_\_\_\_\_ Please make the check payable to MSMTA.

Teacher's Signature: \_\_\_\_\_

**By signing this, I confirm that if transferring students, I have contacted the local chair of the center to which I am transferring to see if my assistance will be required on the day of the exam and to confirm there is space.**