

MSMTA THEORY TRANSFER/CORRECTION REQUEST FORM

Send to Lori McCarthy, 3607 Dunlop St, Chevy Chase, MD 20815
lorinmccarthy@verizon.net

Please complete this form for students previously registered in a 2017 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 and fees must be postmarked two weeks preceding the test date of the new center.
- Please complete a separate transfer form for each center requested.
- **You must contact the local chair of the center to which you are transferring to see if your assistance will be needed on the day of the exam and to confirm there is space.**

Transfers

Student Name	Level	Test center originally registered in:	Test center you wish to transfer to:

Corrections

Student name as registered:	Student name to be corrected to:	Level as registered:	Level to be corrected to:

Date of Request: _____ Date of New Center for Transfers: _____

Teacher Name: _____

Teacher Address: _____ E-mail address: _____

_____ Phone: _____

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

Teacher's Signature: _____