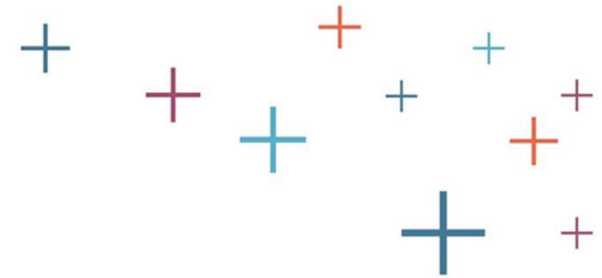


Using the Standard Application Online



Log into your Student Account

- Click on the Student Login link at the top right of the screen on www.ssat.org.
- Enter your user name and password. This is the same account you have for your SSAT testing scores. Or create a Student Account if new.

SSATB

⚙️ Login

Account Login

Username * skline@ssat.org

Password *

Remember me?

Log On

[? Forgot your username?](#) [? Forgot your password?](#)

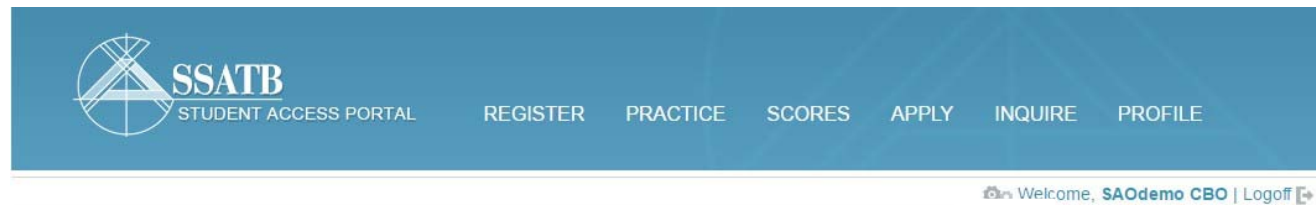
Don't Have an Account?

Create a Student Account >> If you do not have a student account, please click here.

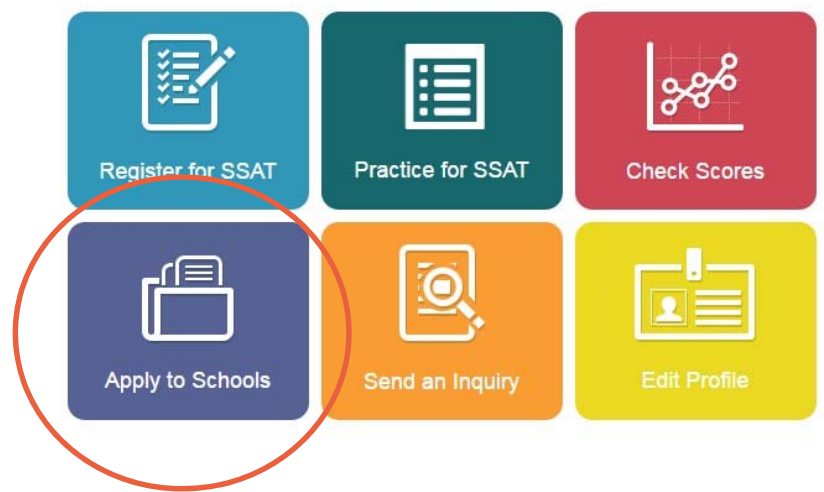
Apply for The Enrollment Management Association Membership >> If you would like to inquire about becoming a Member or Test Center of The Enrollment Management Association, please click here.

Please note: Use of The Enrollment Management Association's websites after account login will continue to be governed by the [Terms of Use and Privacy Policy](#).

Select the Apply to Schools icon



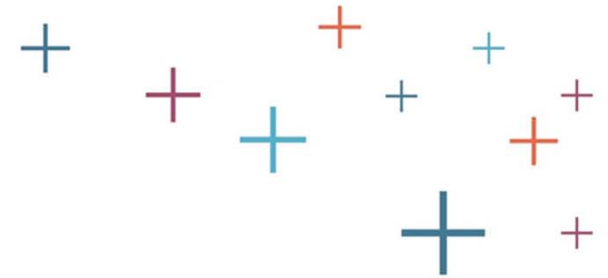
What would you like to do?



Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

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Choose your destination

Select the instructions you need by clicking on one of the boxes below:

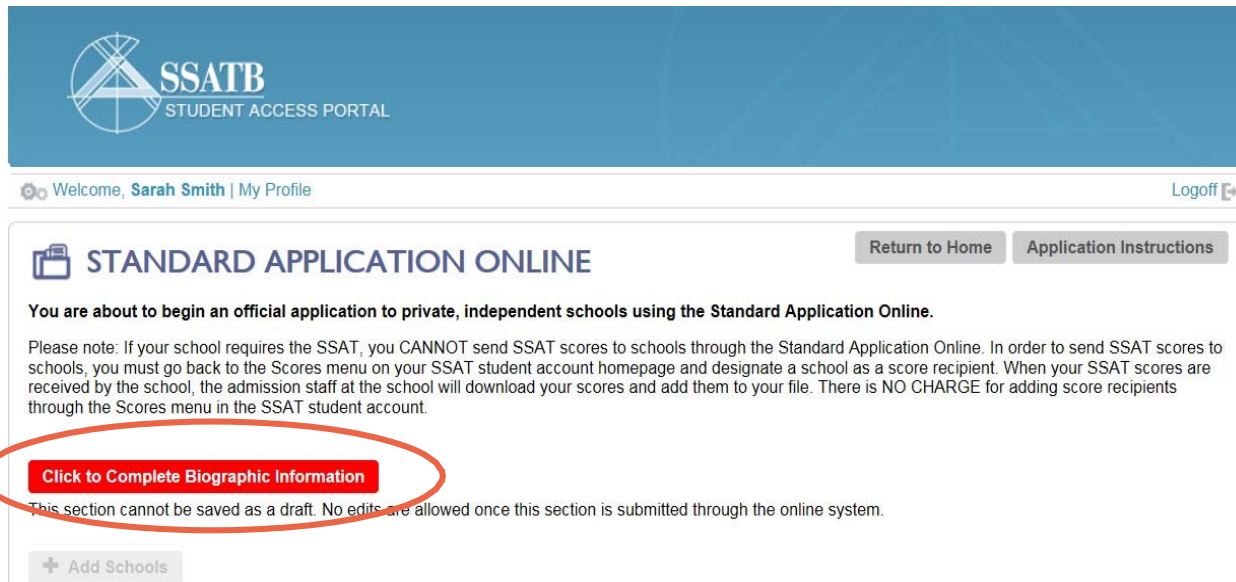
Step-by-Step
Start my application: a complete guide through the application process

Returning
I need to finish my application
Click here to jump to page 8

Starting your 2016-2017 Application

Complete and Submit your Biographic section by selecting the *Click to Complete Biographic Information* link shown below.

- Important to Remember: The Biographic section cannot be saved as a draft. Once the section is submitted, no edits are possible. Please note, that some applicant information can be edited under *My Profile* on your Student Access Portal.



The screenshot shows the SSATB Student Access Portal interface. At the top, there is a blue header with the SSATB logo and the text 'STUDENT ACCESS PORTAL'. Below the header, a navigation bar displays 'Welcome, Sarah Smith | My Profile' and a 'Logoff' link. The main content area is titled 'STANDARD APPLICATION ONLINE' and includes two buttons: 'Return to Home' and 'Application Instructions'. A bolded heading reads 'You are about to begin an official application to private, independent schools using the Standard Application Online.' Below this, a paragraph of text provides a note: 'Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account.' A red button labeled 'Click to Complete Biographic Information' is circled in red. Below the button, a note states: 'This section cannot be saved as a draft. No edits are allowed once this section is submitted through the online system.' At the bottom of the content area, there is a '+ Add Schools' button.

Complete the Biographic Section

This section requires information about the student's biographic details such as Applicant Information, Education, and Family Information. The applicant must complete the required fields in each section pressing *Continue* to move along. Once finished, select *Submit* to submit the Biographic Section.

Biographic Information

Applicant Information

Full Name SAOgradeOne Example
Preferred Nickname
Date of Birth 1/1/2007
Gender Female
Street Address Line 1 123 Example St.
Street Address Line 2
Street Address Line 3
City Example Town
Country United States
State/Province NH
Zip/Postal Code 12345
Is your current address at a boarding School? Yes No
Home Phone *
Mobile Phone *
Student Fax
Student Email *
Native Language *
Ethnicity Multi-racial
Country of Birth * Select a Country...
Country of Citizenship * Select a Country...
Will the student require a Form I-20 or an F-1 Visa to enter the United States? Yes No
Your name as it appears on Passport
Given Name / First Name
Family Name / Last Name
Current Grade Level K
Year of Proposed Entrance 2015

Education

Current School
Current School Name*
Dates of Attendance*
End Grade Select a Grade Level...
School Type* Select Current School Type...
Street Address Line 1*
Street Address Line 2
Street Address Line 3
City*
Country* Select a Country...
Zip/Postal Code
Head or Counselor Name*
Phone*
Fax

Other Schools Attended

School Name
Dates of Attendance
City
Country Select a country...
School Name
Dates of Attendance
City

Family Information

We request that you complete the following section for all parents, step-parents, or guardians with whom the applicant resides, or who otherwise take care for him/her.

Biological Parents Marital Status (relative to each other) * Divorced
Custody: If parents are divorced or separated, who has legal custody of the applicant?
Parent 1 / Guardian
Title* Select a Title...
First Name*
Last Name*
Relationship to Applicant* Select a Relationship...
Is Living ?* Yes No
Address Same as Student
Street Address Line 1*
Street Address Line 2
Street Address Line 3
City*
Country* Select a Country...
Zip/Postal Code
Home Phone*
Mobile Phone*
Fax Number
Email*

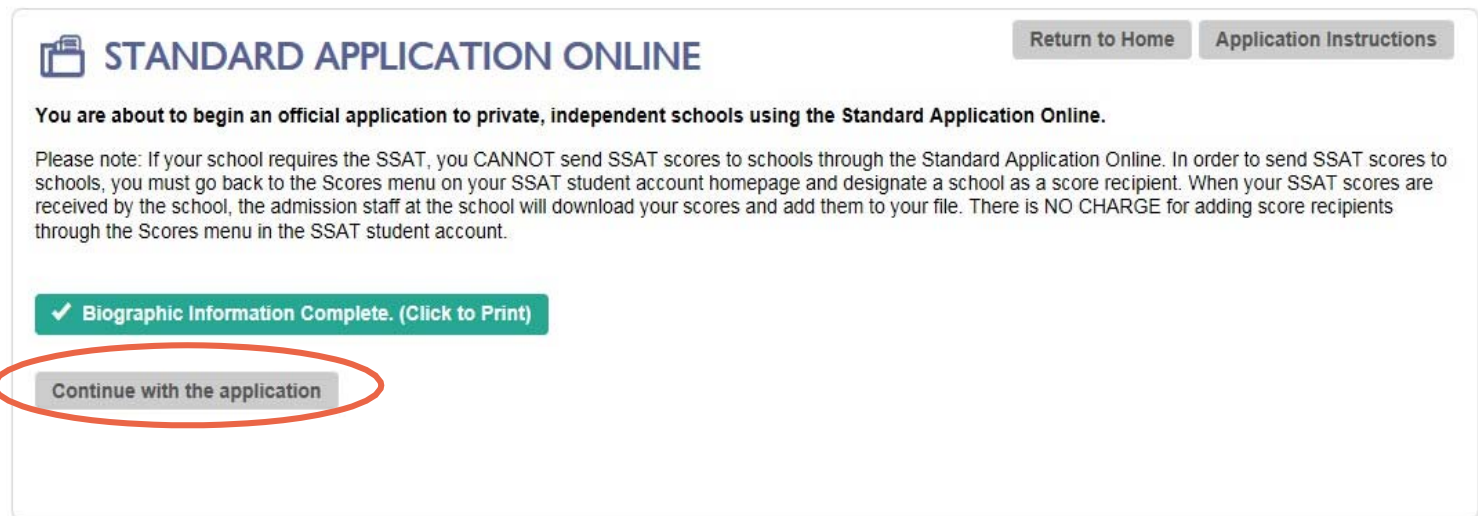
I understand that I am submitting the first part of a formal application for admission to independent schools through the Standard Application Online. I acknowledge that the information I input in the Biographic Information section cannot be edited once submitted. I understand that any updates to the information for this section must be submitted directly to the school(s) to which I am applying.


[Back to Applicant Education](#) [Submit](#)

Biographic Information Complete

Once saved, the Biographic Information button will now say Biographic Information Complete, as shown below. If you would like to print a copy for your records, simply click on the green icon.


Now, you may click on the gray *Continue with the application* button.



 **STANDARD APPLICATION ONLINE** Return to Home Application Instructions

You are about to begin an official application to private, independent schools using the Standard Application Online.

Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account.

 **Biographic Information Complete. (Click to Print)**

Continue with the application

Please access this portal using a Mac or PC. Information may not display correctly on a tablet or other portable device.

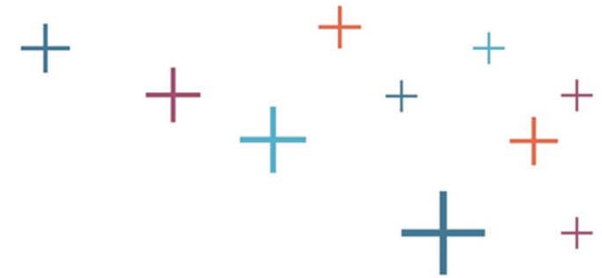


Continuing the Application*

Select the grade grouping that you are applying to from the drop down menu. For example, if you are applying to grades 6, 7, 8, 9, 10, 11, 12, or Post Graduate, select *Grades 6-PG*.

Then, you may click on the gray *Submit* button.

The screenshot shows the 'STANDARD APPLICATION ONLINE' interface. At the top right, there are buttons for 'Return to Home' and 'Application Instructions'. Below the header, there is a message: 'You are about to begin an official application to private, independent schools using the Standard Application Online.' A note follows: 'Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission through the Scores menu in the SSA'. Below this, there is a green checkmark icon and the text 'Biographic Information Com'. A modal window titled 'Applying to Grade' is open, showing a dropdown menu with 'Grades 6-PG' selected. The modal also contains a 'Submit' button and a 'Cancel' button. At the bottom of the page, there is a 'Continue with the application' button and a 'Please accept' message.



Working with an Advisor?

If you are working with a Placement Counselor at your current independent school select Yes.
If you are not working with a placement counselor, select No and skip to: Adding Schools on page 11.

Once you have made a selection, you may click on the gray "Submit" button.

DO NOT select the schools you are applying to as your Advisor!!

The screenshot shows the 'STANDARD APPLICATION ONLINE' interface. A modal dialog titled 'Working with an Application Advisor' is open. The dialog asks: 'Are you working with a placement counselor at your school/organization or with an educational consultant?'. The 'Yes' radio button is selected and circled in red. Below the question, there is a 'Submit' button, also circled in red. The background interface shows a progress bar with 'Biographic Information' checked and 'Add Schools' as the next step. There are also links for 'Return to Home' and 'Application Instructions' at the top right.



Selecting an Advisor

If you need to add an Advisor to oversee your applications, follow these steps.

1. In the search field, type the name of your school.
2. Read the Acknowledgement statement and place a mark in the box by clicking on it.
3. Then, select the underlined words, *Add Advisor* next to the name of your school.

SSATB
STUDENT ACCESS PORTAL

Welcome, Sarah Smith | My [Profile Icon] Logoff [X]

Add Application Advisor

If you are working with a placement counselor at your current school/organization or with an educational consultant, enter the school/organization/consultant's name here to allow them to assist you with managing and/or monitoring your applications. If your school/organization/educational consultant is an SSATB member, you can search for and select them here.

Search

I acknowledge that I waive my right to read the confidential teacher recommendation and school reports provided by the designated advisor.

School Name	Action
Bement School - MA	<u>Add Advisor</u>

Type your organization's name, and search

Read and mark acknowledge box

Select the appropriate advisor



Adding Schools to Apply

•Once the Biographic Section is complete, you can begin the process of selecting schools to apply to by selecting the + Add Schools icon. You must select and apply to at least ONE school in order to begin working on the application.

1. Type the name of a school where you want to apply into the search field and press

•Search. *Always pay attention to the state list next to the school name as some schools have similar names but different locations.*

2. Choose the correct school name and click *Select* to add the school.

SSATB
STUDENT ACCESS PORTAL

Welcome, SAO Demo Test | My Profile

Return to Home Application Instructions

STANDARD APPLICATION ONLINE

You are about to begin an off

Please note: If your school requ

to schools, you must go back to

are received by the school, the

through the Scores menu in the

Biographic Information

+ Add Schools

Select School

Search Schools St. Search

School Name	
St. Martin's Episcopal School - GA	Select
St. Margaret's School (VA) - VA	Select
St. Mark's School of Texas - TX	Cannot Apply to School
St. Andrew's-Sewanee School - TN	Select
St. Andrew's Episcopal School - MD	Select
St. John's-Ravenscourt School - MB	Select
St. Andrew's School (RI) - RI	Select
St. Albans School - DC	Cannot Apply to School
St. Thomas Choir School - NY	Cannot Apply to School
St. Michaels University School - BC	Select
St. George's School (RI) - RI	Select

In order to send SSAT scores recipient. When your SSAT scores HARGE for adding score recipients

+ Designate Advisor

Select the school

Adding Schools/Applications

Select the appropriate responses for:

- ✓ Grade Applying To
- ✓ Residential Status
- ✓ Financial Aid

Take note of any Special Instructions for applicants that might be provided by the school.

Enter Legacy information for the school. If you do not have any legacy information to share, simply leave those fields blank.

Select Add School Now to proceed.

Students may continue to add additional schools by repeating the process outlined here.

Please note: You CANNOT send Scores menu on your SSAT student admission staff at the school will d SSAT student account.

Search Schools:

School Name	Select
SAO test run 72 - BC	<input type="button" value="Select"/>

For your application to SAO test run 72 - BC, submit the following information:

Grade Applying To *

Residential Status * Day Boarding

Applying For Financial Aid * Yes No

Application Deadline Rolling

Special Instructions from School

If a school has any special instructions to applicants, including requirements that are not a part of the SAO, they may list them here.

Legacy

If the applicant has had any relatives who have graduated from the school(s) to which the student is applying, or if any relatives currently attend, please list their names (including maiden names where applicable), relationship to applicant and the years they attended.

Name	Relationship to Applicant	Year Graduated
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Pay for Applications

The Application homepage contains a payment table showing all unpaid applications.

[Schools will not be sent your application until you have paid their application fee.](#)

Application fees vary by school. Notes:

- If an applicant decides not to submit an application to a selected school, it can be removed at any time prior to payment of the application fee. Do this by selecting Remove from this dashboard.
- Please note, once an application has a Status of *PAID* it cannot be removed.
- The Special Instructions information for each school, if any, can be viewed anytime by clicking on the ["View"](#) link.



Welcome, SAO Demo Test | My Profile Logoff

STANDARD APPLICATION ONLINE

[Return to Home](#)
[Application Instructions](#)

You are about to begin an official application to private, independent schools using the Standard Application Online.

Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account.

✔ Biographic Information Complete. (Click to Print)

+ Add Schools
+ Designate Advisor

Status	School	Student Essays	Parent Evaluation	School Report and Transcript Form	English Recommendation form	Math Recommendation form	Principal Recommendation Form	School Supplement Form
Remove	St. Mark's School Southborough, MA, USA Grade 9 Residential Status: Day Financial Aid: Yes Legacy: No Special Instructions: View	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
		Required	Required	Required	Required	Required	Required	Required Click Here

Please pay for at least one of the selected applications in order to start completing the required components.

PAY FOR APPLICATIONS

Description	Quantity	Amount (USD)	Select School(s) for Payment
Application - St. Mark's School	1	50	✖
Administrative Fee	1	6	
SSAT Waiver Code	0	<input style="width: 50px;" type="text"/>	Click to Apply Fee Waiver
Total		56	

Refund Policy: SSATB does not offer refunds for school application fee and \$5.00 administrative fee.
 *A \$5.00 administrative fee will be applied to each school application.
 For students paying with a school application waiver, the application waiver will cover the school application fee and the \$5.00 administrative fee.

Pay to Submit Selected Applications

Pay for Applications

You must pay for at least one application to activate your application workstation components.

Select the application(s) for which you want to submit payment by placing a check mark in the box and selecting "Pay to Submit Selected Applications"

Application fees may only be paid by Visa, MasterCard, or Discover.

Note: A \$6 administrative fee will be applied by the Standard Application Online, per application submitted.



The screenshot shows the SSATB Student Access Portal. At the top, there's a blue header with the SSATB logo and "STUDENT ACCESS PORTAL". Below that, a navigation bar includes "Welcome, SAO Demo Test | My Profile" and a "Logoff" link. The main content area is titled "STANDARD APPLICATION ONLINE" and includes a "Return to Home" button and an "Application Instructions" link. A message states: "You are about to begin an official application to private, independent schools using the Standard Application Online. Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account." Below this, there are two buttons: "Add Schools" and "Designate Advisor". A table shows the status of various application components for St. Mark's School. The "Status" column shows "Incomplete" for most components and "Required" for others. A "Remove" link is present for the school entry. Below the table, a message says: "Please pay for at least one of the selected applications in order to start completing the required components." The "PAY FOR APPLICATIONS" section contains a table with columns for "Description", "Quantity", "Amount (USD)", and "Select School(s) for Payment". The table lists "Application - St. Mark's School" for \$50 and "Administrative Fee" for \$6. A "Total" of \$56 is shown. A "Click to Apply Fee Waiver" button is next to the total. Below the table, there is a "Refund Policy" section. At the bottom, a button labeled "Pay to Submit Selected Applications" is circled in red.

Status	School	Student Essays	Parent Evaluation	School Report and Transcript Form	English Recommendation Form	Math Recommendation Form	Principal Recommendation Form	School Supplement Form
Incomplete		Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	
Required	St. Mark's School Southborough, MA, USA Grade: 9 Residential Status: Day Financial Aid: Yes Legacy: No Special Instructions: View	Required	Required	Required	Required	Required	Required	Required Click Here

Description	Quantity	Amount (USD)	Select School(s) for Payment
Application - St. Mark's School	1	50	
Administrative Fee	1	6	
SSAT Waiver Code	0		
Total		56	

Pay for Applications

Review your selected school(s) and submit credit card payment by filling in the requested information. Once you submit payment, you will see a confirmation screen showing your transaction has been processed.

SSATB

Welcome, SAOgradeSix Example | My Profile [Logoff](#)

REVIEW AND PAY

Your Basket

Item	Quantity	Price
Application SAO test run 72	1	50.00
Administrative Fee	1	6.00
SSAT Waiver Code		0.00
		Total \$56.00

Billing Address

The card holder's name and address

First Name

Last Name

Address

City

State / Province / Region

Postal Code

Country

Email A receipt will be sent to this address

Phone Optional

Card Details

Test Mode: Cards will not be charged

Card Number

Expiry Date

Card Security Code

Pay for Applications using a Fee Waiver

If the application fee poses a financial hardship, applicants may request an application fee waiver. To this, please contact the school(s) to which he/she is planning to apply and request an Application Fee Waiver. Waivers are granted at the discretion of each school's Admission Office.

An Application Fee Waiver is only valid for the application to the school that issues the waiver. If a student is applying to more than one school, a fee waiver will need to be requested from each school.

If using an Application Fee Waiver:

1. Enter the code in the box
2. Select Click to Apply Fee Waiver
3. Select Pay to Submit Selected Applications

Note: If you are submitting an application with an application fee waiver, the administrative fee will also be waived.

SSATB
STUDENT ACCESS PORTAL

Welcome, SAO Demo Test | My Profile Logoff

STANDARD APPLICATION ONLINE Return to Home Application Instructions

You are about to begin an official application to private, independent schools using the Standard Application Online.

Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account.

✓ Biographic Information Complete. (Click to Print)

+ Add Schools + Designate Advisor

Status	School	Student Essays	Parent Evaluation	School Report and Transcript Form	English Recommendation form	Math Recommendation form	Principal Recommendation Form	School Supplement Form
Remove	St. Mark's School Southborough, MA, USA Grade: 9 Residential Status: Day Financial Aid: Yes Legacy: No Special Instructions: View	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Required Click Here

Please pay for at least one of the selected applications in order to start completing the required components.

Description	Quantity	Amount (USD)	Select School(s) for Payment
Application - St. Mark's School	1	50	<input type="checkbox"/>
Administrative Fee	1	6	<input type="checkbox"/>
SSAT Waiver Code	0		<input type="checkbox"/>
Total		56	<input type="checkbox"/>

[Click to Apply Fee Waiver](#)

Refund Policy: SSATB does not offer refunds for school application fee and \$6.00 administrative fee.
*A \$6.00 administrative fee will be applied to each school application.
Students paying with a school application waiver, the application waiver will cover the school application fee and the \$6.00 administrative fee.

[Pay to Submit Selected Applications](#)

Application Components



Student Essays and Parent Statements: Paying for an application will activate the application workstation which now appears on the screen. Note the Status column on the left side of the chart shows that your application has been submitted to a school.

- Student Essays and the Parent Statement are required of all applicants. These sections can be submitted only once and they will be applied to all applications. You can preview these items by clicking on the red box containing their names.

The screenshot shows the SSATB Student Access Portal. The header includes the SSATB logo and 'STUDENT ACCESS PORTAL'. Below the header, there is a navigation bar with 'Welcome, SAO Demo Test | My Profile' and a 'Logoff' button. The main content area is titled 'STANDARD APPLICATION ONLINE' and includes a 'Return to Home' button and an 'Application Instructions' button. A message states: 'You are about to begin an official application to private, independent schools using the Standard Application Online.' Below this, a note explains that SSAT scores cannot be sent through the SAO and must be designated as score recipients. A green button indicates 'Biographic Information Complete. (Click to Print)'. There are also buttons for '+ Add Schools' and '+ Designate Advisor'. A table below shows the application status for a school named 'St. Mark's School'. The table has columns for 'Status', 'School', and various application components: Student Essays, Parent Evaluation, School Report and Transcript Form, English Recommendation form, Math Recommendation form, Principal Recommendation Form, and School Supplement Form. The 'Status' column shows 'Paid'. The 'School' column lists 'St. Mark's School, Southborough, MA, USA, Grade: 9, Residential Status: Day, Financial Aid: Yes, Legacy: No, Special Instructions: View'. The application components are marked as 'Required' or 'Incomplete'.

Status	School	Student Essays	Parent Evaluation	School Report and Transcript Form	English Recommendation form	Math Recommendation form	Principal Recommendation Form	School Supplement Form
Paid	St. Mark's School Southborough, MA, USA Grade: 9 Residential Status: Day Financial Aid: Yes Legacy: No Special Instructions: View	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
		Required	Required	Required	Required	Required	Required	Required Click Here

IMPORTANT TIP:

Please take your time to review these pieces before submitting them, as you do not have the ability to save a draft or edit

them once they are

submitted. We strongly

recommend completing short answer questions and essay components in a Word document that can be saved. Then, once you have written and saved your responses in Word, you can return here to paste them into the appropriate fields.



Application Components:

Student Essay and Parent Evaluation: Your student essay has a limit of 5000 word characters including spaces per question!

The screenshot displays the 'Student Essays' application window. It features a title bar with the text 'Student Essays' and a close button. The main content area is divided into sections: 'Instructions' with a bulleted list of guidelines, 'Question 1' with a text prompt and a text input field, 'Question 2' with a text prompt and a text input field, 'Question 3' with a text prompt and a text input field, and 'Question 5' with a text prompt and a list of three numbered questions, followed by a text input field. At the bottom of the window, there are 'Submit' and 'Cancel' buttons. A red rectangular box highlights the 'Instructions' section of the 'Question 1' area.

Student Essays

Instructions:

- This section cannot be saved as a draft.
- The responses to all the questions in the Student Essay must be completed fully before submitting. No edits are allowed, once this section is submitted through the online system.
- Please create your response in a separate word editor and when fully reviewed – copy and paste the responses under respective response fields.
- Please restrict the use of special characters in your responses.
- The submitted Student Essay will be applied to all school applications that you submit through the Standard Application Online.

Question 1

List and describe your level of interest and participation in school activities (school, volunteer groups, athletics, music, etc.). List any awards or honors you received in the past two years. In which activities do you plan to participate in the future?

Tom Sample

Student Essays

Instructions:

- This section cannot be saved as a draft.
- The responses to all the questions in the Student Essay must be completed fully before submitting. No edits are allowed, once this section is submitted through the online system.
- Please create your response in a separate word editor and when fully reviewed – copy and paste the responses under respective response fields.
- Please restrict the use of special characters in your responses.
- The submitted Student Essay will be applied to all school applications that you submit through the Standard Application Online.

Question 5

Please choose one of these statements and then write a 250-500 word response to it.

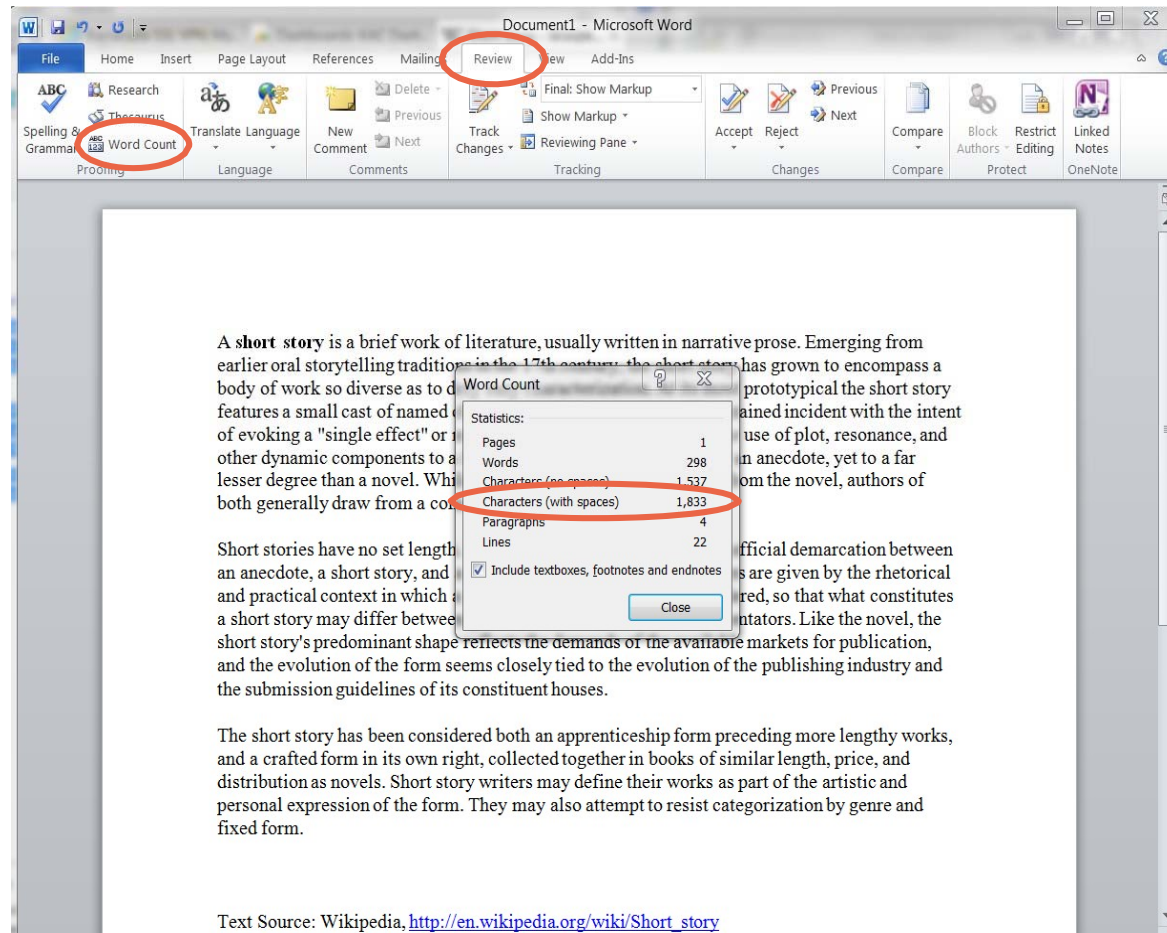
1. Describe a person you admire or who has influenced you a great deal.
2. What makes you the interesting person you are? (be sure to include the qualities you like best about yourself.)
3. Explain the impact of an event or activity that has created a change in your life or in your way of thinking.

Tom Sample

Submit Cancel

Application Components:

How do I know if I have 5000 word characters?: Here's where you can find out. In Review, select Word Count. A window with your word count will open.



The screenshot shows the Microsoft Word interface with the Review tab selected. The 'Word Count' button in the Review ribbon is circled in red. A 'Word Count' dialog box is open, displaying the following statistics:

Statistics:	
Pages	1
Words	298
Characters (no spaces)	1,537
Characters (with spaces)	1,833
Paragraphs	4
Lines	22

The 'Include textboxes, footnotes and endnotes' checkbox is checked. The 'Close' button is visible at the bottom of the dialog box.

Text Source: Wikipedia, http://en.wikipedia.org/wiki/Short_story



Application Components:

Teacher Recommendations:

Each recommendation form can be assigned by clicking on the red box containing the name of the form. A pop-up box will appear for you to complete and submit.

Once you designate a form to a recommender, the item status on your workstation dashboard will change from **Required** to **Required Designated**. Complete this process for each Required Recommendation.

Teachers will automatically receive an email from The Standard Application Online with a link to complete the online recommendation form. Teachers do not need to create a "recommender account".

The screenshot shows the SSATB Student Access Portal interface. At the top, it says 'SSATB STUDENT ACCESS PORTAL'. Below that, there's a navigation bar with 'Welcome, SAOgradeSix Example | My Profile' and a 'Logoff' link. The main heading is 'STANDARD APPLICATION ONLINE' with 'Return to Home' and 'Application Instructions' buttons. A message states: 'You are about to begin an official application to private, independent schools using the Standard Application Online.' Below this is a 'Please note' section. A green checkmark indicates 'Biographic Information Complete. (Click to Print)'. There's an 'Add Schools' button. A table shows application details for 'SAD test run 72 test, BC, Canada Grade 6'. A red box highlights the 'Required' status. A pop-up window titled 'Designate Recommender: Math Recommendation form' is overlaid, containing a waiver checkbox, input fields for 'Recommender Name', 'Email', 'Confirm Email', and 'School/Organization Name', and 'Submit' and 'Cancel' buttons.

Status	School	School Supplement form	Status
Pad	SAD test run 72 test, BC, Canada Grade 6	Required	Required

Working with an Advisor?
If you answered YES to the question on page 9, please check with your Advisor before completing this step and assigning recommendations.

The Enrollment Management Association
+ Standard Application Online

Supplement Forms:

Some schools require supplemental forms as part of the SAO. If you see this item marked as **Required**, select the gray button labeled *Click Here*.



3 EASY STEPS

1. In the pop up box, select here to open the PDF supplement form. The form is a "fillable PDF" so you can save the form to your computer and then type your answers directly into the document.
2. When finished, return here to your workstation. Open the component by selecting the gray Click Here button and then attach your saved, completed PDF by browsing your files.
3. Last, select "Upload" to attach the document to your application. You must upload the form in it's PDF format only.

STANDARD APPLICATION ONLINE Return to Home Application Instructions

You are about to begin an official application to private, independent schools using the Standard Application Online.

Please note: If your school requires the SSAT, you CANNOT send SSAT scores to schools through the Standard Application Online. In order to send SSAT scores to schools, you must go back to the Scores menu on your SSAT student account homepage and designate a school as a score recipient. When your SSAT scores are received by the school, the admission staff at the school will download your scores and add them to your file. There is NO CHARGE for adding score recipients through the Scores menu in the SSAT student account.

✓ Biographic Information Complete. (Click to Print)

+ Add Schools Designate Advisor

Status	School	Student Essays	Parent Evaluation	School Report and Transcript Form	English Recommendation form	Math Recommendation form	Principal Recommendation Form	School Supplement Form
Paid	St. Mark's School Southborough, MA, USA Grade: 9 Residential Status: Day Financial Aid: Yes Legacy: No Special Instructions: View	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete	Required Click Here

1 - School Supplement Form

Download Original Supplement **here**.

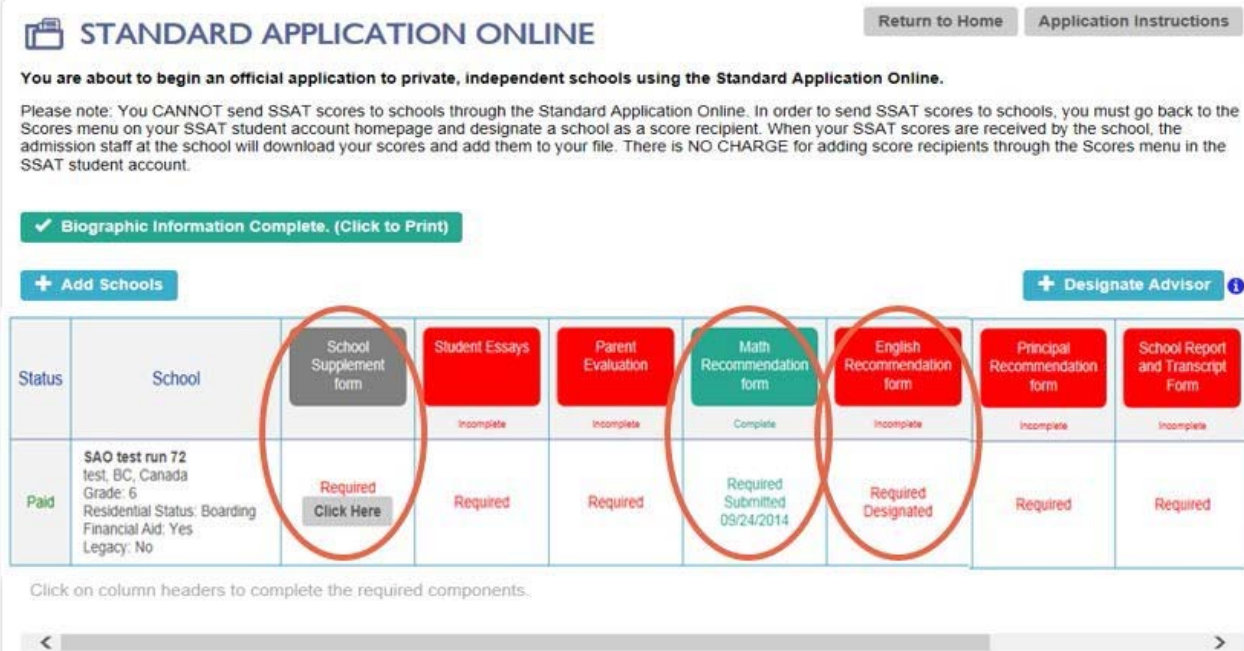
Upload completed Supplement form: C:\Users\Kcampbell\Do **Browse...**

3 **Upload**

Monitor your application status

All required components of an application will be marked with the word **Required** on your workstation.

- After you assign teacher recommendations, you will notice the form status changes to **Required Designated**.
- When any piece of the application is completed and submitted (by the student, parents, or teacher) the status for that component will change to **Required Submitted**. The status will also show the date that the form was submitted to the system.



STANDARD APPLICATION ONLINE [Return to Home](#) [Application Instructions](#)

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✓ Biographic Information Complete. (Click to Print)

+ Add Schools + Designate Advisor ⓘ

Status	School	School Supplement form	Student Essays	Parent Evaluation	Math Recommendation form	English Recommendation form	Principal Recommendation form	School Report and Transcript Form
Paid	SAO test run 72 test, BC, Canada Grade: 6 Residential Status: Boarding Financial Aid: Yes Legacy: No	Required Click Here	Incomplete Required	Incomplete Required	Complete Required Submitted 09/24/2014	Incomplete Required Designated	Incomplete Required	Incomplete Required

Click on column headers to complete the required components.

Monitor your application status

Stay connected with your recommenders! If you notice that your teacher has not yet had a chance to submit the recommendation after some time has passed, check with them to make sure they received the email link. If they did not, you can re-send it using the same instructions as you did to assign it.

If a teacher can no longer complete a recommendation for you, you can reassign it to someone else as long as the previously designated recommender did not submit the form already. To do this, click on the name of the form and enter the new contact information for the teacher who will now be completing the recommendation.

STANDARD APPLICATION ONLINE [Return to Home](#) [Application Instructions](#)

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+ Add Schools + Designate Advisor ⓘ

Status	School	School Supplement form	Student Essays	Parent Evaluation	Math Recommendation form	English Recommendation form	Principal Recommendation form	School Report and Transcript Form
Paid	SAO test run 72 test, BC, Canada Grade: 6 Residential Status: Boarding Financial Aid: Yes Legacy: No	Required Click Here	Incomplete Required	Incomplete Required	Complete Required Submitted 09/24/2014	Incomplete Required Designated	Incomplete Required	Incomplete Required

Click on column headers to complete the required components.



Status of Your Applications

When all of the application components for your application display **Required Submitted**, your SAO is complete for that school.

It is very important that you verify all of the application requirements for each school where you are applying by looking at their website or contacting them directly to ensure that you have completed everything.

Welcome, SAOgradeSix Example | My Profile Logoff

STANDARD APPLICATION ONLINE Return to Home Application Instructions

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✓ Biographic Information Complete. (Click to Print)

+ Add Schools + Designate Advisor

Status	School	School Supplement form	Student Essays	Parent Evaluation	Math Recommendation form	English Recommendation form	Principal Recommendation form	School Report and Transcript Form
Paid	SAO test run 72 test, BC, Canada Grade: 6 Residential Status: Boarding Financial Aid: Yes Legacy: No	Required Submitted 09/24/2014 View	Complete Print	Complete Print	Complete Print	Required Submitted 09/24/2014	Required Submitted 09/24/2014	Required Submitted 09/24/2014
Remove	SD SAO School 4 Skillman, NJ, USA Grade: 6 Residential Status: Day Financial Aid: Yes Legacy: No	Not Required	Required Submitted 09/24/2014 Print	Required Submitted 09/24/2014 Print	Required Submitted 09/24/2014	Not Required	Not Required	Not Required

IMPORTANT NOTICE:
Some schools have additional application requirements such as Campus Visits or Interviews that you schedule directly with them. In many cases, if you will be applying for financial assistance, there are also additional documents that you will need to complete. Your Advisor can help you with this process.

Adding Applications

Add schools at any time by selecting the Add Schools icon.

As schools are added they will appear on the application workstation. All of the application components already completed will be shared with the new schools as they are added.

Once you've added schools, they will appear in the application workstation with a Status of **Remove**. Even though a school is listed here, the application and application pieces WILL NOT be submitted to each school until you PAY the application fee for that school.

Once you select an application for payment and follow the payment steps, the status will change to **PAID** and all application pieces on file will be shared with that school.

SSATB STUDENT ACCESS PORTAL

Welcome, SAOgradeSix Example | My Profile Logoff

STANDARD APPLICATION ONLINE

Return to Home Application Instructions

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+ Add Schools + Designate Advisor

Status	School	School Supplement form	Student Essays	Parent Evaluation	Math Recommendation form	English Recommendation form	Principal Recommendation form	School Report and Transcript Form
Paid	SAO test run 72 test, BC, Canada Grade: 6 Residential Status: Boarding Financial Aid: Yes Legacy: No	Required Submitted 09/24/2014 View	Complete Required Submitted 09/24/2014 Print	Complete Required Submitted 09/24/2014 Print	Complete Required Submitted 09/24/2014	Complete Required Submitted 09/24/2014	Complete Required Submitted 09/24/2014	Complete Required Submitted 09/24/2014
Remove	SD SAO School 4 Skillman, NJ, USA Grade: 6 Residential Status: Day Financial Aid: Yes Legacy: No	Not Required	Required Submitted 09/24/2014 Print	Required Submitted 09/24/2014 Print	Required Submitted 09/24/2014	Not Required	Not Required	Not Required

Click on column headers to consolidate the selected components.

Reminder:
Always look at the required components for each school. While one school may require all components, another may not. Pay close attention to required Supplements. You can view any special instructions that the school wants you to be aware of by clicking View inside each school info box.

The Enrollment Management Association
+ Standard Application Online



Still Have Questions? Contact Us!

www.ssat.org

Call: 609-683-4440

Email: apply@enrollment.org

Live Chat: <http://ssat.org/help-center>