Applying Made Easy: Using the Standard Application Online to Apply to Schools

SSAT.org/SAO
Create an Account
SSAT.org: Log In

Create an Account by clicking on the Sign up for a Parent/Guardian and Student Account button.

Sign in

Username
Forgot Username?

Password
Forgot Password?

Sign in

Create an Account

Sign up for a Parent/Guardian and Student Account

If you do not have a parent or student account, please click here.
Create SSAT.org Accounts

Parent/Guardian

Prefix [Select] First Name * Initial Last Name * Suffix

Primary Phone Number * Secondary Phone Number

555-555-5555 [Select] 555-555-5555 [Select]

Parent/Guardian Address Line 1 *

Parent/Guardian Address Line 2
Suite, Apartment or Building

Parent/Guardian Address Line 3

Create a username and password to log in as a parent or guardian to manage your student's account.

Parent/Guardian Email Address *

Required

Parent Username * (You can use your email address)

Required

Create Password *

Required

Confirm Password *

Confirm Password should match with Password.

Complete all necessary fields to create your account. Required fields will be marked in red font.
Student Account

Complete all necessary fields to create your account. Required fields will be marked in red font.

Student #1
Creating an account for your student will allow them to access SSAT Practice Online, and view test results.

First Name *

Middle Name

Last Name

Current Grade *

Select

Current School Type *

Select

Interested in * (Select all that apply)

Day School

Boarding School

Date Of Birth *

MM/DD/YYYY

03/14/2006

Native Language *

Search for your Language

If you don’t find yours, add it in the box.

Create a username for your student
Your student can log in to access SSAT Practice, Standard Application Online and more.

Student’s Username *

Create username

Create Password *

Your password must be at least 7 characters long and contain a special character like $. This is the password you can share with your student so they can gain access to their account.

Confirm Password *
If you will allow EMA to contact you by email, answer Yes to this question.

Review the Following Account Preferences and/or Policies Requiring Attention

This will apply to your accounts for the current academic year (Aug 1, 2018 - Jul 31, 2019).

Opt to receive email communications from The Enrollment Management Association

By checking the box below, you (parent/guardian) are opting in to receive email communications from EMA about the Secondary School Admission Test (SSAT), Character Skills Snapshot (The Snapshot), Standard Application Online (SAO), SSAT Practice Online and other information related to the application year and our member schools.

If you choose not to opt-in to email notifications, you will still receive important emails regarding any product or service that you actively use or purchase.

☐ Yes, I agree to receive email communications from The Enrollment Management Association
Terms and Conditions for Student Accounts (Required)
Please read through the entire terms and conditions for all student accounts and check that you agree to continue.

THIS WEBSITE ACCOUNT CREATION AND PARENT/GUARDIAN CONSENT FORM must be completed by the parent or legal guardian (referred to as "Parent/Guardian" or as "You" or "Your") of a child under the age of 18 (the "Child") for whom the Parent/Guardian would like to create a website account ("Account") to enable the Parent and the Child to receive and make use of assessment and application services offered by The Enrollment Management Association, including but not limited to the Secondary School Admission Test ("SSAT") registration and scheduling system, the SSAT, SSAT practice tests, SSAT score reporting, the Character Skills Snapshot ("The Snapshot") registration system. The Snapshot assessment, and The Snapshot results reporting, and the Standard Application Online (the "SAO") (the "Services"). In order to create an Account and register the Child to access and use the Services offered through the Account, the Child’s Parent/Guardian must complete this Consent Form on The Enrollment Management Association’s website. You may register and provide consent for more than one Child at a time to use the Services through Your Account, so long as You are the Parent or Guardian of each Child registered. If You are registering more than one Child, this Consent Form and all Terms and Conditions set forth below apply to each and every Child.

Important: You need to scroll through the entire agreement and click Yes below to continue.

☐ Yes, I have reviewed and agree to the terms and conditions (required)

Privacy Policy for Student Accounts (Required)
Please read through the entire privacy policy for all student accounts and check that you agree to continue.

Privacy Policy
The Enrollment Management Association (the "Association", the "Organization", "we", "us" and/or "our") has prepared this Privacy Policy ("Privacy Policy") to explain how we collect, use, protect and disclose information and data that you provide or make available to the Association in the course of evaluating, requesting, using or receiving services offered by the Organization, including but not limited to, school application and enrollment services, financial aid application services, the Secondary School Admission Test ("SSAT"). SSAT registration, scheduling, administration and score reporting, SSAT preparation, SSAT online practice tests, SSAT community forums, administration of the Character Skills Snapshot ("CSS") assessment, CSS registration, scheduling, administration and results reporting, the Standard Application Online System ("SAO"). Association-operated websites, Internet-based services and other

Important: You need to scroll through the entire agreement and click Yes below to continue.

☐ Yes, I have reviewed and agree to the privacy policy (required)
Additional Features

If you will allow schools contact you and share more information so you can learn about them, you can answer Yes to this question.

Sign up to receive communications from independent schools for your students

By checking the box below, you (parent/guardian) agree to share your address and contact email, as well as your student’s basic profile information and boarding/day school preference with The Enrollment Management Association’s member schools. By participating in this service, you will receive admission materials, which may be in the form of email or postal mail, tailored to your student’s grade, gender and boarding/day preferences. The mailings may also contain information about school fairs, open houses, and scholarships.

☐ Yes, I would like to receive information from member schools for Student.

Save & Submit

If you have more than one child applying to schools, you can create accounts for them now.

If you have another student needing access to ssat.org, please add them now.

Add another student
...and You’re All Set!

What would you like to do?

- SSAT Testing
- SSAT Practice
- SSAT Scores
- Character Skills Snapshot
- Apply to Schools
- My Profile
- Send an Inquiry

Shortcuts
- Register for the SSAT
- Print your Test Ticket
- Apply to Schools

Got It ×

You are logged in as Mom Example.

Student Example is the student you are managing.
Click on “Apply to Schools”

Select the “Apply to Schools” icon. The yellow info ribbon at the top of the page can be hidden once you are comfortable with the navigation.
Enter the name of a school you would like to apply to. If you haven’t yet created a list of schools to consider, visit our School Search page at ssat.org/member-search.

Select your desired school from the list that appears when you begin typing.
Tell us more information about your application for Solebury School.

Select your starting school year:
Only school years that accept the SAO will be listed.

2019 School Year

Grade you are applying to:
Grade options based on information provided above.

Repeating a grade? ☐ ☐ No ☐ Yes

Grade 9

Select Your Student Status and Admission Preference

☐ Day
Application Fee: $50
Standard Admission Deadline: 15 Jan 2018

☐ Boarding
Application Fee: $50
Standard Admission Deadline: 15 Jan 2018

Get Important Updates and information from Solebury School:

The school you select will appear on the screen. Make sure you select the correct school, as there are many schools with the same or similar names. Then, answer the questions as they relate to your application to this specific school.

- Which session are you applying for (Fall 2018, Fall 2019, etc)?
- What grade are you applying to?
- Are you repeating a grade?
- Will you be a day student or a boarding student?

Finally, select “Add School to Apply” to add this school to your dashboard.
The Application Workstation
Now you’ve arrived at your Application Workstation. On the left, you can see all of the school specific application requirements. On the right, you can see all of the standard required components for your application.
Some schools will have special instructions about their admissions process you should be aware of. You can view those under the “View Instructions” link in the application details section.
Look for Special Instructions

Special Instructions

We encourage students to experience FVS by visiting campus during the academic year. Visiting Days are a great opportunity and are held on October 09, 2017 and January 15, 2018. Personalized visits can also be scheduled during the week. Please contact the Admission office by phone at (719) 391-5251 or by e-mail at admission@fvse.edu to schedule a visit.

A pop-up screen will appear to show you those instructions once click on the link. You can go back and reference these any time.
The Student Profile
To begin work on your student profile, select the orange “Continue” button in the right column.
Your student profile collects information in the following categories. You must complete all sections and required fields to complete your student profile.

- Student Information
- School Information
- Interests and Achievements
- Multimedia Links
- Parent or Guardian Information
- Address & Status Information
- Siblings
First, add the name and information for the school you currently attend. Do this by clicking “Add a school” and then entering the required information. If you have attended more than one school in the past, you can add additional schools.

You can list any independent school connections you may have. If you would like to share the names of anyone you are connected to who has attended or currently attends an independent school, enter that here.
Parent/Guardian Information

Parent or Guardian Information

Schools highly recommend that you include all the parents or guardians that are involved in the student's academic and personal life. Your school application will be submitted to schools with a primary and secondary parent or guardian’s information.

**Mom** Primary Parent/Guardian

- **Prefix***: Mrs.
- **First Name***: Mom
- **Relationship to Student***: Required
- **Is this person living or deceased?***: Living
- **Email Address***: SSATExampleEmail@yahoo.com
- **Has Custody***: Yes

**Middle Name***: 
**Last Name***: Example
**Other***: 
**Username***: ExampleMom

% DONE: 30%  
Last saved: 9:08:27 PM
Student Addresses

Please select the address where the applicant resides and where you would like admission materials and/or bills to go for this applicant.

Note: In case you see old addresses that you would like to edit in the list below, please go to the Parent/Guardian Information tab to make changes.

Please correct the following items:

- Please designate an address to send bills to

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Send admission materials to</th>
<th>Send bills to</th>
<th>Lives at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mom Example 123 Main Street Honolulu HI 12345</td>
<td><img src="checkmark" alt="Yes" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mom Example Local Library Library Way Readersville HI 12345</td>
<td><img src="false" alt="No" /></td>
<td><img src="false" alt="No" /></td>
<td><img src="false" alt="No" /></td>
</tr>
</tbody>
</table>
Siblings

Select I have to provide names, ages, and grade in school for applicant's sibling/s or select that you are not planning to include this information.

- I have a sibling to add
- I do not plan to add sibling/s

Required

Go to My Applications

Next: Interests and Achievements
Interests, Activities, & Achievements

Student's Profile

Interests and Achievements

Schools are looking to hear about your most recent interests and achievements. We recommend you limit to items that have occurred in the last academic year or two so that schools can focus on those activities where you are more currently involved and achieving.

Interest and Activities *

Select I have interests or activities below to tell schools about your most recent extra curricular interests and activities or select that you are not planning to include this information.

- I have Interests and Activities to add
- I do not plan to add Interests or Activities

Required

Academic or Personal Achievements *

Select I have academic or personal achievements below to tell schools about your most recent achievements or select that you are not planning to include this information.

- I have Academic or Personal Achievements to add
- I do not plan to add Academic or Personal Achievements

Required

Go to My Applications

Next: Multimedia Links
Interests, Activities, & Achievements

ExampleTwo's Profile

Interests and Achievements

Schools are looking to hear about your most recent interests and achievements. We recommend you limit items that have occurred in the last academic year or two so that schools can focus on those activities where you are more currently involved and achieving.

Interest and Activities *

Select I have interests or activities below to tell schools about your most recent extra curricular interests and activities or select that you are not planning to include this information.

Interest or activity

Name: [Name]

Interest Category* | Activity* | Other
---|---|---
[junior, varsity, chair...] | [awards, honors, etc.] |

Yrs of Exp* | Hours/Week*
---|---

Level of Involvement* | Positions Held*
[junior, varsity, chair...] | [awards, honors, etc.]

Do you plan to continue?*

Add an interest and activity

Academic or Personal Achievements *

Select I have academic or personal achievements below to tell schools about your most recent achievements or select that you are not planning to include this information.

Academic or Personal Achievement #1

Name | Achievement* | Upload a document
---|---|---
Required

Add an achievement

Powered by TinyMCE
Multimedia Links

Select I have links to any videos, portfolios or other showcases of your achievements or work that you would like to share like websites, blog pages, or a YouTube channel or select that you are not planning to include this information.

- I have Multimedia link/s to add
- I do not plan to add Multimedia link/s

Required

Go to My Applications
Great job! Your profile is now ready to be shared with schools.
Now that your profile is complete you can start submitting your profile to schools by paying application fees. Once you pay the fee your profile will be sent as it is at that time and no further updates to the profile made thereafter will be sent to the school.

You can work on your student profile in one or more sittings until it is complete. Once it is finished, the status will indicate 100%, so you know you’ve provided all of the required information.
Your Student Profile is Done!
Payment and Submission
Once your student profile is complete, you can begin sending your application to schools. You do not need to wait until the other pieces of your application are complete. You want schools to be aware of your application as soon as possible.

Click “Pay Fee Now” for the application you are ready to submit.
Applying for Aid?

Answer the question regarding financial assistance. If you will be applying for financial aid consideration, you must let schools know. Checking “Yes” here does not constitute an application for assistance. This simply lets the school know they will be receiving your separate application for financial aid in accordance with their outlined policy and deadlines.
Solebury School Application Checkout

You are just a step away from submitting your application to Solebury School. At the time of payment, you will be sending your completed Student Profile and any other completed Forms and Components.

Note: Once you submit you will no longer be able to make Student Profile changes for this school, Solebury School. You will however be able to complete any remaining application components that are not yet submitted. Please be sure to review your Student Profile once more before paying to be sure that it has all the information that you would like to provide to this school.

After payment, any forms that are in progress will be automatically submitted once they are completed. Some forms may not be required by this school. This school will only receive the forms that it has indicated as required or optional for the application process.

Once you submit your application to a school by paying the application fee, no changes to your student profile will be allowed. If you have completed other components of your application such as the student essays, those will be sent to the school immediately along with your student profile. If you have not completed other components at the time of application submission, they will be sent to the school as soon as you complete them.
Payment

REVIEW AND PAY

Your Basket

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Solebury School</td>
<td>1</td>
<td>50.00</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>1</td>
<td>6.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$56.00</strong></td>
</tr>
</tbody>
</table>

Application Fee Waiver Code

If you have an application fee waiver from the school, please enter it in the box below.

Apply Code

Billing Address

The card holder's name and address

- First Name
- Last Name
- Address: 123 Main Street
- City: Honolulu
- State / Province / Region: HI
- Postal Code: 12345

Submit payment by providing the requested information on the screen and selecting “Submit Payment” at the bottom of the page.

**Note:** If you have been given an application fee waiver from the school where you are applying, enter it in the applicable field. Select “Apply Code” and then “Submit Payment.”

Card Security Code

Expiry Date: 10 Oct 2019

The Enrollment Management Association (EMA) has a “No Refund” policy. Please review the items in this order thoroughly before submitting payment.

Submit Payment
Payment Confirmed!

Once you submit payment you will see the “Pay Fee Now” button is replaced with ✓ Fee Paid

Watch a Video to Learn How the SAO Works
To begin working on the student essays, click on the “Start” action button in the right column.
The student essays section opens and you can review the questions. You can work on the essay questions and save your work in draft status until you are ready to submit. The parent statement questions work the same way.
If you save the essays as a draft, you will see the action button changes to "Resume," and you can come back and work on them until you are ready to submit.
Submitting the Student Essays

Are you sure you want to submit Student Essays?

Click Confirm Submit below to submit this form as part of your Standard Application Online (SAO). Once submitted, this form will be delivered to the school(s) that require it as part of their application and will no longer be editable.

If you are not ready to submit, click Cancel to go back to Save as Draft or continue working on your form.

Cancel  Confirm Submit

Once you are finished with your essay responses, select “Submit.” After submission, no edits are possible.
Completing a Supplement
If a school requires a supplement, you will see it listed on the school’s application card. You’ll see it’s indicated by a **RED “Not Started” note**. To begin working on the supplement form, select “Start.”
The supplement will open so you can begin working on it. You can save the supplement in a draft status and, once you’re satisfied you’ve completed the form, you can “Submit” it. No changes can be made once you’ve submitted the supplement.
Adding & Removing Schools
To add schools to your dashboard, search for them using the search field at the top of the dashboard.
Select your session and grade

Westtown School

Tell us more information about your application for Westtown School.

Select your starting school year:
Only school years that accept the SAO will be listed.

2019 School Year

Grade you are applying to:
Grade options based on information provided above.

Grade 9

Repeating a grade? ☐ No ☐ Yes

Select Your Student Status and Admission Preference

☐ Day ☐ Boarding

Application Fee: $50 Application Fee: $50

Standard Admission Deadline: Standard Admission Deadline:

You will answer the same questions as with the first application. Then you’ll select “Add School To Apply.” Follow this process to add as many schools as necessary.

Westtown School will not receive any contact and personal identifiable information about Student Example. You will, however, still receive emails from The Enrollment Management Association with updates on school applications and SAO process. You will continue to receive emails and materials from schools if you have opted in to receive admissions materials from schools on account creation.
If you decide not to submit an application to a school you can remove it from your dashboard by clicking the action button marked “Remove this Application”.
Sending SSAT Scores & Character Skills Snapshot Reports
Some schools require an SSAT score or Character Skills Snapshot results for applicants. You will be able to see what is required by looking in the SSAT Scores and Character Skills Snapshot sections. Your scores and results are not automatically sent as a part of the SAO. You will have to designate which scores and results you wish to send to schools.

From the home page of your account, select the **Scores or Character Skills Snapshot** tabs of your Student Account and follow the steps to Add Recipients.
If a Graded Essay is Required

If a school you’ve added to your workstation requires a graded essay, you’ll see it listed in the right-hand column of required components. Click the action button marked “Upload.”
Upload your Graded Essay

Your computer’s library will open so that you can select the file for upload. The file must be a PDF. Once you locate the file you wish to upload, select “Open.”
After uploading the PDF of your graded essay, you will see it on the dashboard. If you uploaded the wrong item, you can remove it. Confirm the correct document was uploaded, and then “Submit” it.
Confirm Student Graded Essay Submission

Are you sure you want to submit the graded essay? Note: Once submitted, the essay upload cannot be removed or edited. Click Cancel and review your upload by clicking on the PDF icon for Student Graded Essay.

Cancel  Submit

As the last step, you must confirm the submission. Once you do this, the item is locked into the system and no further changes can be made.
When you’ve correctly submitted the graded student essay, you will see the green “Submitted” notation, along with the date of submission. You can see the item you’ve submitted at any time by clicking on the PDF icon.
Requesting Recommendations & Transcripts
Under the required application components you will see all of the required recommendation forms for the schools you’ve selected. Select the action button for these forms labeled “Request.”
Provide the name and contact information for the person who will write the recommendation. Check the acknowledgement section indicating you understand that the form is confidential and you know you will not be able to view it.

Once you've entered all the information you can "Send the Request."
• Once you request the recommendation form, the action button status changes to “Resend” and you can see details of who the request was sent to. If you have to resend or re-assign the form, just click on that icon and enter the information for the person the request should be sent to.

• As items are completed, like teacher recommendations, you will see the status changes from “Requested” to “Submitted,” along with the date of submission. Items on the right-hand side are marked with green text when they are complete and red text when they need your attention.
Recommendation Not Requested (Aug-21)

Official School Reports/Transcripts

Request Official School Reports and Transcripts

Transcript Release Authorization is to be used when requesting reports and transcripts for the academic years required for admission including: 2018-19, 2017-18, 2016-17. This gives the schools an authorization to share your transcripts and reports.

Send Transcript Release Authorization

Student's Name

Student Example

Parent's Email

SSATExampleEmail@yahoo.com

Type your name to act as your digital signature

Mom Example

Today's Date

2018-10-17

Mom Example, parent/guardian of Student Example do hereby authorize school administrator to release official school reports and transcripts for the school years: 2018-19, 2017-18, 2016-17 in support of my application to Independent School(s) via the Standard Application Online (SAO).

This authorization covers requests for all years mentioned above and will be shared with administrators who will be fulfilling the requests for Student.

Once reports and transcripts are uploaded to the SAO, they will be delivered to all schools to which Student Example is applying via the SAO.

Step 1 for the Official School Report/Transcript request is to complete an official release form. This release form will be shared with the school official assigned to provide the reports.

Sign Release
Indicate the years you are requesting

Step 2 of the Official School Report/Transcript request is to indicate the years for which a school official will supply your official grades. First enter the name of the school official, and check the boxes for the school report years this person can provide.

Note: If the first person you’ve requested reports from cannot provide all of the years needed, you need to assign another person to provide any remaining reports.
If you have not reached the first marking period of your current school year, you may wait to assign that specific report request until after the grades are available. This will prevent your school official from uploading grade reports for the current year that don’t show at least your first quarter grades.
Monitor the Status of your Applications

Each application has a progress bar showing how close it is to completion. Make sure you reach **100% for each application before the deadline** the school has listed as their application due date. When in doubt about the requirements of a school you are considering, you can always consult the school’s website or contact their admission office.
Monitor the Status of your Applications

- Remember, your application **IS NOT SENT** to a school until you **PAY THE FEE** to submit your application. Your application does not have to be complete before submitting the fee; you just need to have your student profile completed. Once you’ve paid the fee, the other pieces of the application will be sent to the admission office as soon as they are completed.
Questions?
Contact Us!
www.ssat.org
Call: 609-683-4440
Email: apply@ssat.org
Live Chat: ssat.org