



## **Harvard Business School Online Admissions Policy**

We ask that you arrive at the test center 30 minutes prior to your scheduled appointment. This will give you adequate time to complete the necessary sign-in procedures. Pearson VUE does not allow any unapproved visitors or children to accompany you to the test center.

Please be prepared to show two acceptable forms of identification. The IDs must contain your name exactly as it appears on your HBS Online (<https://admin.myhbx.org/profile/login.do>) and Pearson VUE ([www.pearsonvue.com/hbsonline](http://www.pearsonvue.com/hbsonline)) accounts. Please review Pearson's [ID policy](#) for more guidance on acceptable forms of identification.

For security purposes, before you may enter the testing room, you will be required to provide your signature and have a digital facial photo taken. No personal items may be taken into the testing room. This includes all bags, notes, phones, watches, and wallets. The test administrator will also inspect any pair of eye glasses brought into the exam room.

## **Harvard Business School Online Reschedule Policy**

If you wish to reschedule your exam, you must sign into your Pearson VUE account and reschedule at least 72 hours prior to your appointment. If you need to reschedule within 72 hours of your scheduled appointment, you must contact HBS Online at [HBSonlinesupport@hbs.edu](mailto:HBSonlinesupport@hbs.edu), and you will be required to pay a \$150 rescheduling fee.

## **Harvard Business School Online Cancellation policy**

If you wish to cancel your exam, you must sign into your Pearson VUE account and cancel at least 72 hours prior to your scheduled appointment. If you wish to cancel within 72 hours of your scheduled appointment, you must contact HBS Online at [HBSonlinesupport@hbs.edu](mailto:HBSonlinesupport@hbs.edu), and you will be required to pay a \$150 rescheduling fee to schedule a new appointment.