

# GMAC™ GradSelect User Guide

October 2023



Graduate  
Management  
Admission  
Council™

# GradSelect

Recruit from the  
world's largest pool of  
qualified GME talent

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# Overview

## What Is GradSelect?

The GMAC™ GradSelect database is available to all schools that accept the GMAT™ exam. It provides easy access to over 550,000 qualified GME candidates who have opted in to hear from graduate schools and selective partner organizations. These potential candidates are made available through GMAC family sites and engagement with GMAC products and services and are specifically interested in graduate management education.

## GradSelect Pricing

GradSelect is available to any school or organization that supports GMAC's mission to connect business schools and candidates. Those schools that accept the GMAT exam, receive 10 or more score reports in the last calendar year, and are GMAC members, will gain access at a preferred rate. If your school or organization does not meet these criteria, you may still access GradSelect, the world's largest database of qualified GME candidates, at the standard price.

For more details on this, please reach out to your assigned GMAC market development manager or send us an email at [gradselect@gmac.com](mailto:gradselect@gmac.com)

## GradSelect Customer Care

If you have any questions about the GradSelect service, please contact GradSelect Customer Care, available Monday through Friday, 8 am to 4:30 pm US Eastern Time. Your call or email will be answered within one business day. You can reach GradSelect Customer Care at any of the following:

**Phone:** +1 (703) 668-9606

**FAX:** +1 (703) 668-9686

**EMAIL:** [gradselect@gmac.com](mailto:gradselect@gmac.com)

# Overview

## GradSelect Do's and Don'ts

### General Subscription

#### Do

- Use GradSelect names to contact prospective candidates about your graduate business programs
- Inform GMAC of subscriber changes by emailing [gradselect@gmac.com](mailto:gradselect@gmac.com)
- Notify GMAC immediately of any unauthorized use, breach, loss, or disclosure of the GradSelect Data
- Comply with applicable laws regarding data privacy and security
- Adhere to ethical standards in the recruitment of potential applicants
- Abide by the GradSelect Terms of Use Agreement

#### Don't

- Disclose or allow access to GradSelect data to anyone other than authorized licensees unless you receive GMAC's consent in writing first
- Use GradSelect data to discriminate against potential candidates on the basis of race, color, national origin, religion, physical or mental disability, age, gender, or other criteria protected by law

### Correspondence to Candidates

#### Do

- List valid contact information for your institution on all communications, including:
  - Postal address
  - Telephone number
  - Email address
- Inform GradSelect contacts that you are contacting them as a result of their previous opt-in to the GradSelect service
- Provide an internet-based means for candidates to opt-out or unsubscribe
- Remove GradSelect contacts who have opted out within the time prescribed by law

#### Don't

- Use spamming or other means to interfere with the GradSelect service or any GradSelect names' user, host, or any network
- Send GradSelect contacts anything other than information about graduate management education (graduate management education may include relevant educational opportunities, surveys, and financial programs and related information)
- Merge data obtained through the GradSelect service with data obtained through any other source
- Send correspondence to GradSelect names purchased more than 12 months earlier
- Remove the GradSelect seed name from mailings
- Text or call candidates via phone using an automatic telephone dialing system, unless the Auto field is Yes
- Send message content to candidates that include or suggests that they may apply to the program without having to take the GMAT exam

# Your workspace

## Your subscription

There are two types of GradSelect subscribers: primary subscribers and delegate subscribers. The primary subscriber establishes the GradSelect subscription. Delegate subscribers are authorized by the primary subscriber to share access to the subscription. There is no limit to the number of authorized delegate subscribers for a GradSelect subscription. All GradSelect subscribers, primary or delegate, must have a gmac.com account. Delegate subscribers can do everything the primary subscriber can, except:

- Delete searches
- Add other delegate subscribers
- Edit other subscribers' searches

NOTE: As the primary subscriber, you are agreeing to the Terms of Use Agreement on behalf of yourself, your institution, and for all delegate subscribers, who may be added to the subscription at any time. Each delegate subscriber is also required to agree to the GradSelect Terms of Use Agreement at the time of registration. Please read the Terms of Use Agreement carefully because you and your institution will be contractually bound by it.

## Your GradSelect workspace

Your GradSelect Workspace is where you:

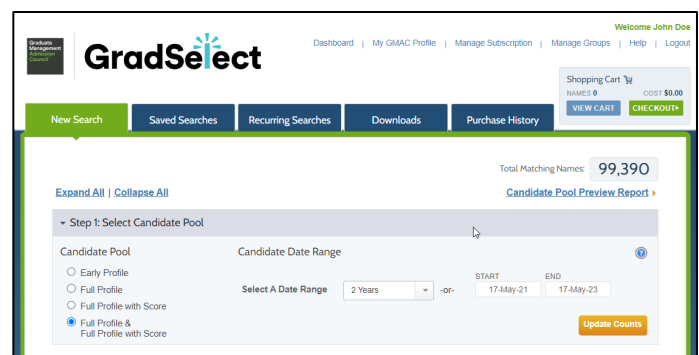
- Create, save, and purchase searches
- Download searches
- Manage your recurring searches
- View search and invoice history

The tabs in your Workspace keep your searches organized for easy access and navigation through the GradSelect service.

- **New Search:** You can create a search using the New Search tab.
- **Saved Searches:** You can locate searches that have not been saved but not yet purchased in the Saved Searches tab. These searches are available to view, edit, delete, copy, and purchase.
- **Recurring Searches:** All searches that have been set up as recurring searches can be viewed in the Recurring Searches tab. Here you can edit, cancel, or change the occurrence of your recurring searches.
- **Downloads:** All purchased searches available for download are located in the Downloads tab.
- **Purchase History:** All searches that have been previously purchased are located in the Purchase History tab. Here you can download copies of your invoices and receipts, copy searches, and view your download history.

The header navigation (at the top right of the page) provides additional features such as:

- Group management
- Delegate management
- Additional help
- Access to your GMAC profile



# Your workspace

## Manage Groups

Group names can be helpful in organizing and locating your searches. To manage groups, click the **Manage Groups** link in the top navigation.

### Add New Group

To add a group:

1. In the **Manage Groups** pop-up window, enter the name of the new group you want to add in the text box to the left of the **[Add New Group]** button.
2. Click the **[Add New Group]** button.

The pop-up window will close automatically, and the group will be added.

### Manage Groups

The screenshot shows the 'Manage Groups' pop-up window. It has a title 'Manage Groups' at the top. Below the title, there is a 'Select Group' dropdown menu with 'Group 1' selected. To the right of the dropdown is a 'Delete Group' button. Below the dropdown is an empty text box, and to its right is a 'Rename Group' button. Below the text box is another text box containing 'Group 2', and to its right is an 'Add New Group' button. At the bottom right of the window is a 'Cancel' button.

NOTE: You can create a group and assign searches to it at any time from the Saved Searches area, the Purchase History area, Search Properties, or when saving a new search.

### Rename Group

To rename an existing group:

1. In the **Manage Groups** pop-up window, select the group you want to rename from the **Select Group** drop-down box.
2. Enter the new group name in the text box to the left of the **[Rename Group]** button.
3. Click the **[Rename Group]** button.

The pop-up window will close automatically, and the existing group will be renamed.

### Manage Groups

The screenshot shows the 'Manage Groups' pop-up window. It has a title 'Manage Groups' at the top. Below the title, there is a 'Select Group' dropdown menu with 'Group 1' selected. To the right of the dropdown is a 'Delete Group' button. Below the dropdown is a text box containing 'Group 3', and to its right is a 'Rename Group' button. Below the text box is another empty text box, and to its right is an 'Add New Group' button. At the bottom right of the window is a 'Cancel' button.

### Delete Group

To delete an existing group:

In the Manage Groups pop-up window, select the group you want to delete from the Select Group drop-down box.

### Manage Groups

The screenshot shows the 'Manage Groups' pop-up window. It has a title 'Manage Groups' at the top. Below the title, there is a 'Select Group' dropdown menu with 'Group 2' selected. To the right of the dropdown is a 'Delete Group' button. Below the dropdown is an empty text box, and to its right is a 'Rename Group' button. Below the text box is another empty text box, and to its right is an 'Add New Group' button.

2. Click the **[Delete Group]** button.

The pop-up window will close automatically, and the selected group will be deleted. If you delete a group, it does not delete the search.

# Your workspace

## Manage Delegates

To manage delegates, click the **Manage Delegates** link in the top navigation. All individuals who have registered on gmac.com with your institution and school will appear in the **Non-Delegate Subscribers** or **Delegate Subscribers** multi-select box. If you would like to authorize individuals who are not listed, please have them register on gmac.com with your institution and school. You can then add them as delegate subscribers.

NOTE: Only primary subscribers are able to manage delegates.

## Add Delegate Subscribers

From the **Non-Delegate Subscribers** multi-select box, click on the delegate subscriber you wish to add.

- To select multiple delegates, <CTRL> and click on each delegate.
- Click the blue right arrow button. The selected subscribers' names will be moved to the **Delegate Subscribers** multi-select box.
- Click the **[Save]** button. Each delegate you added will receive an email notification that he or she has been added as a delegate subscriber to your subscription.

**TIP: Delegate Subscriber for Accounting Functions**

## GradSelect Invoices

GMAC does not mail or email invoices. As the primary subscriber, you can add a colleague from your school office or accounting office as a delegate subscriber to manage the invoices for your GradSelect subscription. This authorized user would have access to all invoices and receipts generated by purchases through your subscription under the Purchase History tab.

## Set a Subscription Spending Limit

To set a ceiling on the amount you wish to spend in a given time frame, enter the **Amount**, **Start Date**, and **End Date**. You will receive an email notification when your total GradSelect spend nears this limit. This limit only applies to recurring searches.

The screenshot shows a form titled "Subscription Spending Limit" with a help icon in the top right. The form contains three input fields: "Amount" (with a currency symbol), "Date Range" (with "START" and "END (Optional)" labels), and a "Remove Limit" button.

## Remove Delegate Subscribers

- From the **Delegate Subscribers** multi-select box, click on the delegate subscriber you wish to remove.
  - To select multiple delegates, select press <CTRL> and click on each delegate you wish to remove.
- Click the gray left arrow button.
- The select subscribers' names will be moved to the **Non-Delegate Subscribers** multi-select box.
- Click the **[Save]** button. Each delegate you removed will receive an email notification that he or she has been removed as a delegate subscriber to your GradSelect subscription.

NOTE: Delegate subscribers who have been removed lose access to the entire GradSelect subscription and no longer have access to their searches. The primary subscriber can still access the searches created by these delegate subscribers.

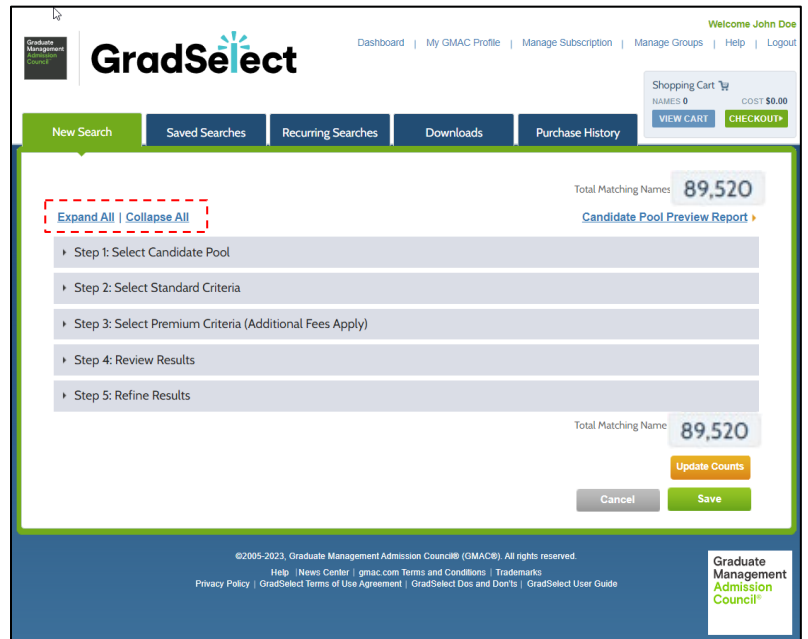
The screenshot shows the "Manage Delegates" interface. It includes a title bar, a "Delegate Subscribers" section with instructions, a list of "Non-Delegate Subscribers" (Alex Chisholm, AnneMary Daughertyx, Barbara F Kalman, Cathy Owens, Christian Chopitea, duc minh, Elizabeth E Forwood, Greg Oden, Jason Cambensy, Jennifer Garfinkel, Keith Deaven), and a "Delegate Subscribers" section. Navigation arrows are between the lists, and "Cancel" and "Save" buttons are at the bottom.



# Create and manage searches

## Create a New Search

To create a new search, click the green **New Search** tab in the upper-left corner of your workspace.



### Step 1: Select Candidate Pool

1A. Select the **Candidate Pool** you want to search from.

- **Early Profile:** Candidates who have come through any GMAC family website and opted in to GradSelect but have not completed their profile. You'll have access to their first name, email, and current location.
- **Full Profile:** Candidates who have opted in to GradSelect and completed at least some of their profile, but do not have reportable test scores.
- **Full Profile with Score:** GMAT test takers who have opted in to GradSelect. These candidates have reportable GMAT scores in addition to other profile data.
- You may also search by both **Full Profile & Full Profile with Score**. This allows you to search for opted in candidates both with a full profile and a full profile with scores.



# Create and manage searches

## Tip: View Candidate Pool Preview Report

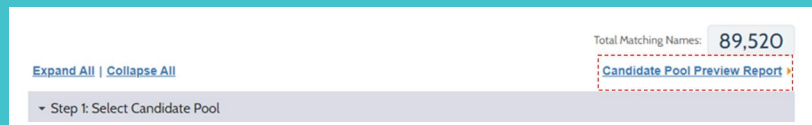
### Candidate Pool Preview Report

You can download a brief report that provides the total number of Early Profile, Full Profile, and Full Profile with Score candidates broken down by:

- Age Range
- Degree Objectives
- Desired School Characteristics
- Educational Background
- Gender
- Undergraduate GPA (Grade Point Average)
- Work Experience
- World Region (Current Location)

### To view the Candidate Pool Preview Report:

1. In your GradSelect workspace, click the **New Search** tab.
2. In **Step 1: Candidate Pool**, click the New Search tab or simply look at your GradSelect dashboard on the righthand side.
3. The Candidate Pool Preview Report will open in a new window.



1B: Select the **Candidate Date Range** by either:

- Selecting a predefined date range using the **Select a Date Range** drop-down list
- Selecting a custom date range using the calendar entry box in **Start** and **End** date boxes

The Candidate Date Range is the most recent date a candidate opted in to the GradSelect service by doing one of the following:

- Registering on a GMAC family site, including mba.com and businessbecause.com
- Registering for or taking the GMAT exam
- Updating his or her profile information on GMAC family sites
- Ordering additional score reports

NOTE: You may set the date range to begin up to 5 years before the day you create your search. Your search results will contain only candidates who opted in to the GradSelect service during that time period.

# Create and manage searches

## Step 2: Select Standard Criteria

You can refine your search by adding standard criteria from the left navigation menu based on categories and subcategories, such as: Age Range, Degree Objectives, and Preferred Study Region. Note, outside of GMAT, these are the top 3 searched for fields. For a full list of categories, see [Appendix I: Search Categories List](#).

2A: Click a category from the left navigation in the **Select Standard Criteria** section.

2B: Select the criteria you wish to add from the right selection box.

2C: Click Update Counts.

Step 2: Select Standard Criteria

**GMAT™ Performance**

- GMAT™ Performance

**Demographics**

- Citizenship or Language
- Gender
- Race/Ethnicity (U.S. Only)
- Age Range

**Desired Characteristics**

- Desired Degree Characteristics
- Desired School Characteristics
- Preferred Region of Study**

**Location**

- Current
- Area Map / Radius
- Permanent U.S. State

**Other**

- Educational Background
- Intended School Plans
- Undergraduate/First Degree Institution
- Work Experience
- Work Desired After Degree

**Preferred Region of Study**

To make multiple selections, hold down the Ctrl key while clicking your choices.

Preferred Region Of Study

- Criteria not selected--
- Africa
  - ...Eastern Africa (e.g. Kenya, Rwanda United Republic of Tanzania, Zimbabwe)
  - ...Middle/North Africa (e.g. Cameroon, Congo, Egypt)
  - ...Southern Africa (e.g. Botswana, South Africa)
  - ...Western Africa (e.g. Ghana, Liberia, Senegal)
- Asia
  - ...Eastern Asia (e.g. China, Hong Kong, Japan)
  - ...South-Eastern Asia (e.g. Indonesia, Philippines, Singapore)
  - ...South-Central Asia (e.g. India, Nepal, Uzbekistan)
  - ...Middle East/West Asia (e.g. Israel, Lebanon, Turkey, United Arab Emirates)
- Europe (All Regions)
  - ...Eastern Europe (e.g. Hungary, Poland, Russian Federation)
  - ...Northern Europe (e.g. Denmark, Finland)
  - ...Southern Europe (e.g. Croatia, Greece, Italy, Spain)
  - ...Western Europe (e.g. Austria, France, Germany, Ireland, Switzerland, United Kingdom)
- Oceania (e.g. Australia, New Zealand, Guam)
- Latin America & Caribbean
  - ...Caribbean (e.g. Bahamas, Jamaica, Puerto Rico)
  - ...Central America (e.g. El Salvador, Mexico, Panama)
  - ...South America (e.g. Argentina, Brazil, Chile, Peru)
- North America
  - ...Canada

Clear Criteria

Update Counts

# Create and manage searches

## Step 3: Select Premium Criteria

You can also refine or enhance your search by adding Premium Insights from the left navigation menu. Premium Criteria has the following two Premium Insights. Additional fee applies to each name that has premium insight.

- i. GMAC Recommendations  
After you've identified candidates from the standard criteria, this premium insight allows you to select your school's program(s) that GMAC has recommended to candidates in GradSelect.
- ii. Scores Sent to My Competitors  
After you've identified candidates from the standard criteria, this premium insight allows you to identify candidates who have sent their GMAT score to at least one similar (or competitive) program to yours. Select your program(s)' competitive group, which includes up to 10 similar programs, and see which candidates have sent their scores to the group.

NOTE: Premium Insights are optional. You do not need to purchase these insights to purchase GradSelect names. In this case, select your standard criteria and skip the Premium Insight section to check out.

3A: Click a category from the left navigation in the Select Premium Criteria section.

3B: Select your school programs you wish to add from the right selection box.

3C: Select the radio button for your candidate pool with premium insights only or both with and without premium insights.

▼ Step 3: Select Premium Criteria (Additional Fees Apply)

**Premium Insights**

- GMAC® Recommendations
- Scores Sent to My Competitors

### GMAC Recommendations ?

Based on their GMAT performance, GME preferences, and MBA.com profile, GMAC offers program recommendations tailored to prospective students.

These recommendations made on behalf of your program are available as part of your search results. To include these insights in your download file, simply select the program(s) of interest from the choices below, which include all programs in your school that have been recommended to candidates.

**There is an added fee of \$1.00 per candidate for these enriched results.**

Note that beyond your chosen program(s) of interest, your search may return multiple recommendations. In this case, all insights are made available at no additional cost.

To make multiple selections, hold down the Ctrl key (or Command key for Mac users) while clicking your choices.

--Criteria not selected--

- Global Executive MBA
- MBA for Executives
- MBA, Full Time
- PhD Program

Select your candidate pool.

Candidates with premium insight only

Candidates both with and without premium insight

[Clear Criteria](#)

# Create and manage searches

▼ Step 3: Select Premium Criteria (Additional Fees Apply)

**Premium Insights**

- GMAC® Recommendations
- Scores Sent to My Competitors**

### Scores Sent to My Competitors ?

This insight indicates whether a candidate has sent a GMAT score report to at least one of your competitive programs (a group determined annually by organic score sending behavior). To include these insights in your download file, simply select the program(s) to purchase candidates that sent a score to that program's unique competitive group. The programs listed below include all available competitive groups associated with your school.

**There is an added fee of \$1.00 per candidate for these enriched results.**

Note that beyond your chosen competitive group(s) of interest, your search may return multiple competitive groups. In this case, all insights are made available at no additional cost.

To make multiple selections, hold down the Ctrl key (or Command key for Mac users) while clicking your choices.

- Criteria not selected--
- Global Executive MBA
- MBA for Executives
- MBA, Full Time
- PhD Program

Select your candidate pool.

- Candidates with premium insight only
- Candidates both with and without premium insight

Clear Criteria

## Select your candidate pool:

### Candidates with premium insight only:

Purchase only candidates that meet your standard criteria and have your selected premium insight.

OR

### Candidates both with and without premium insight:

Purchase all candidates that meet your standard criteria, including those that have your selected premium insight.

Select your candidate pool.

- Candidates with premium insight only
- Candidates both with and without premium insight

NOTE: Don't search for both premium insights in the same search. Separate them into two unique searches as your messaging should be different. For more best practices, visit [here](#).

# Create and manage searches

## Step 4: Review Results

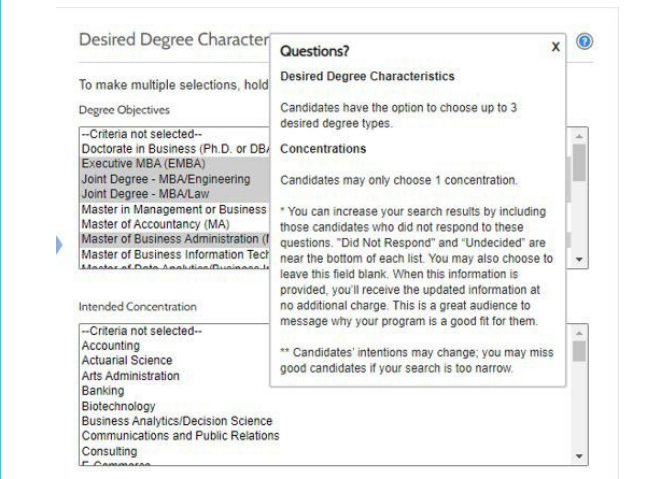
4A: Each criterion is immediately added to the bottom of the Review Results grid as you select it. If you have selected a Premium Insight, the last row will be green, highlighting your selected insight and candidate pool.

Step 4: Review Results	
Candidate Pool: Full Profile & Full Profile with Score	102,948
Candidate Date Range: 27-Oct-17 - 27-Oct-22	102,084
<b>GMAT™ Percentile</b> GMAT™ Total Percentile: 31% - 100%	✘ 102,035
<b>Demographics, Age Range</b> Age Range: 24 - 55+	✘ 36,614
<b>Desired Characteristics, Desired Degree Characteristics</b> Degree Objectives: Executive MBA (EMBA); Joint Degree - MBA/Engineering; Joint Degree - MBA/Law; Master of Business Administration (MBA);	✘ 4,175
<b>Desired Characteristics, Desired School Characteristics</b> Part-Time vs. Full-Time: Full-time student; Part-time student; Undecided;	✘ 2,681
<b>Desired Characteristics, Desired School Characteristics</b> Teaching Format: Distance/Online; On-Campus; Some combination of the above; Undecided;	✘ 2,662
<b>Premium Insight, Scores Sent to My Competitors</b> MBA, Full Time [23 names out of 2,662 names will contain this premium insight]	✘ 2,662
<b>Total Cost Preview:</b> Standard Names Cost: \$2,772.00 Premium Insight Cost: \$23.00 Total Cost: \$2,795.00	
<a href="#">Update Counts</a>	

To narrow your search, add standard criteria by following Steps 2A-2B, above.

**NOTE:** You can add categories in any order, but you cannot put them in a different order once they have been added. If you wish to reorder the categories, you must delete them and then add them in the desired order. Reordering the same categories with the same criteria selections will not change the final result, but it will change the ongoing number count during the search set-up. Subcategories within a category cannot be reordered.

### Tip: View Tip



The screenshot shows a search criteria selection interface. On the left, there are several dropdown menus for selecting criteria, including 'Desired Degree Characteristics', 'Degree Objectives', and 'Intended Concentration'. A help tooltip is open over one of the dropdowns, titled 'Questions?'. The tooltip contains the following text:

- Desired Degree Characteristics:** Candidates have the option to choose up to 3 desired degree types.
- Concentrations:** Candidates may only choose 1 concentration.
- Tip:** \* You can increase your search results by including those candidates who did not respond to these questions. "Did Not Respond" and "Undecided" are near the bottom of each list. You may also choose to leave this field blank. When this information is provided, you'll receive the updated information at no additional charge. This is a great audience to message why your program is a good fit for them.
- Tip:** \*\* Candidates' intentions may change; you may miss good candidates if your search is too narrow.

Below the screenshot, a text box reads: "Click the help icon in each right selection box to view tips for each category."



# Create and manage searches

## Tip: Converting GPAs to the 4.0 Scale

Students whose grades were not originally reported on a 4.0 scale may have converted them to a 4.0 scale using the **GPA Conversion Table** below.

GMAC provides the GPA Conversion table to candidates during the GMAT registration process.

GPA Conversion Table					
4.0 Scale	A-F	0-100	1-5	Four Passing Grades	Three Passing Grades
4.0	A	90-100	1	Highest Passing Grade	Highest Passing Grade
3.0-3.9	B	80-89	2	Second-Highest Passing Grade	Middle Passing Grade
2.0-2.9	C	70-79	3	Third-Highest Passing Grade	Lowest Passing Grade
1.0-1.9	D	60-69	4	Lowest Passing Grade	Fail
0.0-0.9	F	Below 60	5	Fail	Fail

You can view the total number of names matching your selected criteria as you add each category, or you can update your counts once you have finished building your search. Updating your counts in the end will enable faster search creation.

4B. To update your counts and view the total of names matching your criteria, click the **[Update Counts]** button.

▼ Step 4: Review Results

Candidate Pool: Full Profile & Full Profile with Score	102,948
Candidate Date Range: 27-Oct-17 - 27-Oct-22	102,084
<b>GMAT™ Percentile</b> GMAT™ Total Percentile: 31% - 100%	✘ 102,035
<b>Demographics, Age Range</b> Age Range: 24 - 55+	✘ 36,614
<b>Desired Characteristics, Desired Degree Characteristics</b> Degree Objectives: Executive MBA (EMBA); Joint Degree - MBA/Engineering; Joint Degree - MBA/Law; Master of Business Administration (MBA);	✘ 4,175
<b>Desired Characteristics, Desired School Characteristics</b> Part-Time vs. Full-Time: Full-time student; Part-time student; Undecided;	✘ 2,681
<b>Desired Characteristics, Desired School Characteristics</b> Teaching Format: Distance/Online; On-Campus; Some combination of the above; Undecided;	✘ 2,662
<b>Premium Insight, Scores Sent to My Competitors</b> MBA, Full Time [23 names out of 2,662 names will contain this premium insight]	✘ 2,662

**Total Cost Preview:** Standard Names Cost: **\$2,772.00**  
Premium Insight Cost: **\$23.00**  
Total Cost: **\$2,795.00**

**Update Counts**

# Create and manage searches

The total matching names will be displayed in the Total Matching Names preview box.

Total Matching Names: **2,662**

## Step 5: Refine Results

You can filter names identified through your search criteria by excluding candidates who have sent a GMAT Score Report to your school.

5A. To exclude candidates who have already sent a GMAT Score Report to your school, select **No** from the **Include Sent Score Reports** section.

Additionally, you can filter your search by selecting your purchase options. You can choose to buy all names, both new names and those you have purchased within the past 12 months, or a combination:

Step 5: Refine Results

**Include Sent Score Reports**

- Yes 2,662
- No 2,660

**Purchase Options**

Save search with the following names:

- New names (previously unpurchased) 2,662
- Purchased names with unpurchased Premium Insight(s) 0
- Previously purchased names with updated: 0
  - GMAT scores 0
  - Contact info 0
  - Other profile info including Premium Insight(s) 0

Total Matching Names: **2,662**

Step 5: Refine Results

**Include Sent Score Reports**

- Yes 2,662
- No 2,660

**Purchase Options**

Save search with the following names:

- New names (previously unpurchased) 2,662
- Purchased names with unpurchased Premium Insight(s) 0
- Previously purchased names with updated: 0
  - GMAT scores 0
  - Contact info 0
  - Other profile info including Premium Insight(s) 0

Total Matching Names: **2,662**



# Create and manage searches

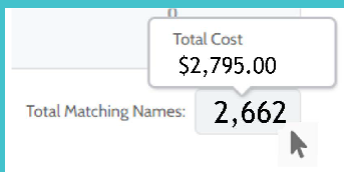
## Purchase Options Section

- **New names (previously unpurchased):** Includes only new names and filters out any previously purchased name from any previous search. These names would be charged at their respective price by lead type.
- **Purchased names with unpurchased Premium Insight(s):** Includes any previously purchased names for whom you previously didn't buy premium insights. You will only be charged for the price of the premium insight, not the name.
- **Previously purchased names with updated:**
  - GMAT scores: the previously purchased candidate now has a new or updated GMAT score. GMAC only shares the highest valid score a candidate receives.
  - Contact info: the previously purchased candidate has updated their address phone number, or other contact information.
  - Other profile info including Premium insights: the previously purchased candidate has updated their GME preferences or background information. They may also have received updated Premium Insights which are available for free if they have already been purchased on this candidate.

If you select any type of updated information, you will receive this information at no added charge.

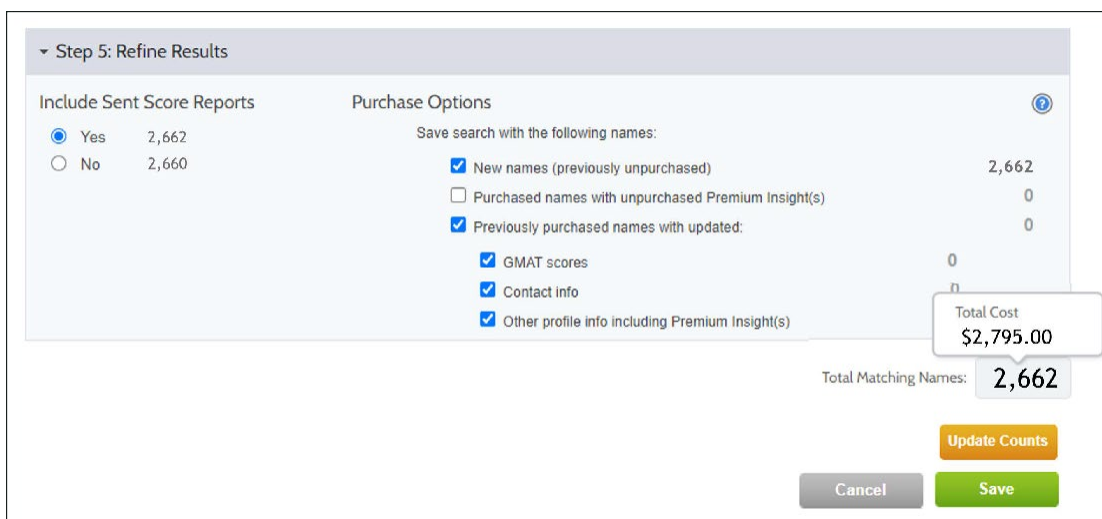
### Tip: View Total Cost of Search

To view the total cost for your search, place your mouse over the **Total Matching Names** text box. The **Total Cost** will appear. Move your mouse away from the box to hide the **Total Cost**.



## Step 6: Save Search Results

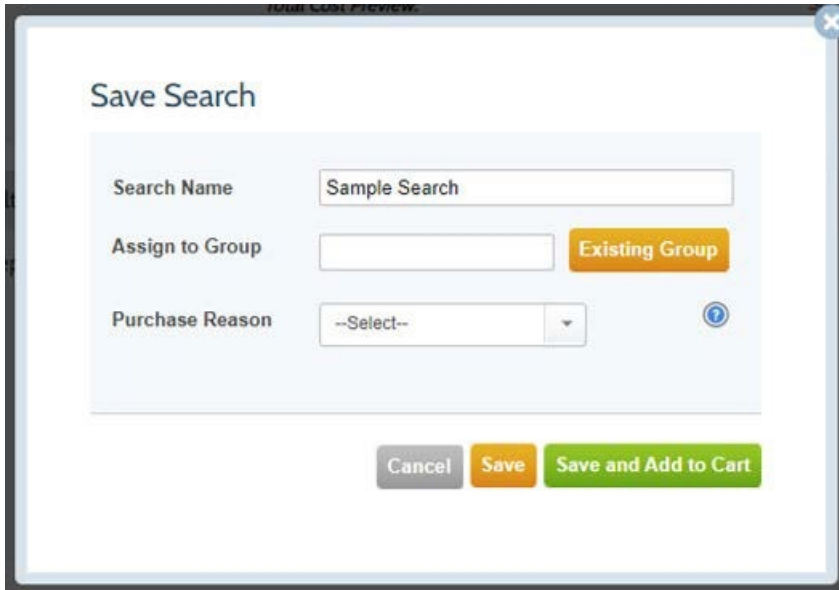
To save your search results, click the **[Save]** button. The **Save Search** dialog box will open.

A screenshot of a web application dialog box titled "Step 5: Refine Results". The dialog is divided into two main sections: "Include Sent Score Reports" and "Purchase Options".  
Under "Include Sent Score Reports", there are two radio buttons: "Yes" (selected) with a count of 2,662, and "No" with a count of 2,660.  
Under "Purchase Options", there is a sub-section "Save search with the following names:" followed by a list of checkboxes and their corresponding counts:

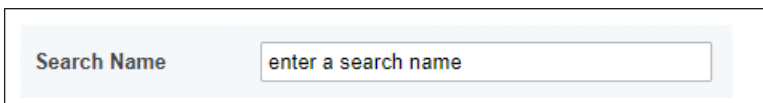
- New names (previously unpurchased) 2,662
- Purchased names with unpurchased Premium Insight(s) 0
- Previously purchased names with updated:
  - GMAT scores 0
  - Contact info 0
  - Other profile info including Premium Insight(s) 0

  
At the bottom right of the dialog, there is a text box labeled "Total Matching Names:" with the value "2,662". A tooltip is visible over this text box, showing "Total Cost" and "\$2,795.00". Below the text box are three buttons: "Update Counts" (orange), "Cancel" (grey), and "Save" (green).

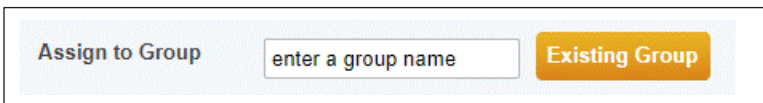
# Create and manage searches



6A. Enter a name for your search in the **Search Name** field.



6B. You can assign your search to a group, but it is not required.



- To assign a search to a new group, enter the group name in the **Assign to Group** text box.
- To assign a search to an existing group:

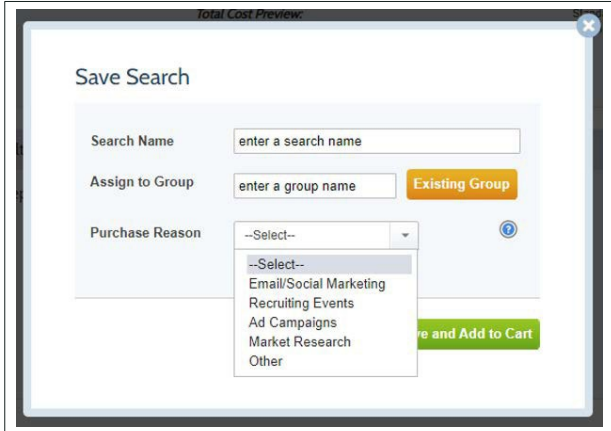
1. Click the **[Existing Group]** button



2. From the **Assign to Group** drop-down list, select the group you want to assign your search to.

# Create and manage searches

6C. From the **Purchase Reason** drop down, select the main reason you are performing this search.



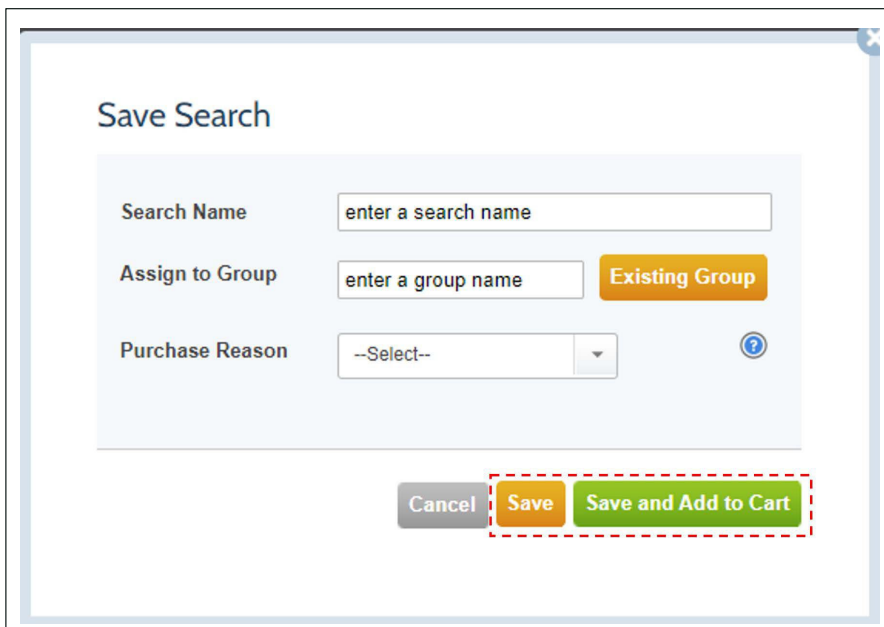
The screenshot shows a 'Save Search' dialog box with the following fields and options:

- Search Name:** A text input field with the placeholder text 'enter a search name'.
- Assign to Group:** A text input field with the placeholder text 'enter a group name' and an orange button labeled 'Existing Group' to its right.
- Purchase Reason:** A dropdown menu currently showing '--Select--'. The dropdown is open, displaying the following options: '--Select--', 'Email/Social Marketing', 'Recruiting Events', 'Ad Campaigns', 'Market Research', and 'Other'. A green button labeled 'Save and Add to Cart' is partially visible to the right of the dropdown.

NOTE: You can assign searches to a group at any time from the Saved Searches tab. To assign a search to a group, see: **Assign Search to Group**

6D. To save your search to the **Saved Searches** tab, click the **[Save]** button.

6E. To purchase your search, click the **[Save and Add to Cart]** button. Your search will be added to your shopping cart, and a copy of it will be available in the **Saved Searches** tab in your Workspace. Once you complete the checkout process, your search will be available in the **Purchase History** tab in your GradSelect workspace. For instructions on how to buy a search, see: [Purchase Searches](#).



The screenshot shows the 'Save Search' dialog box with the following fields and options:

- Search Name:** A text input field with the placeholder text 'enter a search name'.
- Assign to Group:** A text input field with the placeholder text 'enter a group name' and an orange button labeled 'Existing Group' to its right.
- Purchase Reason:** A dropdown menu currently showing '--Select--'.

At the bottom of the dialog box, there are three buttons: 'Cancel', 'Save', and 'Save and Add to Cart'. The 'Save' and 'Save and Add to Cart' buttons are highlighted with a red dashed border.

# Create and manage searches

## Access Saved Searches

The **Saved Searches** tab of your Workspace displays all saved searches associated with a subscription that have not yet been purchased by any subscriber (primary or delegate).

Any subscriber will be able to view all searches in the **Saved Searches** tab, but some actions are restricted by subscriber type.

### Primary subscribers can:

- Delete any search
- Assign any search to a group
- Edit and save any search
- Copy any search
- Add any search to the shopping cart

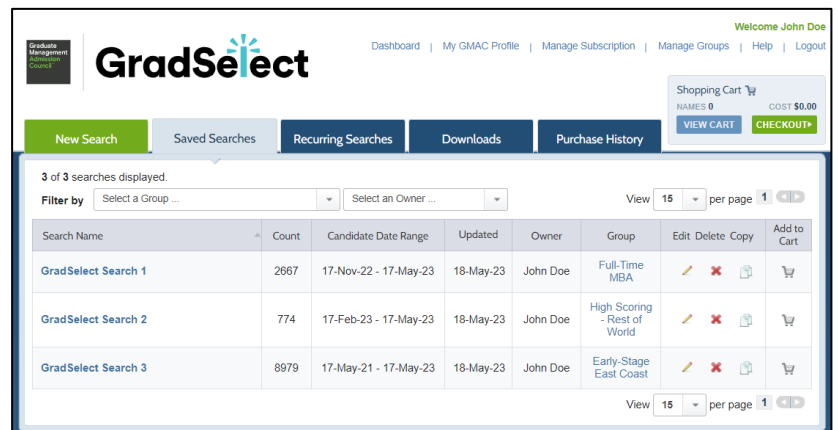
### Delegate subscribers can:

- Delete their own searches
- Assign their own searches to a group
- Edit and save their own searches
- Copy any search
- Add any search to the shopping cart

## Edit a Search

Editing a search will overwrite previous search criteria; only the most recent modification will be available for future reference. To edit a search:

1. Click the **Edit** icon for the search you wish to edit. The search will open up in Edit mode.
2. Edit the search criteria.



Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit	Delete	Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA				

3. Click **[Save]** at the bottom right of the page. The **Save Search** dialog box will open.
4. Your existing search name and group assignment will appear.
  - a. To rename the search, enter a new name for this search in the **Search Name** text box.
  - b. If you would like to assign this search to a new or existing group:
    - Enter the new group name in the **Assign to Group** text box
    - or
    - Click the **[Existing Group]** button and select the existing group from the **Assign to Group** drop-down list
3. To save your search, click the **[Save]** button. Your search will be saved to the **Saved Searches** tab.





NOTE: Only the search owner and the primary subscriber can edit a search. Other users can copy a search and edit the copy.

# Create and manage searches

## Copy a Search

Copying a search is useful when you want to create a new search that is similar to an existing search and want to access both searches in the future. To copy a search:

1. Click the **Copy** icon for the search you wish to copy.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	  	

2. The search will open up in Copy mode. Edit the search criteria.
3. Click the **[Save]** button at the bottom right of the page to save you changes. The **Save Search** dialog box will open.
4. Copy of [Existing Search Name] will appear in the **Search Name** text box.
  - a. To rename the search, enter a new name for this search in the **Search Name** text box.
  - b. If you would like to assign this search to a new or existing group:
    - Enter the new group name in the **Assign to Group** text box
    - or
    - Click the **[Existing Group]** button and select the existing group from the **Assign to Group** drop-down list

### Save Search

**Search Name**

**Assign to Group**  **New Group**

**Purchase Reason**  ⓘ

5. To save your search, click the **[Save]** button. Your search will be saved to the **Saved Searches** tab.

# Create and manage searches

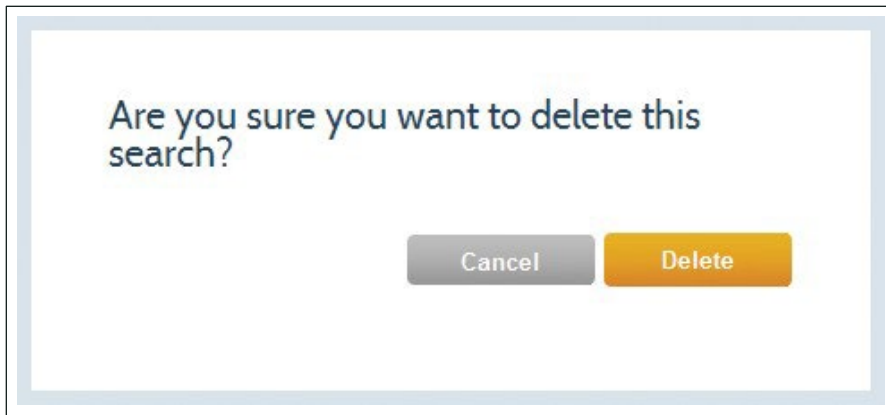
## Delete a Search

To delete a search:

1. Click the **Delete** icon for the search you wish to delete.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit	Delete	Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA				

2. A pop-up dialog box will request confirmation of this action. Click the **[Delete]** button.



3. The deleted search will be removed from the **Saved Searches** tab. Once deleted, this search cannot be restored.

NOTE: As a primary subscriber, you can delete any search from the Saved Searches area of the Workspace. Delegate subscribers can delete only their own searches.

## Assign Search to Group

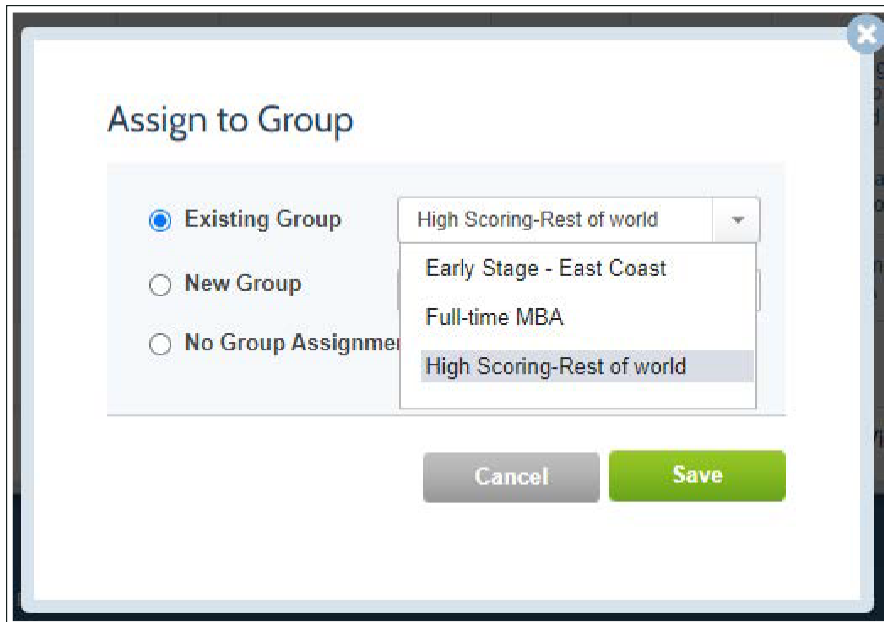
To assign a search to a group, click on the **Assign Group** icon in the **Group** column for the search you wish to assign to a group.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit	Delete	Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA				
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World				
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast				

# Create and manage searches

## To Assign to an Existing Group

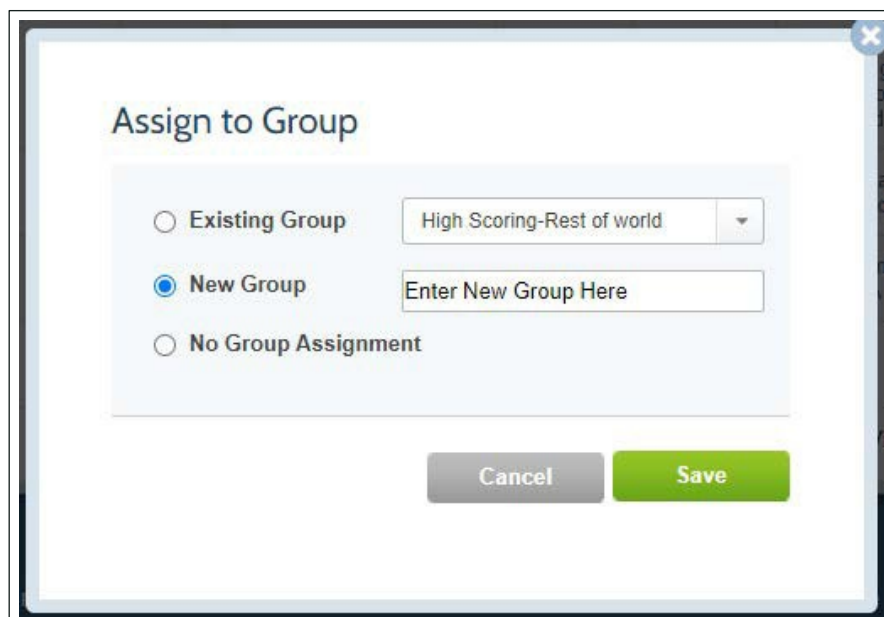
1. In the **Existing Group** down-down box, select the group you want to assign the search to.
2. Click the **[Save]** button. The pop-up window will close automatically.
3. The assigned group will appear in the **Group** column for the selected search.



The screenshot shows a dialog box titled "Assign to Group" with a close button in the top right corner. On the left, there are three radio button options: "Existing Group" (which is selected), "New Group", and "No Group Assignment". To the right of these options is a dropdown menu currently displaying "High Scoring-Rest of world". The dropdown menu is open, showing a list of options: "High Scoring-Rest of world", "Early Stage - East Coast", "Full-time MBA", and "High Scoring-Rest of world" (which is highlighted). At the bottom of the dialog box are two buttons: "Cancel" and "Save".

## To Assign to a New Group

1. Enter the name of the new group you want to add in the text box to the right of the **New Group** text box.
2. Click the **[Save]** button. The pop-up window will close automatically.
3. The new group will appear in the **Group** column for the selected search.



The screenshot shows the same "Assign to Group" dialog box. In this view, the "New Group" radio button is selected. The dropdown menu is now closed, and a text input field is visible to the right of the "New Group" option, containing the placeholder text "Enter New Group Here". The "Existing Group" and "No Group Assignment" options are unselected. The "Cancel" and "Save" buttons remain at the bottom.

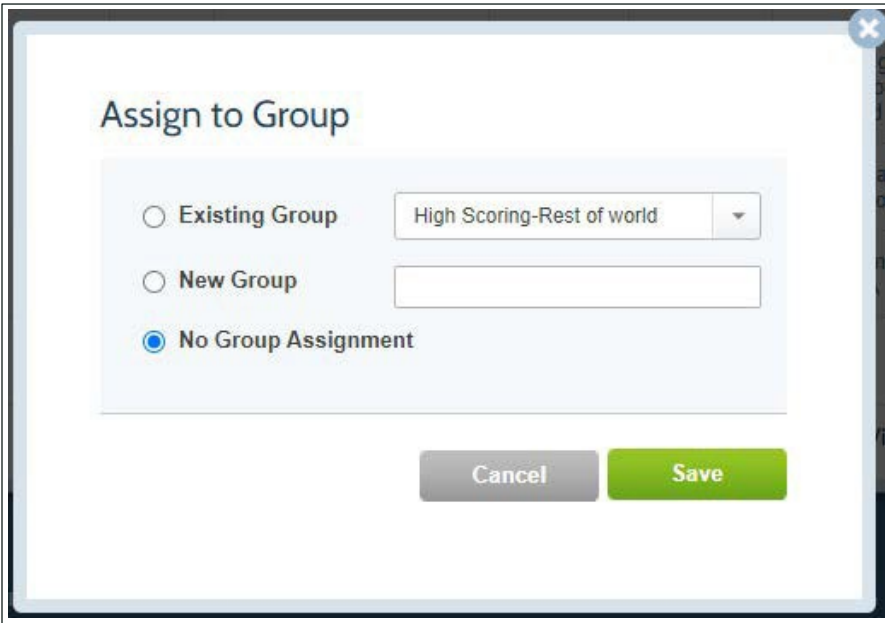


# Create and manage searches

## Remove Group Assignment for a Search

To remove the group assignment for a selected search, click on the group name in the **Group** column:

1. Select **No Group Assignment**.
2. Click the **[Save]** button. The pop-up window will close automatically.



Assign to Group

Existing Group    High Scoring-Rest of world

New Group

No Group Assignment

Cancel    Save

3. The group name will no longer appear in the **Group** column for the selected search.

### TIP: Naming of Groups





#### Naming of Groups

Group names are customizable to your needs. Recommended formats include event type, demographic area, or student profile. When creating group names, be mindful of other subscribers sharing your subscription.

## View Search Properties

You can review and print your search summary and search criteria. To view search properties:

1. In the **Search Name** column, click on the **Search Name**. A pop-up window displaying the properties of the search will appear.

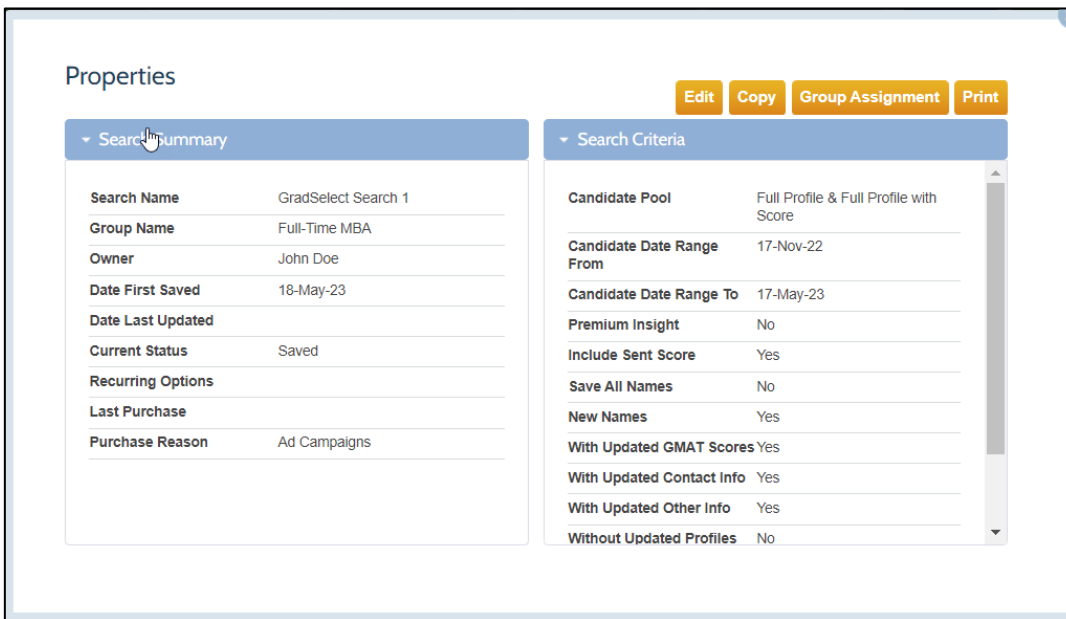
Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	  	

# Create and manage searches

## Print Search Properties

To print the search properties:

1. In the **Search Properties** pop-up window, click the **[Print]** button. A new window displaying a printer-friendly version of the search properties page will appear.
2. In the new window, click the **[Print]** button.
3. In the printer dialog box, click the **[Print]** button.
4. Click the **[Close]** button when finished.



## Add Search to Shopping Cart

Saved Searches that have not been added to your shopping cart will have a shopping cart icon in the **Add to Cart** column. To add searches to your shopping cart:













Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
<a href="#">GradSelect Search 1</a>	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA		
<a href="#">GradSelect Search 2</a>	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World		
<a href="#">GradSelect Search 3</a>	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast		

# Create and manage searches

1. In the **Add to Cart** column, click the shopping cart icon for each search you wish to add to your cart.
2. Each search will automatically be added to the mini shopping cart at the top right of your workspace. As each search is added, the **Name** and **Cost** values will be updated accordingly.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	  	
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	  	
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	  	

Searches that are currently in your cart will have a green check box in the **Add to Cart** column.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	  	
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	  	
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	  	

NOTE: You should limit the number of searches in your shopping cart to 10 or fewer. See [Purchase Searches](#) for complete purchase instructions.

# Create and manage searches

## View Preview of Shopping Cart

To view the searches in your shopping cart without actually going to the shopping cart:

1. From any tab, click the **[View Cart]** button. The shopping cart preview window will be displayed.
2. Click the **X** at the top right of the shopping cart preview window to close the window.

The screenshot shows the GradSelect user interface. At the top right, it says "Welcome John Doe" and provides navigation links: Dashboard, My GMAC Profile, Manage Subscription, Manage Groups, Help, and Logout. The main navigation bar includes "New Search" (highlighted in green), "Saved Searches", "Recurring Searches", "Downloads", and "Purchase History". A "Shopping Cart" widget in the top right corner shows "NAMES 3,441" and "COST \$3,475.00", with buttons for "VIEW CART" and "CHECKOUT". A red dashed box highlights the "X" close button in the top right corner of the shopping cart preview window. The preview window displays "Total Names: 3,441" and "Total Cost: \$3,475.00" along with a "CHECKOUT" button. Below this is a table with the following data:

Search Name	Count	Candidate Date Range	Cost	Remove
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	\$2,683.00	X
GradSelect Search 2	774	17-Feb-23 - 17-May-23	\$792.00	X

On the left side of the preview window, there is a filter section: "3 of 3 searches displayed." and "Filter by Select a Group ...". Below this is a list of search names: "GradSelect Search 1", "GradSelect Search 2", and "GradSelect Search 3". On the right side of the preview window, there are pagination controls and an "Add to Cart" button with a green checkmark.

# Create and manage searches

## Remove Searches from Shopping Cart

Searches that are currently in your cart will have a green check box in the **Add to Cart** column. There are three ways to remove a search from the shopping cart:

### 1. Saved Searches Grid

- In the **Saved Searches** grid, click the check box icon in the **Add to Cart** column for each search you wish to remove from your cart.
- Each search will automatically be removed from the mini shopping cart at the top right of your workspace.
- As each search is removed, the Name and Cost values will be updated accordingly and the search will be removed from your shopping cart.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit	Delete	Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA				
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World				
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast				

### 2. Shopping Cart

- In your shopping cart, click the **Remove** icon in the **Remove** column for each search you wish to remove from your cart.

The screenshot displays the GradSelect user interface. At the top, there is a navigation bar with the GradSelect logo and links for Dashboard, My GMAC Profile, Manage Subscription, Manage Groups, Help, and Logout. A user greeting 'Welcome John Doe' is visible in the top right. Below the navigation bar, there are tabs for 'New Search', 'Saved Searches', 'Recurring Searches', 'Downloads', and 'Purchase History'. The 'Saved Searches' tab is active, showing a list of three searches. A 'Shopping Cart' widget is positioned in the top right, displaying 'NAMES 3,441' and 'COST \$3,475.00', with 'VIEW CART' and 'CHECKOUT' buttons. A modal window for the shopping cart is open, showing a table with columns for Search Name, Count, Candidate Date Range, Cost, and Remove. The 'Remove' column contains red 'X' icons. A 'CHECKOUT' button is also present in the modal. The bottom right corner of the page features the Graduate Management Admission Council logo.

# Create and manage searches

## 3. During Checkout

The screenshot shows the GradSelect Shopping Cart interface. At the top, there is a navigation bar with the GradSelect logo and a user profile for John Doe. Below the navigation bar, there are tabs for 'New Search', 'Saved Searches', 'Recurring Searches', 'Downloads', and 'Purchase History'. The 'Shopping Cart' tab is active, showing a cart with 3,441 names and a total cost of \$3,475.00. The cart contains two items: 'GradSelect Search 1' and 'GradSelect Search 2'. The 'Remove' button for 'GradSelect Search 1' is highlighted with a red dashed box. A 'Refresh Counts' button is visible next to the cart items. Below the cart items, there is a note: 'Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.'

Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	<input type="checkbox"/>	<input type="checkbox"/>
GradSelect Search 2	One-Time	17-Feb-23 - 17-May-23			774	\$792.00	<input type="checkbox"/>	<input type="checkbox"/>
Cart Total:					3,441	\$3,475.00		

A dialog box confirming your wish to remove the search from your shopping cart will appear. Click the remove button.

The dialog box asks 'Are you sure you want to remove this search?' and has two buttons: 'Cancel' and 'Remove'.

The search will be removed from your shopping cart.

NOTE: Removing searches from your shopping cart does not delete them. They will remain in the Saved Searches tab of your Workspace until they have been deleted or purchased.

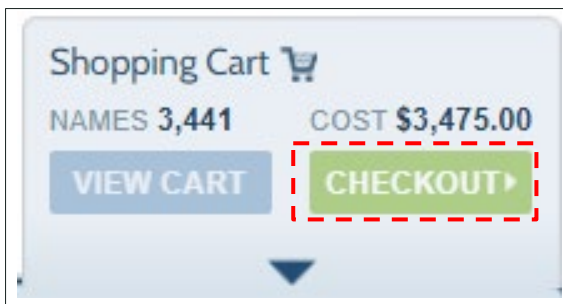
# Purchase and manage searches

## Purchase Searches

You can purchase one search or multiple searches at any time. For information on how to add searches to your shopping cart, see [Add Search to Shopping Cart](#).

### Step 1: Access Shopping Cart

In the Saved Searches tab, click the **[Checkout]** button in the mini shopping cart at the top right of your workspace.



### Step 2: Review Your Shopping Cart

Review your shopping cart to make sure your cart contains only those searches you want to buy. It is best to restrict the number of searches in your shopping cart at one time to 10 or fewer.

## Shopping Cart

1. Review Items in Cart   2. Select Payment Options   3. Order Confirmation





Recurring searches will automatically run at a set frequency in which you specify and will provide search results that match your selected criteria.

Name counts may change. You must first click **Refresh Counts** before clicking **Next Step** to continue the purchase process. Please refer to the GradSelect User Guide for an explanation of why name counts may change.

Make All

One-Time    Recurring

**Refresh Counts »**

Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	<input type="button" value="One-Time"/>	17-Nov-22 - 17-May-23			2,667	\$2,683.00		
GradSelect Search 2	<input type="button" value="One-Time"/>	17-Feb-23 - 17-May-23			774	\$792.00		
Cart Total:					<b>3,441</b>	<b>\$3,475.00</b>		

Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.

**Refresh Counts »**



# Purchase and manage searches

## Step 3: Select Purchase Types

You can purchase a **One-Time** or a **Recurring** search.

- **One-Time** is a single purchase of search results that match your selected criteria. One-Time searches are best for unique events like webinars or coffee chats, or before any big promotion like a program launch.
- **Recurring Search** is a search that is set up to automatically run at a set frequency and provide search results that match your selected criteria. Recurring searches are best for ongoing recruitment, ensuring you always get the freshest leads ahead of your competitors by setting up weekly, biweekly, or monthly searches.

All searches in your shopping cart will default to one-time.

From the **Purchase Type** column, select either **One-Time** or **Recurring Order** from the Purchase Type drop-down list for each search in your cart.

- To set up a one-time search, in the **Purchase Type** column, select **One-Time** from the **Purchase Type** drop-down list.

Make All									Refresh Counts »
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder	
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	✘	☰	
GradSelect Search 2	One-Time	17-Feb-23 - 17-May-23			774	\$792.00	✘	☰	
Cart Total:					3,441	\$3,475.00			

Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.

Refresh Counts »

- To set up a recurring search, in the **Purchase Type** column, select **Recurring** from the **Purchase Type** drop-down list

Make All									Refresh Counts »
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder	
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	✘	☰	
GradSelect Search 2	One-Time	17-Feb-23 - 17-May-23			774	\$792.00	✘	☰	
Cart Total:					3,441	\$3,475.00			

Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.

Refresh Counts »

# Purchase and manage searches

- In the Frequency column, select the frequency you would like your search to run:
  - Weekly** - once a week
  - Biweekly** - once every two weeks
  - Monthly** - once a month
  - Bimonthly** - once every two months
  - Quarterly** - once every three months

Make All  
One-Time Recurring Refresh Counts »

Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	✘	☰
GradSelect Search 2	Recurring	17-Feb-23 - 17-May-23	Biweekly		774	\$792.00	✘	☰
Cart Total:					3,441	\$3,475.00		

Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.

Refresh Counts »

- In the **End Date** column, select the end date for your search. If you do not want to set an end date, click **No End Date** from the Calendar pop-up box, or leave the **End Date** box empty.

Make All  
One-Time Recurring Refresh Counts »

Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	✘	☰
GradSelect Search 2	Recurring	17-Feb-23 - 17-May-23	Biweekly		774	\$792.00	✘	☰

Some counts have changed since they were added to the cart. The counts above marked with an \* have been updated since they were first added. Please verify that these counts reflected your intended purchase.

Refresh Counts »

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Graduate Management Admission Council®

You may set end date(s), change end date(s), or cancel recurrence after purchase. (See [Manage Recurring Searches](#) for more information)

NOTE: All schedules begin on the day of purchase, and recurring searches will run for the first time on the day of the first purchase.

## Step 4: Refresh Search Results

To ensure you have the most up-to-date list of available names identified in your searches, you will need to refresh the counts in your shopping cart during the checkout process.

# Purchase and manage searches

To refresh your counts, click the **[Refresh Counts]** button

**NOTE:** From the time the search was created or placed in the shopping cart and checkout, the total number of names found through a search may change.

Make All									Refresh Counts »
One-Time Recurring									
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder	
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,667	\$2,683.00	✘	☰	
GradSelect Search 2	Recurring	17-Feb-23 - 17-May-23	Biweekly		774	\$792.00	✘	☰	
					Cart Total:	3,441	\$3,475.00		
<small>Some counts have changed since they were added to the cart. The counts above marked with an * have been updated since they were first added. Please verify that these counts reflected your intended purchase.</small>								Refresh Counts »	

## TIP: Why Name Counts May Change

When you refresh your search, the name counts may change for the following reasons, among others:

- **Registrant Opt-out**
  - If between the time a search is placed in the shopping cart and the resulting search is purchased, GMAC receives information that a registrant has elected not to participate in the GradSelect service, the name will be excluded from the file.
- **Registrant Information Change**
  - If between the time a search is placed in the shopping cart and the resulting search is purchased, GMAC receives information that a registrant no longer meets the search criteria or new-ly does meet them, the registrant will be added or deleted from the file accordingly.
- **Duplicate Records**
  - The searches are run in the order in which they were placed in the shopping cart. If you have chosen not to receive duplicate records, later searches will be compared with earlier ones in the shopping cart to avoid duplication so that you only pay once for a lead. You can also re-arrange the searches in any order by clicking and holding the reorder button in the last column.

Once the name counts have been refreshed, click the **[Next>>]** button

## Step 5: Select Payment Options

You can pay for **One-Time** and **Recurring** searches with a credit card, check, or wire transfer.

Make All									Next »
One-Time Recurring									
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder	
GradSelect Search 1	One-Time	17-Nov-22 - 17-May-23			2,665	\$2,681.00	✘	☰	
GradSelect Search 2	Recurring	17-Feb-23 - 17-May-23	Biweekly		12	\$24.00	✘	☰	
					Cart Total:	2,677	\$2,705.00		
<small>Some counts have changed since they were added to the cart. The counts above marked with an * have been updated since they were first added. Please verify that these counts reflected your intended purchase.</small>								Next »	

# Purchase and manage searches

## Pay by Credit Card

You are able to save your credit card information so that future purchases can use either your saved credit card or a new credit card.

Select your saved card from the **Saved Card** drop-down list

OR

Select **New Card** and enter the required information in the corresponding fields:

### Shopping Cart

1. Review Items in Cart   2. Select Payment Options   3. Order Confirmation

Purchasing List(s)			
<b>GradSelect Search 1</b>			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile	2,649	\$1.50	\$3973.50
Full Profile with Score	16	\$2.00	\$32.00
<b>Subtotal</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>Search Total</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>GradSelect Search 2</b>			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile with Score	12	\$2.00	\$24.00
<b>Subtotal</b>	<b>12</b>		<b>\$24.00</b>
<b>Search Total</b>	<b>12</b>		<b>\$24.00</b>
<b>Total Names:</b>		<b>2,677</b>	
<b>Total Premium Insights:</b>		<b>0</b>	
<b>Total Cost:</b>			<b>\$4029.50</b>

#### Purchase Method

Saved Card

New Card

Name of Cardholder \*

Card Type

Card Number \*

Expiration Date \*  /

Zip/Postal Code \*

Credit Card Nickname

Remember this card

Voucher Code

- Name of cardholder
- Card type (American Express, MasterCard or VISA)
- Card number (no spaces)
- Expiration date (month and year)
- ZIP/postal code of credit card billing address.

NOTE: The ZIP/postal code field does not appear for purchases from non-US subscribers.

# Purchase and manage searches

To save your credit card information:

1. Click the **Remember this card** checkbox
2. Enter a nickname for the card in the **Credit Card Nickname** field.

The screenshot shows the 'Shopping Cart' interface with three steps: 1. Review Items in Cart, 2. Select Payment Options, and 3. Order Confirmation. The 'Purchasing List(s)' section contains two tables:

GradSelect Search 1			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile	2,649	\$1.50	\$3973.50
Full Profile with Score	16	\$2.00	\$32.00
<b>Subtotal</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>Search Total</b>	<b>2,665</b>		<b>\$4005.50</b>

GradSelect Search 2			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile with Score	12	\$2.00	\$24.00
<b>Subtotal</b>	<b>12</b>		<b>\$24.00</b>
<b>Search Total</b>	<b>12</b>		<b>\$24.00</b>

Summary:

- Total Names: 2,677
- Total Premium Insights: 0
- Total Cost: \$4029.50

The 'Purchase Method' section is set to 'Credit Card'. The 'New Card' option is selected. Fields include:

- Name of Cardholder: John Doe
- Card Type: Mastercard®
- Card Number: XXXXXXXXXXXXXXXXXXXX
- Expiration Date: 05 - May / 2027
- Zip/Postal Code: 20171
- Credit Card Nickname: Admissions Credit Card
- Remember this card:

Buttons at the bottom include 'Previous', 'Cancel', and 'Submit Order'. A 'Pay Later' option is also visible.

NOTE: We do not store credit card information in our database but you may create a payment profile that will recall this information from our secure processing vendors. When you submit a credit card number in the GradSelect workspace, your payment profile is created automatically. You may choose to store the payment profile for future use. If you choose not to store the payment profile, you may use it for days after which it will be deleted.

# Purchase and manage searches

## Pay Later by Check

To pay by **Check**, please mail your payment to the following address within 30 days.

Graduate Management Admission Council  
Attn: Accounts Receivable  
Mail Code: 64866486  
PO Box 724747  
Philadelphia, PA 19170-6486 USA  
Federal Employer ID: 23-7084339

Your file will be available for download shortly after purchase. You may access the file from the **Download** tab in your **Workspace**. You may access your invoice or receipt from the **Purchase History** tab in your **Workspace**.

If you have any questions, please contact us via email ([gradselect@gmac.com](mailto:gradselect@gmac.com)) or by phone (+1 703-668-9606). Our business hours are 8 am– 4:30 pm EST.

### Shopping Cart

1. Review Items in Cart   2. Select Payment Options   3. Order Confirmation

#### Purchasing List(s)

GradSelect Search 1			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile	2,649	\$1.50	\$3973.50
Full Profile with Score	16	\$2.00	\$32.00
<b>Subtotal</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>Search Total</b>	<b>2,665</b>		<b>\$4005.50</b>


GradSelect Search 2			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile with Score	12	\$2.00	\$24.00
<b>Subtotal</b>	<b>12</b>		<b>\$24.00</b>
<b>Search Total</b>	<b>12</b>		<b>\$24.00</b>

**Total Names: 2,677**  
**Total Premium Insights: 0**  
**Total Cost: \$4029.50**

#### Purchase Method

Credit Card

Pay Later

Check 

Wire Transfer

When paying by check, please mail your payment to the following address. This information is also included on your invoice.

Graduate Management Admission Council  
Mail Code: 6486  
PO Box 7247  
Philadelphia, PA 19170-6486  
Federal Employer ID: 23-7084339

Your file should be available for download shortly after purchase. You may access the file from the **Download** tab in your Workspace. You may access your invoice or receipt from the **Purchase History** tab in your Workspace.

If you have any questions, please contact us via email ([gradselect@gmac.com](mailto:gradselect@gmac.com)) or by phone (+1 703-668-9606). Our business hours are 8 am– 4:30 pm ET.

#### Voucher Code

# Purchase and manage searches

## Pay Later By Wire Transfer

To pay by **Wire Transfer**, please mail your payment to the following address. This information is also included on your invoice. Please submit your payment within **30 days** of the invoice date.

**Bank Name:** Bank of America  
**Bank Address:** 730 15th St. NW, Washington, DC 20005  
**Account number:** 0000 1165 0494  
**Routing number:** 026009593  
**Swift code:** BOFAUS3N

**Please add US \$15 fee for each wire transfer.**

You will be notified by email when the search process is complete, and you are able to download your results. Your results will be available within one (1) business day.

If you have any questions, please contact us at [gradselect@gmac.com](mailto:gradselect@gmac.com) or at +1 (703) 668-9606. Our business hours are 8 am – 4:30 pm EST.

### Shopping Cart

1. Review Items in Cart   2. Select Payment Options   3. Order Confirmation

#### Purchasing List(s)

GradSelect Search 1			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile	2,649	\$1.50	\$3973.50
Full Profile with Score	16	\$2.00	\$32.00
<b>Subtotal</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>Search Total</b>	<b>2,665</b>		<b>\$4005.50</b>

GradSelect Search 2			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile with Score	12	\$2.00	\$24.00
<b>Subtotal</b>	<b>12</b>		<b>\$24.00</b>
<b>Search Total</b>	<b>12</b>		<b>\$24.00</b>

<b>Total Names:</b>	<b>2,677</b>
<b>Total Premium Insights:</b>	<b>0</b>
<b>Sub Total Cost:</b>	<b>\$4029.50</b>
<b>Wire Transfer Fee:</b>	<b>\$15.00</b>
<b>Total Cost:</b>	<b>\$4044.50</b>

#### Purchase Method

▶ Credit Card

▼ Pay Later

Check

Wire Transfer

You have indicated that you intend to pay for your search order with a wire transfer, please submit your payment within 30 days of the invoice date. When paying by wire transfer, please send your payment to the following address (payment instructions are also included on your invoice):

Bank of America  
730 15th St. NW  
Washington, DC 20005  
Account number: 0000 1165 0494  
Routing number: 026009593  
Swift code: BOFAUS3N  
**Please add US\$15 fee for each wire transfer**

You will be able to download your results when the search process is complete and you will be notified by email. Your results should be available within the next hour, however, it may take up to one (1) business day.

If you have any questions, please contact us at [gradselect@gmac.com](mailto:gradselect@gmac.com) or at +1 (703) 668-9606. Our business hours are 8 am – 4:30 pm ET.

Voucher Code

# Purchase and manage searches

## PLEASE NOTE:

If you selected **check** or **wire transfer** when you submitted your order and you decide to pay by credit card at a later date, please call GradSelect Customer Care at +1 (703) 668-9606. You will be asked to provide the following credit card details:

- Credit card type
- Credit card number
- Expiration date
- Billing zip code (US only)
- Name on the card

The system does not allow you to return to the original GradSelect order to make a payment.

## Step 6: Your Order Confirmation

You will receive an order confirmation once you have submitted your order. Click the **View Invoice** link at the right of the **Order Confirmation** page to download a copy of your invoice. You will be notified by email when your search results are ready for download.

You can always download accounting documentation from the **PurchaseHistory** tab.

The screenshot shows the 'Shopping Cart' page with three steps: 1. Review Items in Cart, 2. Select Payment Options, and 3. Order Confirmation. It includes a thank you message, wire transfer instructions, bank details for Bank of America, and search results for two searches. A 'View Invoice' button is visible on the right.

Thank you for your GradSelect search order.

When paying by wire transfer, please download a copy of your invoice, and submit payment using the payment details below. Payments are due within 30 days. This information is also included on your invoice. Please include a \$15 wire transfer fee to your payment.

Bank Name: Bank of America  
Account#: 0000 1165 0494  
Routing#: 026009593  
Swift Code: BOFAUS33N  
Bank Address: 730 15th St. NW, Washington, DC 20005

Your search results will be available for download shortly after your order has been submitted. You may access your file from the Download tab in your workspace. Your invoice/receipt can be accessed from the Purchase History tab in your workspace.

If you have any questions, please contact us at gradselect@gmac.com or +1 (703) 668-9606 during business hours of 8 am – 4:30 pm ET.

GradSelect Search 1			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile	2,649	\$1.50	\$3973.50
Full Profile with Score	16	\$2.00	\$32.00
<b>Subtotal</b>	<b>2,665</b>		<b>\$4005.50</b>
<b>Search Total</b>	<b>2,665</b>		<b>\$4005.50</b>

GradSelect Search 2			
Standard Names	Name Count	Per Name Cost	Cost
Full Profile with Score	12	\$2.00	\$24.00
<b>Subtotal</b>	<b>12</b>		<b>\$24.00</b>
<b>Search Total</b>	<b>12</b>		<b>\$24.00</b>

Total Names:	2,677
Total Premium Insights:	0
Sub Total Cost	\$4029.50
Wire Transfer Fee:	\$15.00
<b>Total Cost:</b>	<b>\$4044.50</b>

[View Invoice](#)

[Return to Saved Searches](#) [Start a New Search](#)

Additionally, both invoices and receipts are available in the My GMAC section of gmac.com. (See [View, Print, or Download and Invoice](#) for more information.)

NOTE: GMAC DOES NOT MAIL OR EMAIL GradSelect INVOICES OR RECEIPTS. The primary subscriber is ultimately responsible for making sure that all invoices are downloaded, submitted, and paid within 30 days of the date of purchase.



# Purchase and manage searches

## Manage Downloads

All searches available for download are located in the **Downloads** section of your GradSelect workspace.

- Searches expire 30 days after purchase.
- Searches set to expire within ve days are highlighted in yellow.

Welcome John Doe

Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

Graduate Management Admission Council

# GradSelect

Shopping Cart

NAMES 0 COST \$0.00

VIEW CART CHECKOUT

New Search Saved Searches Recurring Searches Downloads Purchase History

2 total download(s).

Combine and Download

Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
GradSelect Search 2 - 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	
GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	

## Download a GradSelect Search

To download a GradSelect search:

- Click the **Downloads** tab in your GradSelect workspace.
- Click the download icon for the search you wish to download.

Welcome John Doe

Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

Graduate Management Admission Council

# GradSelect

Shopping Cart

NAMES 0 COST \$0.00

VIEW CART CHECKOUT

New Search Saved Searches Recurring Searches Downloads Purchase History

2 total download(s).

Combine and Download

Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
GradSelect Search 2 - 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	
GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	

# Purchase and manage searches

- C. Select the format for your search results download:
  - Comma Delimited (Codes)  
Note: Download GradSelect Database Code List at [www.gmac.com/GradSelectcodes](http://www.gmac.com/GradSelectcodes)
  - Comma Delimited (No Codes)
  - Extensible Markup Language (XML)
- C. Click the **[Download]** button to open the .csv or XML file

### Download Purchased Names

Search Name	GradSelect Search 1
Total Name Count	2665
Purchased	19-May-23
Expires	18-Jun-23

Name of File to Download

Electronic File Format  Comma Delimited  
 Comma Delimited (No Codes)  
 Extensible Markup Language (XML)

## Download Multiple Searches

Multiple GradSelect searches can be combined into one single download file. To combine your searches into one .csv or .xml file:

- A. Click the **Downloads** tab in your GradSelect workspace.
- B. Click the **[Combine and Download]** button

Welcome John Doe

Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

Graduate Management Association Council **GradSelect**

Shopping Cart   NAMES 0 COST \$0.00

New Search | Saved Searches | Recurring Searches | **Downloads** | Purchase History

2 total download(s)

Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
<a href="#">GradSelect Search 2 - 5-19-2023</a>	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685 <input type="button" value="Download"/>	<input type="button" value="Download"/>
<a href="#">GradSelect Search 1</a>	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685 <input type="button" value="Download"/>	<input type="button" value="Download"/>

# Purchase and manage searches

- C. Click the searches you wish to download into one file by placing a check in the **Download** column for each search.
- D. Click [**Download Selected**] button.

GradSelect  
Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

Welcome John Doe

Shopping Cart  
NAMES 0 COST \$0.00  
VIEW CART CHECKOUT

New Search | Saved Searches | Recurring Searches | Downloads | Purchase History

2 total download(s). Use the checkboxes in the Download column to select the files to combine. Then click the Download Selected button. Cancel Download Selected

Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
GradSelect Search 2- 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	<input checked="" type="checkbox"/>
GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	<input checked="" type="checkbox"/>

- E. In the **Name of File to Download** field, enter a name for the download file.
- F. Select the format for your search results download:
  - Comma Delimited (Codes)  
Note: Download GradSelect Database Code List at [www.gmac.com/GradSelectcodes](http://www.gmac.com/GradSelectcodes)
  - Comma Delimited (No Codes)
  - Extensible Markup Language (XML)
- E. Click the [**Download**] button to open the .csv or .xml file

**See TIP: Choosing the Appropriate File Format**

Download Purchased Names

Search Name	GradSelect Search 1
Total Name Count	2665
Purchased	19-May-23
Expires	18-Jun-23

Name of File to Download: GradSelect\_Search\_1

Electronic File Format

- Comma Delimited
- Comma Delimited (No Codes)
- Extensible Markup Language (XML)

Cancel Download

# Purchase and manage searches

## TIP: Choosing the Appropriate FileFormat

- The Electronic Comma-delimited (.csv) format is appropriate for reading the file contents in a spreadsheet database application like Microsoft Excel. A .csv format may also be appropriate for importing into older electronic mailing systems or into a database application such as Microsoft Access.
- Extensible Markup Language (XML) format is appropriate if you are planning to use the data in a web or other custom-built application.

If you are unsure which file format is appropriate, please check with your IT department.

## Access Purchase History

All searches that have been purchased through your subscription are listed in the **Purchase History** tab of your workspace. If you are looking for a search that has not yet been purchased, go to the **Saved Searches** tab.

Welcome John Doe

Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

Graduate Management Admission Council

# GradSelect

Shopping Cart NAMES 0 COST \$0.00  
[VIEW CART](#) [CHECKOUT](#)

New Search | Saved Searches | Recurring Searches | Downloads | **Purchase History**

2 of 3 searches displayed. For your full history click [here](#)

Filter by   View 15 per page 1

Search Name	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Copy
<a href="#">GradSelect Search 2- 5-19-2023</a>	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	<a href="#">2003685</a>	Recruiting Events	
<a href="#">GradSelect Search 1</a>	2665	19-May-23	John Doe	Full-Time MBA	\$2,681.00	Paid	Download	<a href="#">2003685</a>	Ad Campaigns	

View 15 per page 1

# Purchase and manage searches







## View, Print, or Download an Invoice or Receipt

You can find your invoices available in the **Purchase History** tab of your workspace.

In the **Invoice & Receipt** column, click on the icon for the search whose invoice/receipt you want to view, print, or download.

2 of 3 searches displayed. For your full history click [here](#)

Filter by   View 15 per page 1

Search Name	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Copy
<a href="#">GradSelect Search 2- 5-19-2023</a>	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	2003685  	Recruiting Events	
<a href="#">GradSelect Search 1</a>	2665	19-May-23	John Doe	Full-Time MBA	\$2,681.00	Paid	Download	2003685  	Ad Campaigns	

View 15 per page 1

**NOTE: GMAC DOES NOT MAIL OR EMAIL GRADSELECT INVOICES OR RECEIPTS.** The primary subscriber is ultimately responsible for making sure that all invoices are downloaded, submitted, and paid within 30 days of the date of purchase.

# Purchase and manage searches

## View Download Details

You can view download details for a search. To view the download history:

1. In the Purchase History grid, click the **Search Name**. A pop-up window displaying the properties of the search will appear.

2 of 3 searches displayed. For your full history click [here](#)

Filter by   View  per page

Search Name	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Copy
<a href="#">GradSelect Search 2- 5-19-2023</a>	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	<a href="#">2003685</a>	Recruiting Events	
<a href="#">GradSelect Search 1</a>	2665	19-May-23	John Doe	Full-Time MBA	\$2,681.00	Paid	Download	<a href="#">2003685</a>	Ad Campaigns	

View  per page

2. Click on **Purchase and Download Details** to expand the section.

Properties

▼ Search Summary

Search Name	GradSelect Search 1
Group Name	Full-Time MBA
Owner	John Doe
Date First Saved	18-May-23
Date Last Updated	19-May-23
Current Status	Available For Download
Recurring Options	
Last Purchase	19-May-23
Purchase Reason	Ad Campaigns

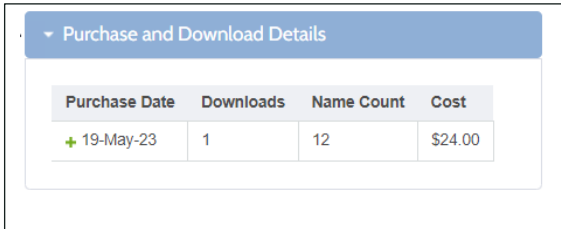
► Download Summary

▼ Search Criteria

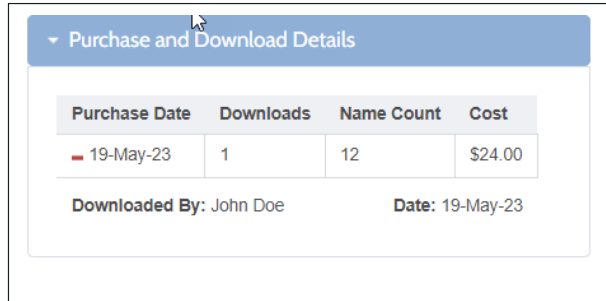
Candidate Date Range From	17-Nov-22
Candidate Date Range To	17-May-23
Premium Insight	No
Include Sent Score	Yes
Save All Names	No
New Names	Yes
With Updated GMAT Scores	Yes
With Updated Contact Info	Yes
With Updated Other Info	Yes
Without Updated Profiles	No
GMAT™ Total Percentile	31% - 100%
Age Range	21 - 55

# Purchase and manage searches

3. Click on the green plus sign next to the **Purchase Date** to display the download details.



Purchase and Download Details			
Purchase Date	Downloads	Name Count	Cost
+ 19-May-23	1	12	\$24.00

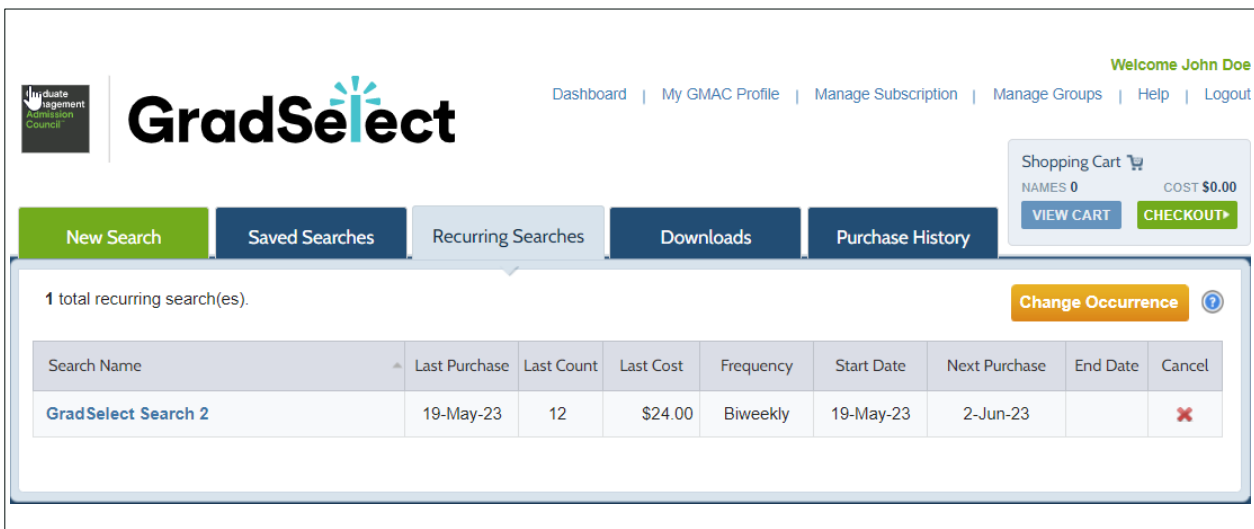


Purchase and Download Details			
Purchase Date	Downloads	Name Count	Cost
- 19-May-23	1	12	\$24.00

Downloaded By: John Doe      Date: 19-May-23

## Manage Recurring Searches

All purchased searches that have been set up as recurring searches are available in the **Recurring Searches** tab in your workspace. Only active recurring searches will be displayed.



Welcome John Doe

Dashboard | My GMAC Profile | Manage Subscription | Manage Groups | Help | Logout

GradSelect

Shopping Cart NAMES 0 COST \$0.00  
[VIEW CART](#) [CHECKOUT](#)

New Search | Saved Searches | **Recurring Searches** | Downloads | Purchase History

1 total recurring search(es). [Change Occurrence](#)

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		

# Purchase and manage searches

## Change Occurrence

You can change the occurrence of your recurring searches, which includes modifications to frequency, next purchase date, and end date.

To change the occurrence:

1. Click the **[Change Occurrence]** button

1 total recurring search(es).

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		✕

1 total recurring search(es).

Change recurrence options for these searches using inline controls, then click the 'Save Changes' button.

Cancel Save Changes

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		✕

2. In the **Frequency** column, select the frequency in which you would like your search to run using the drop-down list:
  - **Weekly** - once a week
  - **Biweekly** - once every two weeks
  - **Monthly** - once a month
  - **Bimonthly** - once every two months
  - **Quarterly** - once every three months

1 total recurring search(es).

Change recurrence options for these searches using inline controls, then click the 'Save Changes' button.

Cancel Save Changes

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		✕

- Weekly
- Biweekly
- Monthly
- Bimonthly
- Quarterly



# Purchase and manage searches

3. In the Next Purchase column, change the next purchase date using the calendar pop-up box.

1 total recurring search(es). Change recurrence options for these searches using inline controls, then click the 'Save Changes' button. Cancel Save Changes

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		X

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Calendar pop-up: June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4. In the **End Date** column, select the end date for your search.

- If you do not want to set an end date, click **No End Date** from the calendar pop-up box, or leave the End Date box empty.

Calendar pop-up: May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NO END DATE**

- To add add/change your end date, select the new end date for your search using the calendar pop-up box.

1 total recurring search(es). Change recurrence options for these searches using inline controls, then click the 'Save Changes' button. Cancel Save Changes

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		X

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Calendar pop-up: May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NO END DATE**

# Purchase and manage searches

5. Click the **[Save Changes]** button

1 total recurring search(es).

Change recurrence options for these searches using inline controls, then click the 'Save Changes' button.

Cancel Save Changes

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23	31-Jan-24	X

## Edit the Criteria of Recurring Search

You can edit the criteria of a recurring search. To edit the criteria of a recurring search:

1. In the Recurring Searches grid, click the **Search Name**. A pop-up window displaying the properties of the search will appear.

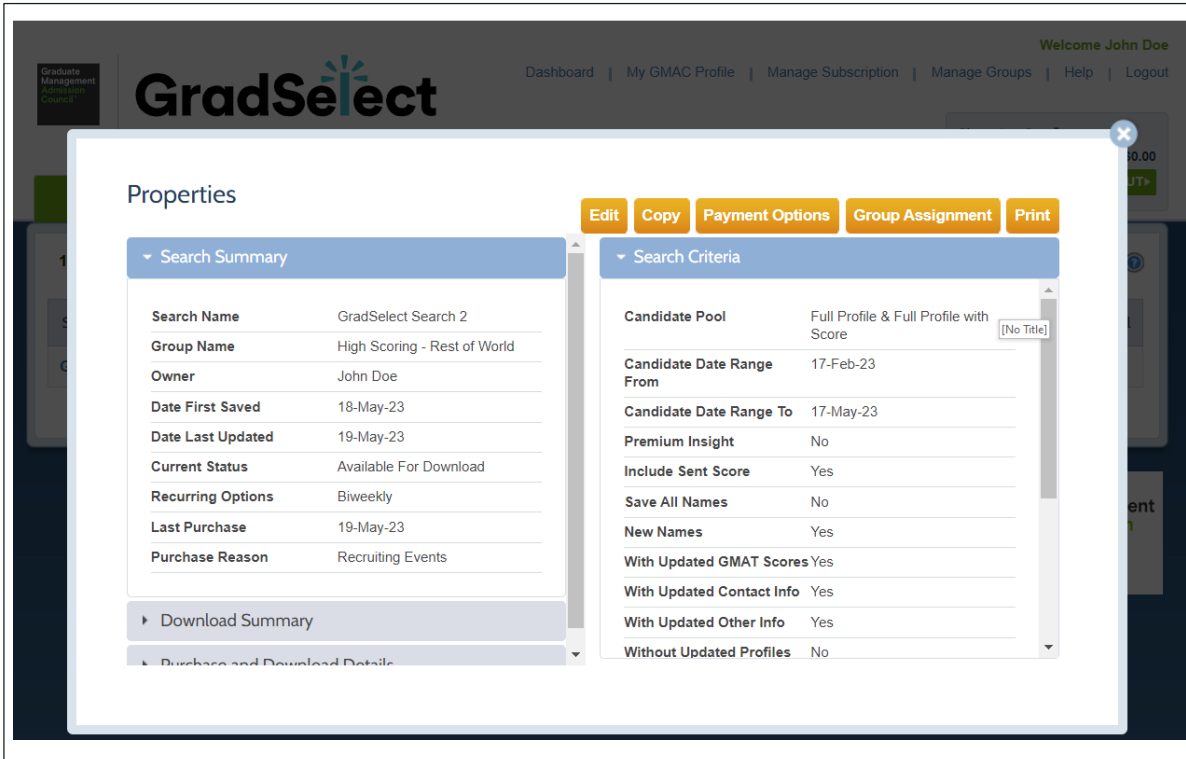
1 total recurring search(es).

Change Occurrence

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23	31-Jan-24	X

# Purchase and manage searches

2. Click the **[Edit]** button at the top right to open the search in edit mode.



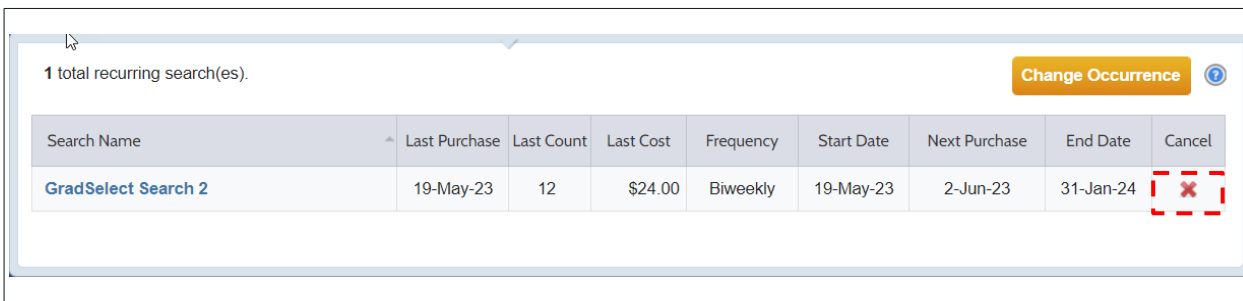
3. Edit the search criteria.
4. Click the **[Save]** button at the bottom right of the page.

## Cancel Recurring Search

You can cancel an active recurring search. If you do, you cannot undo the cancellation; you can re-establish the recurring search by following the instructions in [TIP: Re-establish a Recurring Search after Cancellation](#).

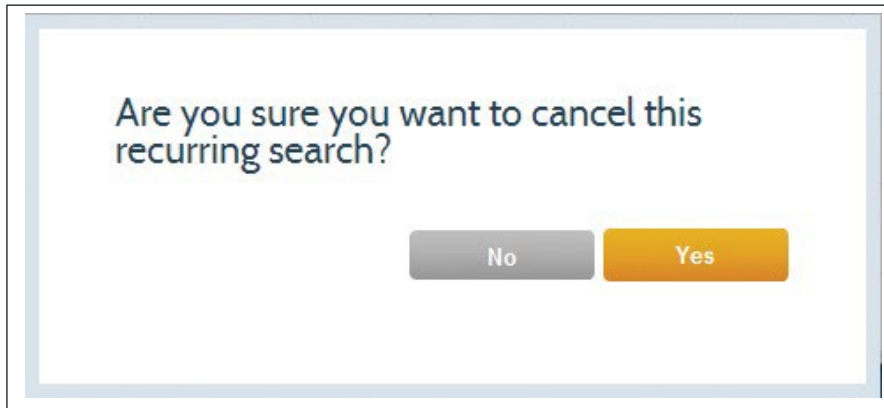
To cancel a recurring search:

1. In the **Cancel** column, click the Cancel icon of the search you wish to cancel as a recurring order.



## Purchase and manage searches

2. A pop-up warning message asking to confirm this action will appear. Click the **[Yes]** button to cancel your search. The page will automatically refresh, and the canceled recurring search will no longer be displayed in the Recurring Searches tab.



### TIP: Re-establish a Recurring Search After Cancellation

To re-establish a recurring search, you will need to purchase a new copy of your search. To do this:

- Copy the search from your Purchase History.
- Place the copy in your shopping cart.
- Select Recurring Search as the Purchase Type.
- Set up your order schedule during the checkout process.

# Appendix I: Search Categories List

Use the table below to assist you in developing your search criteria. It includes all available topics and subtopics as well as sample data and rules for usage.

Category	Subcategory	Simple Data	Comments
Age Range	Age Range	18-22 23-25 29-35	Specify low and high ends of a range
Citizenship or Language	Citizenship	China India United States	Multiple selections allowed
	Language: Native language Second language Third language	Chinese French Spanish	Multiple selections allowed
Desired Degree Characteristics	Degree Objectives	Doctorate In Business (Phd Or DbA) Joint Degree –MBA/Law Master’s in Business (MS, MSc, MA) Master’s in Business Administration (MBA)	Multiple selections allowed
	Intended Concentration	Accounting Marketing Information Systems Technology	Multiple selections allowed
Desired School Characteristics	Part-Time vs. Full-Time	Executive MBA Student Full-Time Student Part-Time Student	Multiple selections allowed
	Teaching Format (Online vs. On-Campus)	Distance On-Campus Online	Multiple selections allowed
Educational Background	Undergraduate GPA	2.0–4.0	Specify low and high ends of a range
	Undergraduate Major Undergraduate Other Major	Accounting Computer Science Fine Arts	Multiple selections allowed
	Educational Experience	Completed my undergraduate or university degree Have attained a doctoral degree Have attained a master’s degree	Multiple selections allowed
	Undergraduate or First Degree Completion Year	20207 2021995 20224	Select low and high ends of a range
Race / Ethnicity (US Only)	Race / Ethnicity	Black or African American H Hispanic,Latino,or Spanish Origin Asian White	Only US citizens respond to this question  Multiple selections allowed
Gender	Gender	Female Male Other	Multiple selections allowed

# Appendix I: Search Categories List

Category	Subcategory	Sample Data	Comments
GMAT™ Performance	GMAT™ Total Percentile	0-100%	Specify the low and high ends of a percentile range. The mouse pointer on the slider shows comparative GMAT and GMAT Focus Score ranges.
	GMAT™ Quantitative Percentile	0-100%	
	GMAT™ Verbal Percentile	0-100%	
	GMAT™ Data Insight / Integrated Reasoning Percentile	0-100%	
Intended School Plans	Planned Date of Enrollment	January - April 2025 May - August 2025 September - December 2025 Undecided	Values updated annually Multiple selections allowed
	Work while Pursuing degree	Yes, Full-Time Yes, Part-Time Undecided	Multiple selections allowed
Location, Current	World Region, Country, City, State/Province	Asia China Beijing Western Europe France Paris	Multiple selections are allowed. Select 'State' first to use the city filter.
Location, Current (Country = US)	World Region, Country, ZIP Code Or State Or Metropolitan Area	United States, United States, ZIP Code, 221  United States, United States, State, Virginia  United States, United States, Metropolitan Area, Washington-Arlington-Alexandria, DC-VA-MD-WV	Multiple selections allowed
Location, Permanent US State	Permanent US State	California Michigan New York	Multiple selections allowed

# Appendix I: Search Categories List

Category	Subcategory	Sample Data	Comments
Preferred Region of Study	Preferred Region of Study	Asia United States (Middle Atlantic, Midwest, Northeast) Western Europe	Multiple selections allowed
Undergraduate/First Degree Institution	Undergraduate/First Degree Institution	Boston University George Mason University University of California, Los Angeles	Multiple selections allowed
Work Experience	Years of Work Experience	0 to 30+ years	Multiple selections allowed
	Functional Experience Prior to MBA Degree	Consulting Finance/Accounting Operations/Logistics	Multiple selections allowed
	Industry Experience Prior to MBA Degree	Financial Services Government Technology	Multiple selections allowed
	Military Service, Current or Within Past 3 Years	No Yes	Multiple selections allowed
Work Desired After Degree	Desired Functional Area After Degree	General Management Management Information Systems Marketing/Sales	Multiple selections allowed
	Desired Industry After Degree	Consumer Products Media/Entertainment Real Estate	Multiple selections allowed
GMAC Recommendations	GMAC Recommendations	Your program names	Multiple selections allowed
Scores Sent to My Competitors	Scores Sent to My Competitors	Your program names	Multiple selections allowed

# Appendix II: Download File

The following GradSelect comma-delimited layout refers to the electronic output ordered from the GradSelect service. All data are left-justified, and open spaces are blanks. Each data element is surrounded by double quotes (") and separated by a comma (.). Multiple responses are separated by a semicolon (;). Go to [Resources](#) to download the current GradSelect Database Code List and Sample Download File.

Sequence	Field	Maximum Field Length
1	FirstName	30
2	MiddleName	30
3	LastName	50
4	Suffix	50
5	Email	255
6	PhoneSMSOptIn	10
7	PhoneNumber	52
8	MobilePhoneNumber	39
9	Address1	100
10	Address2	100
11	Address3	100
12	City	32
13	PostalCode	16
14	StateProvince	100
15	CountryRegion	100
16	WorldRegion	100
17	MetroArea	100
18	CountryRegionOfCitizenship	100
19	NativeLanguage	100
20	SecondLanguage	100
21	ThirdLanguage	100
22	Gender	6
23	EthnicIdentifications	100
24	DateOfBirth	10
25	Age	2
26	UndergradGradDate	7
27	UndergraduateInstitution	100
28	UndergraduateMajor	100
29	UndergraduateOtherMajor	100
30	EducationExperience	100
31	GPA	25
32	DegreeObjectives	100
33	Concentration	100

Sequence	Field	Maximum Field Length
34	TeachingFormat	50
35	PlannedDateEnrollment	50
36	Workload	100
37	WorkWhilePursue	50
38	WorldStudyRegions	150
39	YearsOfWorkExperience	2
40	Employer	50
41	ExplnArmedForces	100
42	FunctExpBeforeDegree	100
43	IndExpBeforeDegree	100
44	FunctExpAfterDegree	100
45	IndExpAfterDegree	100
46	GMATPercentileRange	25
47	GMATScoreRange	25
48	GMATExamDate	10
49	ExamType	10
50	Segment	50
51	GMACRecommendations	150
52	ScoresSentToMyCompetitors	150
53	CandidatePurchaseProfile	100
54	SearchName	100
55	PhoneSMSOptInID	1
56	StateID	7
57	CountryRegionID	3
58	WorldRegionID	2
59	MetroAreaID	5
60	CountryRegionOfCitizenshipID	3
61	NativeLanguageID	3
62	SecondLanguageID	3
63	ThirdLanguageID	3
64	GenderID	1
65	EthnicIdentificationIDs	2
66	UndergraduateInstitutionID	4



## Appendix II: Download File

The following GradSelect comma-delimited layout refers to the electronic output ordered from the GradSelect service. All data are left-justified, and open spaces are blanks. Each data element is surrounded by double quotes (") and separated by a comma (,). Multiple responses are separated by a semicolon (;). Go to [Resources](#) to download the current GradSelect Database Code List and Sample Download File.

Sequence	Field	Maximum Field Length
67	UndergraduateMajorID	2
68	UndergraduateOtherMajorID	2
69	EducationExperienceID	2
70	GPAID	4
71	DegreeObjectiveIDs	2
72	ConcentrationID	2
73	TeachingFormatID	2
74	PlannedDateEnrollmentID	2
75	WorkloadID	2
76	WorkWhilePursueID	2
77	WorldStudyRegionIDs	2
78	ExpInArmedForcesID	2
79	FunctExpBeforeDegreeID	2
80	IndExpBeforeDegreeID	2
81	FunctExpAfterDegreeID	2
82	IndExpAfterDegreeID	2
83	GMATPercentileRangeID	2
84	GMATScoreRangeID	2
85	SegmentID	1
86	CandidatePurchaseProfileID	2

# Appendix III: GradSelect Terms of Use Agreement

Updated: June 2023

In order to use the GMAC™ GradSelect Service, you must agree to the full GradSelect Terms of Use Agreement, which you can find below. Highlights of this Agreement include:

- Only designated subscribers may access the GradSelect Service to perform searches and purchase GradSelect Data.
- Primary Subscribers are responsible for maintaining the accuracy of the Institution's subscriber information.
- Payments may be made by check, wire transfer, or credit card (American Express, Visa, Mastercard). Payment terms for check and wire transfers are 30 days from the date of purchase.
- GradSelect Data may be used for up to 12 months from the date of purchase.
- GradSelect Data may be used only for providing information to Candidates about the Institution or requesting participation in Institution-sponsored studies.
- GradSelect Data may not be combined with other data except for the limited purposes stated below.
- Candidates must be informed that the Institution received their information from GMAC.
- All marketing communications with a Candidate must cease if the Candidate requests to opt-out.
- All written communications must comply with GMAC Trademark and Copyright Guidelines which can be found at [GMAC Copyrights, Trademarks, and Logos](#).
- The Institution is responsible for following all applicable laws and terms of any social media or other technology providers.
- GMAC may monitor the use of the GradSelect Service and GradSelect Data and reserves the right to revoke access to the service.
- The Institution is responsible for securing GradSelect Data and notifying the individuals outlined in this Agreement and the required government regulators should there be unintended access or disclosure of GradSelect Data.
- GMAC may change this Agreement at any time without notification as well as the costs associated with the GradSelect Service.

**By accepting this Agreement**, I signify that I am an authorized representative of the School named in the Enrollment Form, and I am either the Primary Subscriber or a Delegate Subscriber. If I am the Primary Subscriber, I have the authority to contractually bind the School to this Agreement and agree that the School and its users' access to and use of the GradSelect Service and all information obtained from the service are subject to this Agreement. As a user of the GradSelect Service, I agree to abide by this Agreement and any additional policies set forth in the GradSelect User Guide, and I consent to the Privacy Policy and Terms of Use on [gmac.com](#).

# Appendix III: GradSelect Terms of Use Agreement

## Definitions:

**1. Candidate:** A prospective graduate management education student who has consented to participate in the GradSelect service

**2. Candidate Record:** GradSelect Data available for a specific Candidate

**3. Delegate Subscriber:** For approved subscriptions, employees or third-party service providers of the School that are designated by the Primary Subscriber as individuals who should have access to the GradSelect service

**4. Early Profile Candidate:** A Candidate whose Candidate Record, as of the date of access to such Candidate Record, includes only such Candidate's first name, email address, and IP address country

**5. Full Profile Candidate:** A Candidate whose Candidate Record includes such data as Candidate's first name, last name, email address, IP address country, and additional demographic and educational information but who has not taken a GMAC assessment, in each case as of the date of access to such Candidate's Candidate Record

**6. Full Profile with Score Candidate:** A Candidate who has taken a GMAC assessment, including but not limited to the GMAT exam

**7. GradSelect Data:** All information received by the School from the GradSelect service, which may include candidate information such as contact information, background and demographic information, program preferences, and GMAC assessment score ranges, as applicable and available

**8. Licensees:** The Primary Subscribers, Delegate Subscribers, and other employees and third-party service providers of the School who:

1. Require access to GradSelect Data to provide a service for the School, and
2. Have signed agreements containing confidentiality and other obligations as least as restrictive as those contained herein

**9. Primary Subscriber:** An employee of the School responsible for completing and managing the Enrollment Form. Primary Subscribers must use their School email address in their GradSelect profile

**10. School:** A school that offers a graduate certificate or degree in business or management and that has been and continues to be authorized to access the GradSelect service by GMAC

## Terms:

**1. License to GradSelect Data:** GMAC grants Schools, through their Licensees, a nonexclusive, nontransferable, revocable, limited license to the GradSelect Data for uses and purposes provided in this Agreement. GMAC is the sole owner of and shall retain the entire rights to, any copyrights, trademarks, trade secrets, and any other proprietary rights in the GradSelect Data.

**2. Access to the GradSelect Service:** Only Primary Subscribers and Delegate Subscribers shall have access to the GradSelect service. The Primary Subscriber is responsible for reviewing, on a regular basis, access by the School's subscribers and for notifying GMAC of any updates via [gradselect@gmac.com](mailto:gradselect@gmac.com).

**3. Use:** GradSelect Data is limited to use by the School's Licensees. Licensees and Schools shall use GradSelect Data only for identifying and contacting Candidates about the School's graduate management educational opportunities and financial programs, or to request that the Candidate participate in a School-sponsored survey, focus group, or other research study related to graduate management education (the "Permitted Purpose"). GradSelect Data may be used for up to 12 months from the date the GradSelect Data was purchased, and at the end of that period, Licensee shall securely delete it.

**4. Message Content Restriction:** Licensees may not send message content to Candidates that includes or suggests that they can apply to the School without having to take a GMAC assessment.

**5. Sharing:** Licensees may merge, combine, or copy GradSelect Data into other lists or data from other sources only for the Permitted Purpose. Licensees shall not represent that the GradSelect service is the source for any non-GradSelect Data. Licensees shall not copy, modify, publish, distribute, sell, rent, or otherwise disclose the GradSelect Data to a non-Licensee, except such service providers as are reasonably necessary to send messages as provided by this Agreement. If a School offers a joint program with another educational institution and the joint program requires or accepts GMAC assessment scores, the purchasing School may share the GradSelect Data with the other institution solely for the purpose of enabling the other institution to promote the joint program, provided that the purchasing School ensures that the other institution complies with the Licensee obligations in this Agreement. The other institution may not use the GradSelect Data to promote its other programs. If the other institution is an institution approved to purchase GradSelect Data, it may purchase GradSelect Data for the purpose of promoting its own programs that accept GMAC assessments. A third-party service provider Licensee may use the GradSelect Data only for the School for whom the GradSelect Data was purchased; it may not use the GradSelect Data for more than one school. Third-party service provider Licensees must disclose the identity of the School for whom they are acting.

**6. Communications:** All communications to Candidates must comply with all applicable laws. In addition, Licensees must comply with the following requirements:

**a. Email Communications.** If a Candidate's GradSelect Data includes an email address, Licensees may contact the Candidate via email. Such emails must inform the Candidate that they are being contacted as a result of their previous consent to participate in the GradSelect service. Any "commercial" email message being sent to an individual found through the GradSelect service must include a valid return email address and other accurate header and routing information, a valid postal address and telephone number, a clear and conspicuous notice that the message is an advertisement or solicitation, and an Internet-based means for the recipient to "unsubscribe" so he or she will not receive further messages. All email messages must include an opt-out mechanism in compliance with this Agreement.

**b. Postal Mail.** If a Candidate's GradSelect Data includes a street address, Licensees may contact the Candidate via postal mail. Such communications must include a valid postal address and telephone number that the Candidate may use to inquire about the Licensee's or School's use of their data and submit an opt-out request.

**c. Telephone.** If the Candidate's GradSelect Data column titled "PhoneSMSOptIn" says "Both" or "Phone Only," Licensees may call the Candidate at the telephone number(s) included in the GradSelect download file. Licensees must not use an automatic telephone dialing system (as defined by US Federal law) to call Candidates who are US residents unless the column titled "Auto" contains the designation "Yes." Licensees must not use prerecorded messages when contacting Candidates. Phone calls placed to Candidates must support Candidate requests to opt out of future calls and include any disclosures required by applicable law.

**d. Mobile Messaging.** If the Candidate's GradSelect Data column titled "PhoneSMSOptIn" says "Both" or "SMS Only," Licensees may contact the Candidate by mobile messages at the mobile number included in the GradSelect download file. Licensees must not use an automatic telephone dialing system (as defined by US Federal law) to send messages to Candidates who are US residents unless the column titled "Auto" contains the designation "Yes." Licensees must not use prerecorded voice messages when contacting Candidates. Phone calls placed to Candidates must support Candidate requests to opt out of future calls and include any disclosures required by applicable law.

# Appendix III: GradSelect Terms of Use Agreement

**f. Social Media.** If the School uses any social media platform to generate ads, to contact Candidates, or for any other purpose, the School and Licensees must comply with any applicable terms of the provider, including notice requirements. The School must support do-not-track requests, including those expressed via browser settings.

**7.Unsubscribe Requests:** All messages any Licensee sends or causes to be sent to Candidates must include a mechanism that permits Candidates to opt out of receiving further messages. The “unsubscribe” or opt-out mechanism must comply with applicable law and be effective to terminate all further messages from the School. No matter the communication method, upon receiving an “Unsubscribe” or another opt-out request from a Candidate, the School, and all of its Licensees, shall stop sending any communications to that individual as soon as possible, and in no case later than the time prescribed by applicable law (generally 10 days or less). The opt-out mechanism, and any communication related to unsubscribing, must not state or imply that unsubscribe requests are effective to terminate any communications other than those from or on behalf of the School. The School and Licensees shall comply with any of their own opt-out or unsubscribe lists and any other applicable do-not-call or contact lists.

**8.Compliance with Applicable Law:** The School agrees that its, and all its Licensees’, processing of any GradSelect Data (including access to, storage of, and use of GradSelect Data) and its communication with Candidates (including message or call content, equipment used to deliver messages, and management of opt-ins and opt-outs) will comply with all applicable laws and regulations, including those concerning privacy, data security, marketing, opt-out requirements, anti-spam, and telecommunications. The School agrees that the GradSelect Data will not be used to discriminate against potential applicants on the basis of race, color, national origin, religion, physical or mental disability, age, gender, or other criteria protected by law; however, nothing in this Agreement shall prevent the School from using the GradSelect Data in connection with a valid and legal affirmative action program that may take such criteria into account to further permissible School goals. The School agrees that it and all Licensees shall adhere to the generally accepted ethical standards in the recruitment of potential applicants found through the GradSelect service.

**9.Monitoring:** GMAC reserves the right to monitor the access to and use of GradSelect Data. Each GradSelect results download file includes an auto-generated “seed” email address. There is no charge for this email address; it is typically the address in the last row of a search download file. The School shall include the seed address as a recipient of each communication being sent to Candidates.

**10.Security:** The School agrees to employ reasonable technical and administrative measures to protect the GradSelect Data from unauthorized access, disclosure, or use. Licensees shall not transmit any information to GMAC, including subscription search requests that contain viruses, worms, Trojan horses, or other disabling devices; or use spamming, flooding, or other means to interfere with the GradSelect service or any other GMAC user, host, or network.

**11.Pricing and Payment Terms:** Pricing is exclusive of any taxes, levies, government-mandated withholdings, or other similar charges. GMAC may adjust the pricing upon thirty days’ notice to the Primary Subscriber. The School may pay by check, wire transfer, or credit card (American Express, Visa, Mastercard). Payment terms for check and wire transfers are 30 days from the date of purchase. If payment is not received when due, GMAC may suspend School’s access to GradSelect Service, without notice.

**12.Mapping Feature Terms:** The mapping feature is not available in all countries. If the School uses the mapping feature for searching, it must also abide by the Google Maps/Earth Additional Terms of Service and other legal notices available at:

[https://maps.google.com/help/terms\\_maps.html](https://maps.google.com/help/terms_maps.html);

[http://maps.google.com/help/terms\\_maps.html](http://maps.google.com/help/terms_maps.html);

and

[https://www.google.com/work/earthmaps/legal/universal\\_aup.html](https://www.google.com/work/earthmaps/legal/universal_aup.html).

**13.Incidents:** In the event of accidental or unauthorized use, breach, loss, access to, or disclosure of GradSelect Data (each, an “Incident”), the School shall notify GMAC’s Chief Privacy Official at [privacy@gmac.com](mailto:privacy@gmac.com) within 24 hours of the Incident. If further notice is required by applicable law, or advisable to prevent harm to affected individuals, then Licensee shall promptly provide notice to the involved individuals and the proper legal and other applicable authorities, in accordance with applicable law. Licensee shall promptly and fully investigate and remediate any Incidents, provide all such information to GMAC as GMAC may reasonably request, and provide appropriate redress to the affected individuals.

**14.Legal Disclosure:** The GradSelect Data may be disclosed pursuant to the order of any court or like entity, or pursuant to open records statutory requirements if the School provides GMAC with prompt notice of the order or open records requirements and an opportunity to resist disclosure if possible.

**15.No Warranty:** GradSelect Data consists of, or is based on, the information provided by Candidates to GMAC. GMAC disclaims all warranties, express or implied, including the implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

**16.Limitation of Liability:** The School assumes liability for all costs, expenses, and damages arising out of its use or its Licensees’ use of the GradSelect Data and/or any breach of this Agreement. GMAC shall not be liable to the School for special, incidental, consequential, or punitive damages of any nature for any reason, whether such liability is asserted on the basis of contract, tort, or otherwise, even if GMAC has been warned of the possibility of such damages.

**17.Indemnity:** To the extent permitted by state law and without waiving sovereign immunity, the School shall indemnify GMAC against third-party claims, suits, actions, judgments, liabilities, losses, damages, fines, penalties, costs, and expenses (including, without limitation, reasonable fees for attorneys and other professionals) arising out of, resulting from, or based upon its use or any other Licensee’s use of any GradSelect Data, communications to Candidates, any security breach or incident, or any violation by Licensee of this Agreement.

**18.Enforcement:** The School agrees that any use not authorized in this Agreement, or any otherwise inappropriate use of the GradSelect Data is prohibited, and that any violation of this Agreement may, at the discretion of GMAC, result in the termination of the School’s license to the GradSelect Data and cancellation of access to any GradSelect Data and may prevent the School from further participation in the GradSelect service.

**19.Revisions to Terms of Use Agreement:** By using the GradSelect service, you are indicating that you have read, understand, and agree to be bound by these Terms of Use and that GMAC may revise the Terms of Use from time to time without providing any notice to you. You should visit this page periodically to review Terms of Use, because continued use of the GradSelect service or GradSelect Data after a revision to the Terms of Use indicates that you and the School accept the terms as revised.