



# Applying Made Easy:

Using the  
Standard Application Online  
to Apply to Schools

**[SSAT.org/SAO](https://ssat.org/sao)**

# Create an Account



On [www.ssat.org](http://www.ssat.org) select the  
“Login” option at the top  
right of the screen.

SSAT中文服务

Search

Sign up

Login

Contact Us

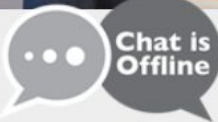
Practice

Scores

Apply to Schools

Register for SSAT

FREE 30-min. online test and study suggestions! [Explore SSAT Practice Online](#)



### Find an SSAT Test Location

Select your SSAT Test Level



Select Country



Select State or Province



Do you require testing accommodations?

[Find a test near me](#)

# 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?](#)

☐ Remember Me

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](#).



# Parent/Guardian Account

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

The  
SSAT

## Create SSAT.org Accounts

### Parent/Guardian

Prefix First Name \* Initial Last Name \* Suffix

Select ▼

Primary Phone Number \* Secondary Phone Number

555-555-5555 Select ▼ 555-555-5555 Select ▼

Parent/Guardian Address Line 1 \*

Street Address

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.

# Student Account

## 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 \*


Current School Type \*

Interested In \* (Select all that apply)

☐ Day School ☐ Boarding School

Date Of Birth \*

Ex: 03/14/2006

Gender \* 

Ethnicity \*

Native Language \*

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

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

## Create a username for your student

Your student can log in to access SSAT Practice, Standard Application Online and more.

Student's 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 \*

# Communications

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

Got It x

Student Example is the student you are managing.

You are logged in as Mom Example.

The  
SSAT

Student: Student Example

Welcome, Mom Example • [Manage Account](#) • [Log Off](#)

SSAT Testing

SSAT Practice

SSAT Scores

The Snapshot

Apply to Schools

My Profile

## 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

## Review and agree to the terms and conditions for use.

### 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

↓ 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!

Got It x

Student Example is the student you are managing.

You are logged in as Mom Example.

The  
SSAT  
+

Student:

Welcome, Mom Example • [Manage Account](#) • [Log Off](#)

SSAT Testing

SSAT Practice

SSAT Scores

The Snapshot

Apply to Schools

My Profile

## 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**

[Register Now](#)

**Print your Test Ticket**

[Print Now](#)

**Apply to Schools**

**ALL NEW!** The Standard Application Online (SAO) makes it easy to apply to schools.  
[Apply Now](#)

The  
SSAT  
+

# Start Your Application



# Click on “Apply to Schools”



Student:

Welcome, Mom Example [kcampbell (TEMA Staff)] • [Manage Account](#) • [Log Off](#)

<a href="#">SSAT Testing</a> ▼	<a href="#">SSAT Practice</a> ▼	<a href="#">SSAT Scores</a> ▼	<a href="#">The Snapshot</a> ▼	<a href="#">Apply to Schools</a> ▼	<a href="#">My Profile</a>
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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**

[Register Now](#)

**Print your Test Ticket**

[Print Now](#)

**Apply to Schools**

**ALL NEW!** The Standard Application Online (SAO) makes it easy to apply to schools.

[Apply Now](#)

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.



# Search For & Add a School

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](https://ssat.org/member-search)

• Manage Account • Log Off

My Profile

Help & Advice



1

2

3

4

Search and Add  
Schools

Complete your  
Profile & Pay Fee

Fill Out Forms &  
Send Requests

Track Your  
Progress

Select your desired school from the list that appears when you begin typing.

# Indicate Application Intentions

SSAT Testing	SSAT Practice	SSAT Scores	The Snapshot	Apply to Schools	My Profile
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## Solebury School

✓ Accepts the Standard Application Online

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



6832 Phillips Mill Road  
New Hope, PA 18938  
United States

Day and Boarding School  
Grades: 8-12  
Coed School

[Visit School Website >](#)

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

The SSAT

Student: Student Example Welcome, Mom Example • Manage Account • Log Off

SSAT Testing SSAT Practice SSAT Scores The Snapshot Apply to Schools My Profile

Student's Applications

Search by Name to Add School


Help & Advice

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

Add an Advisor



**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please complete profile, pay application fee, and submit 9 more items

0% 

Pay Fee

Show 1 School-Specific Item and More Details

Hide Tips

1

2

3

4

Search and Add Schools

Complete your Profile & Pay Fee

Fill Out Forms & Send Requests

Track Your Progress

The Standard Application Online

Apply Online Easy

The Standard Application Online

Watch a Video to Learn How the SAO Works

**2019 Standard Application Forms**

Expand a school to see which forms are required for that school.

Profile completion required to pay fee & apply

Student Profile 10% 

Continue

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

NOT STARTED

Start

Parent Statement

NOT STARTED

Start

**REQUEST FORMS FROM OTHERS**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics Recommendation

NOT STARTED

Request

English Recommendation

NOT STARTED

Request

Principal/Guidance Counselor Recommendation

NOT STARTED

Request

Official School Reports/ Transcript Form Release

NOT STARTED

Sign Release



2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)



### Solebury School

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please complete profile, pay application fee, and submit 9 more items.

0%

[Pay Fee](#)

▲

### School-Specific Details

☐ Items highlighted in yellow are required for this school

#### Optional: Get Updates and Information from Solebury School

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share ExampleTwo Student's basic profile information with Solebury School. [Read More](#)

☐ Share ExampleTwo's basic profile information and receive updates and important information from Solebury School

#### Application & Special Instructions

[School Instructions](#)

Standard Deadline:	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment Contracts Due by:	10 Apr 2018
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Note: To schedule or track an interview, please contact the school directly, as this is not included in the SAO. Click [Learn More](#) (if shown here) or contact the school for the school-specific interview scheduling process.

#### Need-based Assistance

[Learn More](#)

Deadline: 01 Feb 2018

Note: To submit or track a financial aid application, please contact the school directly, as this is not included in the SAO. Click [Learn More](#) (if shown here) or contact the school for the school-specific financial aid application process.

#### Campus Events

[Learn More](#)

21 Oct 2018	1PM - 4PM	Open House
01 Nov 2018	7:30PM - 9:30PM	Open Night of Fall Theater Production
19 Oct 2018	6PM - 9:30PM	Soccer Under the Lights- A Solebury Tradition
22 Oct 2018	8:30AM - 3:30PM	First Day of STEM

Note: To event reg information

Student  
Grade Ap  
Session Y  
Residenti  
Standard

[Remove](#)

[Hide Details](#)

### 2019 Standard Application Forms

Items highlighted in yellow are required for the school that is currently expanded.

Profile completion required to pay fee & apply

Student Profile 0%

[Continue](#)

#### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

▲ NOT STARTED

[Start](#)

Parent Statement

▲ NOT STARTED

[Start](#)

#### REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for

# 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.



# View School Instructions

ExampleTwo's Applications

Search by Name to Add School

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)**Solebury School**

0%

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please complete profile, pay application fee, and submit 9 more items.



Pay Fee

**School-Specific Details**☐ Items highlighted in yellow are required for this school**Optional: Get Updates and Information from Solebury School**

[See an example of information shared.](#) By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share ExampleTwo Student's basic profile information with Solebury School. [Read More](#)

☐ Share ExampleTwo's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions**[School Instructions](#)

Standard	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment	10 Apr 2018
Deadlines					
Contracts					

**2019 Standard Application Forms**

Items highlighted in yellow are required for the school that is currently expanded.

**Profile completion required to pay fee & apply**

Student Profile 0%

[Continue](#)**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

▲ NOT STARTED

[Start](#)

Parent Statement

▲ NOT STARTED

[Start](#)

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.

You can designate a school as a score recipient through the “Check Scores” workstation on your student online portal. You can also register your student for a SSAT through “My Tests”.

\* Optional for this school

**The Character Skills Snapshot Results**

Please submit the student's Snapshot results through “The Snapshot” section on your student online portal. Student Login will be required to take The Snapshot.

\* Optional for this school

**Interview**

An Interview is mandatory for grade 9 incoming students.

[Learn More](#)

English Recommendation

▲ NOT STARTED

[Request](#)

Principal/Guidance  
Counselor  
Recommendation

▲ NOT STARTED

[Request](#)

Official School Reports/  
Transcript Form Release

▲ NOT STARTED

[Sign Release](#)

# Look for Special Instructions

The SSAT

Student: Sally Smith Welcome, Mother Smith • Manage Account • Log Off

SSAT/Snapshot Practice Check Scores Apply Inquire Profile

### 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@fvs.edu](mailto:admission@fvs.edu) to schedule a visit.

OK

**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.**

Standard Deadline: 01 Feb 2018 Decisions: 10 Mar 2018 Enrollment Contracts Due by: 10 Apr 2018

#### School Supplement Forms

Fountain Valley School of Colorado Supplement Form\_3244 **NOT STARTED** **Start**

#### SSAT Score

An SSAT Score is required for grade 9 incoming applicants.

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can register for a SSAT through "My Tests".

#### Interview

An Interview is mandatory for grade 9 incoming students. [Instructions](#)

#### Complete Parent and Student Forms

Student Essays IN PROGRESS **Resume**

Parent Statement IN PROGRESS **Resume**

#### Send Requests for These Forms

Mathematics Recommendation NOT STARTED **Request**

English Recommendation NOT STARTED **Request**

Official School Reports/ Transcript Form Release **Sign Release**

# The Student Profile





# Starting the Student Profile

ExampleTwo's Applications

Search by Name to Add School

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please complete profile, pay application fee, and submit 9 more items.



Pay Fee



0%

**School-Specific Details**☐ Items highlighted in yellow are required for this school**Optional: Get Updates and Information from Solebury School**

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share ExampleTwo Student's basic profile information with Solebury School. [Read More](#)

☐ Share ExampleTwo's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions**[School Instructions](#)

Standard Deadline:	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment Contracts Due by:	10 Apr 2018
-----------------------	-------------	------------	-------------	------------------------------------	-------------

**School Supplement Forms**

Solebury School Supplement Form\_7390

▲ NOT STARTED

Start

**SSAT Score**

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

**2019 Standard Application Forms**

Items highlighted in yellow are required for the school that is currently selected.

Profile completion required to pay fee &amp; apply

Student Profile 0%

Continue

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

▲ NOT STARTED

Start



Parent Statement

▲ NOT STARTED

Start

**REQUEST FORMS FROM OTHERS**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics  
Recommendation

▲ NOT STARTED

Request



English Recommendation

▲ NOT STARTED

Request

Principal/Guidance  
Counselor

To begin work on your student profile, select the orange "Continue" button in the right column.

**Interview**

An interview is mandatory for grade 9 incoming students.

[Learn More](#)

Transcript Form Release

▲ NOT STARTED

Sign Release



[SSAT Testing](#)[SSAT Practice](#)[SSAT Scores](#)[The Snapshot](#)[Apply to Schools](#)[My Profile](#)

Your profile needs to be at 100% to be able to pay a school's fee and start submitting your application/s.

**Note:** Once you pay the fee your profile will be sent as it is at the time and no further updates will be sent to the school.

## Student's Profile

10% DONE  Changes are saved automatically

[Back to Applications](#)

### Applicant Information

\* Required fields

This information was provided when your account was set-up. Editing this information here will change it in all locations we use it across ssat.org. If you are a student who is not living in the US at this time, please use the name that is listed on your passport.

First Name\*

Middle Name

Last Name\*

Student

Example

#### Student Information \*

 [School Information \\*](#)

 [Parent or Guardian Info \\*](#)

 [Address & Status \\*](#)

 [Siblings](#)

 [Interest and  
Achievements](#)

 [Multimedia Links](#)

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

The  
SSAT

Student: Student Example   Welcome, Mom Example • Manage Account • Log Off

SSAT Testing   SSAT Practice   SSAT Scores   The Snapshot   Apply to Schools   My Profile

Your profile needs to be a  
Note: Once you pay the fee

### Student's Profile

◀ Back to Applications

Student Information \*

⚠ School Information \*

⚠ Parent or Guardian Info \*

⚠ Address & Status \*

⚠ Siblings

⚠ Interest and Achievements

⚠ Multimedia Links

### School Information

\* Required fields

+ Add a school

You must start by entering your current school first. A current school is required.

To add a school, scroll up and click on Add a school.

### Independent School Connection

\* Required fields

Select I have to list relatives and close friends who are or have attended independent schools or select that you are not planning to include this information. Schools like to know if members of your family, especially siblings, attended or are currently attending their school or an independent school.

☐ I have a connection/s to add

☐ I do not plan to add connection/s

Required

Go to My Applications

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

The SSAT+

Student: Student Example

Welcome, Mom Example • Manage Account • Log Off

SSAT Testing

SSAT Practice

SSAT Scores

The Snapshot

Apply to Schools

My Profile

Your profile needs to be at 100% to be able to pay a school's fee and start submitting your application/s.

**Note:** Once you pay the fee your profile will be sent as it is at the time and no further updates will be sent to the school.

Student's Profile

30% DONE

Last saved: 9:08:27 PM

Back to Applications

Student Information \*

School Information \*

Parent or Guardian Info \*

Address & Status \*

Siblings

Interest and Achievements

Multimedia Links

Parent or Guardian Information

\* Required fields + Add a parent/guardian

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

Hide

Prefix\*

Mrs.

First Name\*

Mom

Middle Name

Last Name\*

Example

Relationship to Student\*

Required

Is this person living or deceased?\*

Living

Deceased

Required

Email Address\*

SSATExampleEmail@yahoo.com

Other

Has Custody\*

Yes

No

Required

Username

ExampleMom



# Address & Status



## Student's Profile

50% DONE

⌚ Last saved: 9:37:27 PM

◀ [Back to Applications](#)

[Student Information \\*](#)

[School Information \\*](#)

[Parent or Guardian Info \\*](#)

**Address & Status \***

[Siblings](#)

[Interest and  
Achievements](#)

[Multimedia Links](#)

## Address & Status

\* Required fields

Parent or Guardians and their addresses should be added on the [Parent or Guardian Information tab](#).

### 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

Addresses	Send admission materials to	Send bills to	Lives at
Mom Example 123 Main Street Honolulu HI 12345	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Mom Example Local Library Library Way Readersville HI 12345	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

- I have a sibling to add

## Student's Profile

70% DONE

Last saved: 9:49:57 PM

[Back to Applications](#)

[Student Information \\*](#)

[School Information \\*](#)

[Parent or Guardian Info \\*](#)

[Address & Status \\*](#)

[Siblings](#)

[Interest and Achievements](#)

[Multimedia Links](#)

### Interests and Achievements

\* Required fields

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



# The SSAT Interests, Activities, & Achievements

## ExampleTwo's Profile

0% DONE

Last saved: 4:10:07 PM

[Back to Applications](#)

[Student Information \\*](#)

[School Information \\*](#)

[Parent or Guardian Info \\*](#)

[Address & Status \\*](#)

[Siblings](#)

[Interest and Achievements](#)

[Multimedia Links](#)

### Interests and Achievements

\* Required fields

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.

##### Interest or activity

[Hide](#)

Interest Category\*

Activity\*

Other

Yrs of Exp\*

Hours/Week\*

Required

Required

Required

Level of Involvement\*

Positions Held\*

Do you plan to continue?\*

(junior, varsity, chair...)

(awards, honors, etc.)

Required

Required

Required

[+ 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

[Hide](#)

Name Achievement\*

Upload a document

Required

Edit - Insert - Format - Table -

Formats - B I A - 11pt -

POWERED BY TINYMCE

Required

[+ Add an achievement](#)

## Student's Profile

 90% DONE

🕒 Last saved: 9:51:57 PM

[◀ Back to Applications](#)

[Student Information \\*](#)

[School Information \\*](#)

[Parent or Guardian Info \\*](#)

[Address & Status \\*](#)

[Siblings](#)

[Interest and  
Achievements](#)

 **Multimedia Links**

### Multimedia Links

\* Required fields

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](#)

[SSAT Testing](#)[SSAT Practice](#)[SSAT Scores](#)[The Snapshot](#)[Apply to Schools](#)[My Profile](#)

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.

## Student's Profile

100% DONE

Last saved: 9:52:27 PM

[Back to Applications](#)

### Multimedia Links

\* Required fields

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[Go to My Applications](#)

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.

[Student Information \\*](#)[School Information \\*](#)[Parent or Guardian Info \\*](#)[Address & Status \\*](#)[Siblings](#)[Interest and  
Achievements](#)[Multimedia Links](#)



# Your Student Profile is Done!

Student: Student Example
Welcome, Mom Example
Manage Account
Log Off

SSAT Testing
SSAT Practice
SSAT Scores
The Snapshot
Apply to Schools
My Profile

Student's Applications
Search by Name to Add School
Help & Advice

2019
Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?
Add an Advisor

**Solebury School**
Deadline: 15 Jan 2018  
\$50 Application Fee  
▲ To complete this application, please pay application fee, and submit 9 more items.

0%
Pay Fee Now

Show 1 School-Specific Item and More Details

1
2
3
4

Search and Add Schools
Complete your Profile & Pay Fee
Fill Out Forms & Send Requests
Track Your Progress

Watch a Video to Learn How the SAO Works

**2019 Standard Application Forms**
Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100%
Update

**COMPLETE PARENT AND STUDENT FORMS**
The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays
NOT STARTED
Start

Parent Statement
NOT STARTED
Start

**REQUEST FORMS FROM OTHERS**
The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

The  
SSAT  
+

# Payment and Submission



# Pay Application Fee

The SSAT

Student: Student Example Welcome, Mom Example • Manage Account • Log Off

SSAT Testing SSAT Practice SSAT Scores The Snapshot Apply to Schools My Profile

Student's Applications Search by Name to Add School Help & Advice

2019 Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? Add an Advisor

**Solebury School**  
Deadline: 15 Jan 2018  
\$50 Application Fee  
⚠ To complete this application, please pay application fee, and submit 9 more items.

0% **Pay Fee Now**

Show 1 School-Specific Item and More Details

Hide Tips

- 1 Search and Add Schools
- 2 Complete your Profile & Pay Fee
- 3 Fill Out Forms & Send Requests
- 4 Track Your Progress

**2019 Standard Application Forms**  
Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% **Update**

**COMPLETE PARENT AND STUDENT FORMS**  
The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

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?

The SSAT

Student: Student Example Welcome, Mom Example • Manage Account • Log Off

SSAT Testing SSAT Practice SSAT Scores The Snapshot Apply to Schools My Profile

Student's Application

2019

Working with a placement

**Solebury School**  
Deadline: 1/15/25  
\$50 Application Fee  
To complete application

Show

Hide Tips

1

Search and Add Schools Complete your Profile & Pay Fee Fill Out Forms & Send Requests Track Your Progress

**Need-based Assistance Preference Required**

Will you be requesting need-based assistance from Solebury School?

☒ Yes ☐ No

Each school has its own process for reviewing and awarding need-based assistance to families. If you are unsure about whether to apply for need-based assistance, you should review the school's website or inquire directly with admission offices early in the admission process. Many schools have limited need-based financial assistance and may not be able to accommodate later requests.

Selecting "yes" on the application/s does not constitute an application for need-based assistance. Your response simply lets the school know whether or not to expect a need-based assistance application from you. You must inquire with each school to learn about their process and deadline for applying for assistance.

Cancel Next

Application Forms

forms are required for that

can now pay fees to apply.

Update

STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

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.

Watch a Video to Learn How the SAO Works

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

# Confirm

The SSAT

Student: Student Example Welcome, Mom Example • Manage Account • Log Off

SSAT Testing SSAT Practice SSAT Scores The Snapshot Apply to Schools My Profile

Student's Applications

2019

Working with a placement counselor

**Solebury School**  
Deadline: 15 Jan  
\$50 Application Fee  
▲ To complete the application fee, a

Show 1 School

Hide Tips

1 →

Search and Add Schools Complete your Profile & Pay Fee Fill Out Forms & Send Requests Track Your Progress

**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.

Cancel Checkout

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

Item	Quantity	Price
Application Solebury School	1	50.00
Administrative Fee	1	6.00
Total		\$56.00

### Application Fee Waiver Code

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

### Billing Address

The card holder's name and address

First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text" value="123 Main Street"/>
City	<input type="text" value="Honolulu"/>
State / Province / Region	<input type="text" value="HI"/>
Postal Code	<input type="text" value="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."**

Expiry Date	<input type="text" value="10 - Oct"/>	<input type="text" value="2019"/>
Card Security Code	<input type="text"/>	

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

# Payment Confirmed!

The  
SSAT

Student: Student Example ▾ Welcome, Mom Example • Manage Account • Log Off

SSAT Testing ▾

SSAT Practice ▾

SSAT Scores ▾

The Snapshot ▾

Apply to Schools ▾

My Profile

Student's Applications


Search by Name to Add School 🔍

Help & Advice

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? ⓘ [Add an Advisor](#)



**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please submit 9 more items.

10%

✓ Application Fee Paid  
Oct-17-2018

Show 1 School-Specific Item and More Details ▾

Hide Tips

1

→

2

→

3

→

4

**2019 Standard Application Forms** ⓘ

Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% [Update](#)

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them.

Parent Statement

NOT STARTED


 ⓘ [Start](#)


**REQUEST FORMS FROM OTHERS**


The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

The Standard Application Online

Applying Made Easy







Watch a Video to Learn How the SAO Works





# Student Essays & Parent Statements



# Student Essays

The  
SSAT

Student: Student Example ▾ Welcome, Mom Example • [Manage Account](#) • [Log Off](#)

SSAT Testing ▾

SSAT Practice ▾

SSAT Scores ▾

The Snapshot ▾

Apply to Schools ▾

My Profile

Student's Applications


Search by Name to Add School 🔍

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? ⓘ [Add an Advisor](#)



**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please submit 9 more items.

10%

✓ Application Fee Paid  
Oct-17-2018

**School-Specific Details** ☐ Items highlighted in yellow are required for this school

**Optional: Get Updates and Information from Solebury School**

[See an example of information shared.](#) By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

☐ Share Student's basic profile information and receive updates and important information from Solebury School

Application & Special Instructions

[School Instructions](#)

**2019 Standard Application Forms** ⓘ

Items highlighted in yellow are required for the school that is currently expanded.

Student Profile

SUBMITTED on Oct-17-2018

✓

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

▲ NOT STARTED

Start ⓘ

Parent Statement

▲ NOT STARTED

Start ⓘ

schools that personalize for

schools.

To begin working on the student essays, click on the “**Start**” action button in the right column.

# Student Essays

## Student Essays

Changes are saved automatically All items saved.

A standard section containing 5 writing prompts to be completed by the student.

The  
Standard  
Application  
Online

TestA Example  
Student ID: 180407080

STUDENT ESSAYS

### Instructions

This section of the application should be completed by the student. Your answers will help the admission committee to learn more about you. For the first 4 questions, you should write as much or as little as necessary to sufficiently answer the questions, however it is recommended that you not exceed 250 words. For the 5th question, please keep your essay between 250-500 words.

What reading have you enjoyed most in the past year and why?

Edit Insert Format Table

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.

Describe an academic or extracurricular achievement of which you are most proud or a challenge you have faced. If you select an achievement, what did it take to accomplish this achievement? If you select a challenge, what did you learn from it and how did you overcome it?

Edit Insert Format Table

Formats B I A 12pt

p

Each person has a unique set of character skills they learn and develop over time. These characteristics affect the way they think, feel, and behave.

☐ I acknowledge that the responses to this section have been completed by the student. I understand that once I submit this form as part of my Standard Application Online (SAO), it cannot be edited. Upon submission of my profile and application fees, this form will be delivered to school/s that require it as part of their SAO.

Save as Draft

Submit

Please read our [Standard Application Online System Disclaimer](#).



## Student's Applications

Search by Name to Add School

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

**▲ To complete this application, please submit 9 more items.**

10%

**✓ Application Fee Paid**

Oct-17-2018

**School-Specific Details**

Items highlighted in yellow are required for this school

**Optional: Get Updates and Information from Solebury School**

See an [example of information shared](#). By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

☐ Share Student's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions**[School Instructions](#)

Standard 15 Jan 2018 Decisions: 10 Mar 2018 Enrollment 10 Apr 2018

**2019 Standard Application Forms**

Items highlighted in yellow are required for the school that is currently expanded.

Student Profile

SUBMITTED on Oct-17-2018

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

**▲ IN PROGRESS****Resume**

Parent Statement

**▲ NOT STARTED****Start**

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**



Imagine you are spending the weekend with your family in a location with ZERO technology- no phones, TV, computers, video, radio, etc. How will you spend your weekend? Describe some of the activities you will do to pass and enjoy the time.

Once you are finished with your essay responses, select **“Submit.”** After submission, no edits are possible.

☒ I acknowledge that the responses to this section have been completed by the student. I understand that once I submit this form as part of my Standard Application Online (SAO), it cannot be edited. Upon submission of my profile and application fees, this form will be delivered to school/s that require it as part of their SAO.

Save as Draft

Submit

Please read our [Standard Application Online System Disclaimer](#).

The  
SSAT

# Completing a Supplement





# If a School Requires a Supplement

Student's Applications

Search by Name to Add School

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

**▲ To complete this application, please submit 7 more items.**

30%

**✓ Application Fee Paid**

Oct-17-2018

**School-Specific Details**

Items highlighted in yellow are required for this school

**Optional: Get Updates and Information from Solebury School**

[See an example of information shared.](#) By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

**2019 Standard Application Forms**

Items highlighted in yellow are required for the school that is currently expanded.

Student Profile

**SUBMITTED on Oct-17-2018****COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

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."**

**School Supplement Forms**

Solebury School Supplement Form\_7390

**▲ NOT STARTED****Start** **SSAT Score**

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

**The Character Skills Snapshot Results**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics  
Recommendation**▲ NOT STARTED****Request**

English Recommendation

**SUBMITTED on Oct-17-2018**  
by Example EnglishTeacherPrincipal/Guidance  
Counselor  
Recommendation**Request**

## Solebury School Supplement Form\_7390

Changes are saved automatically ☺ All items saved. ✕



Student Example  
Student ID: 190943315

SOLEBURY SCHOOL SUPPLEMENT FORM\_7390

Solebury School, Solebury School Supplement Form\_7390

### Complete the Following

To be completed and returned to Solebury School Admission Office, along with the Standard Application Online (SAO).

Applicant's Name (First, Middle, Last):

Preferred Name/Nickname:

Gender:

☐ Male

☐ Female

Cell Phone:

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.

☐ ESL- English as a Second Language (TOEFL or TOEFL Jr. required for program consideration)

#### Domestic Student Applicants:

Please make sure you scroll through the entire form to complete it before submitting.

☐ I/We acknowledge that the responses to this form have been completed by the student and/or parent/s of the student as required by the school. I/We understand that once this form has been submitted as part of my SAO application, I/We cannot edit it. Upon submission of my profile and application fees, this form will be delivered only to the school that requires it as part of their application.

Save as Draft

Submit

Please read our [Standard Application Online System Disclaimer](#).

Recommendation

Request





# Adding & Removing Schools



# Search for the School

The SSAT

Student: Student Example Welcome, Mom Example • Manage Account • Log Off

SSAT Testing SSAT Practice SSAT Scores The Snapshot Apply to Schools My Profile

Student's Applications

2019

Working with a placement counselor or

Search for schools

The Westside Schools  
Westlake Preparatory Lutheran Academy  
Westridge School  
Harvard-Westlake School

Application Forms

To add schools to your dashboard, search for them using the search field at the top of the dashboard.

Show 1 School-S

Delta West Academy  
West Island College

Update

Hide Tips

1 Search and Add Schools → 2 Complete your Profile & Pay Fee → 3 Fill Out Forms & Send Requests → 4 Track Your Progress

The Standard Application Online  
Applying Made Easy

Watch a Video to Learn How the SAO Works

COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays  
SUBMITTED on Oct-17-2018

Parent Statement  
SUBMITTED on Oct-17-2018

REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.



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.

## Student's Applications

Search by Name to Add School



[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?



[Add an Advisor](#)



### Westtown School

Deadline: 15 Jan 2019

\$50 Application Fee

▲ To complete this application, please pay application fee, and submit 2 more items.

73%



Pay Fee Now



Show 2 School-Specific Items and More Details



### Solebury School

Deadline: 15 Jan 2018

\$50 Application Fee

✓ Application Completed and Submitted

100%



Application Fee Paid

Oct-17-2018

Show 1 School-Specific Item

[Show Tips](#)

## 2019 Standard Application Forms

Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100%

Update

### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them.

### Student Information

[Edit Student Information](#)

Grade Applying For: 9

Session Year: Fall 2019

Residential Status: Day

Standard Deadline: 15 Jan 2019

[Remove this School](#)

Hide Details

Parent Statement

SUBMITTED on Oct-17-2018



### REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

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

# Sending Reports

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? [Add an Advisor](#)



**The Lawton Academy (Sample School)**  
Deadline: 11 Dec 2018  
\$55 Application Fee  
▲ To complete this application, please submit 2 more items.

25%

Pay Fee ▲

**2019 Standard Application Forms**  
Items highlighted in yellow are required for the school that is currently expanded.  
← Profile is complete! You can now pay fees to apply.  
Student Profile 100% Update

School-S

Optional:  
[See an exam](#)  
Management  
Academy (S

☐ Share S  
informa

Applicatio

Standard  
Deadline

School Su

Parent Sta

▲ NOT STARTED Start

**SSAT Score**  
▲ Parent assistance required. An SSAT Score is required for grade 9 incoming applicants.  
Please have your parent login and designate a school as a score recipient through the "Check Scores" workstation on your student online portal. Your parent can help you register for a SSAT through "My Tests".

**The Character Skills Snapshot Results**  
Parent assistance required.  
Please have your parent login and submit your Snapshot results through your student online portal.  
  
\* Optional for this school

# Sending Reports



Student:

Welcome, Mom Example [kcampbell (TEMA Staff)] • [Manage Account](#) • [Log Off](#)

<a href="#">SSAT Testing</a> ▼	<a href="#">SSAT Practice</a> ▼	<a href="#">SSAT Scores</a> ▼	<a href="#">The Snapshot</a> ▼	<a href="#">Apply to Schools</a> ▼	<a href="#">My Profile</a>
--------------------------------	---------------------------------	-------------------------------	--------------------------------	------------------------------------	----------------------------

## 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**

[Register Now](#)

**Print your Test Ticket**

[Print Now](#)

**Apply to Schools**

**ALL NEW!** The Standard Application Online (SAO) makes it easy to apply to schools.

[Apply Now](#)



# The SSAT Adding a Graded Student Essay





# If a Graded Essay is Required

Student's Applications Search by Name to Add School Help & Advice

2019 Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? Add an Advisor

**The Lawton Academy (Sample School)**  
Deadline: 11 Dec 2018  
\$55 Application Fee  
▲ To complete this application, please pay application fee, and submit 3 more items.  
Pay Fee Now  
Show 2 School-Specific Items and More Details

**Westtown School**  
Deadline: 15 Jan 2019  
\$50 Application Fee  
▲ To complete this application, please pay application fee, and submit 2 more items.  
Pay Fee Now  
Show 1 School-Specific Item and More Details

### 2019 Standard Application Forms

Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% Update

#### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essay PDF ✓

Graded Essay PDF ✓

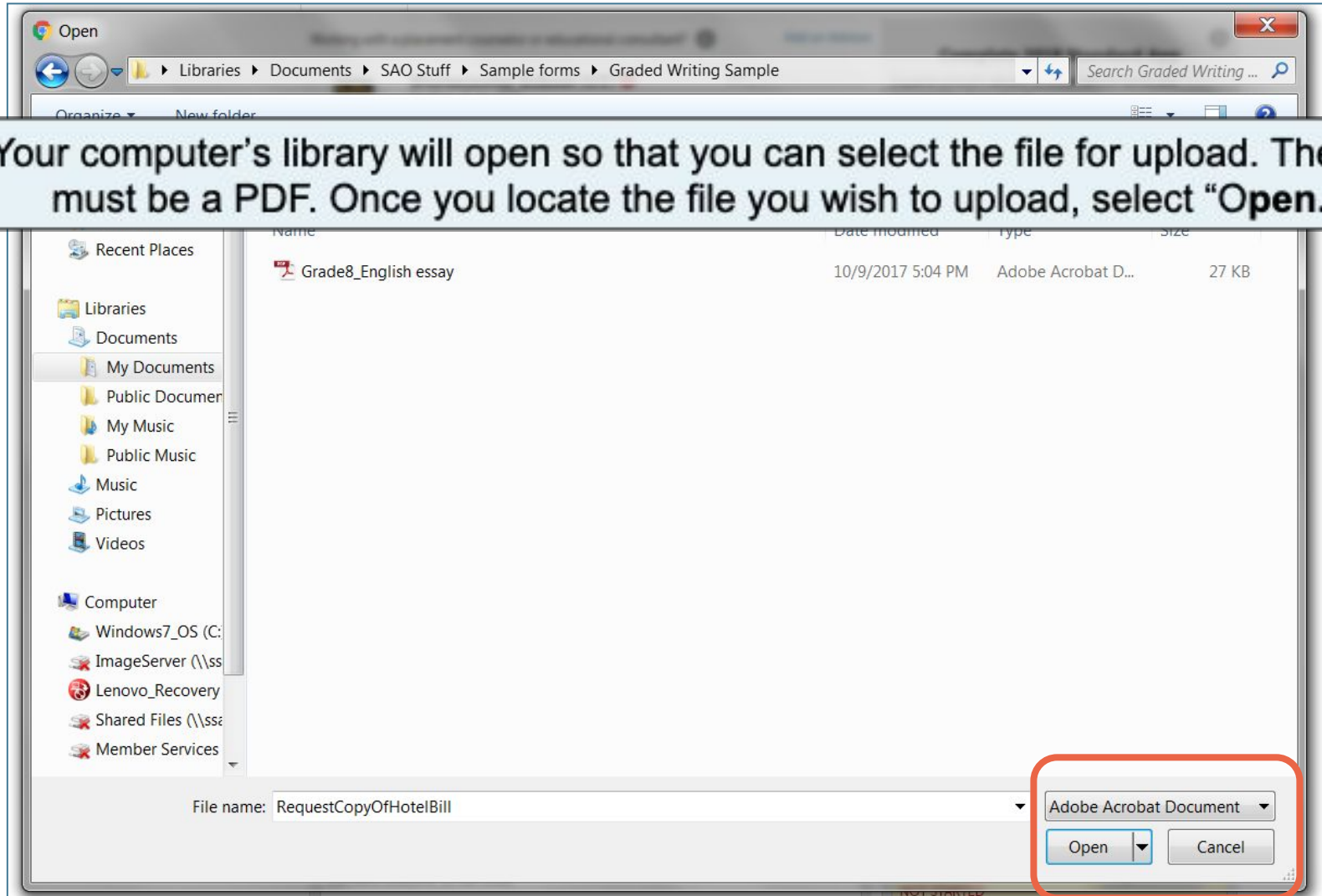
Graded Essay  
NOT UPLOADED Upload

Show Tips

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."





# Submit your Graded Essay

Student's Applications

Search by Name to Add School


Help & Advice

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

Add an Advisor




**The Lawton Academy (Sample School)**  
Deadline: 11 Dec 2018  
\$55 Application Fee  
▲ To complete this application, please pay application fee, and submit 3 more items.

0%

Pay Fee Now

Show 2 School-Specific Items and More Details



**Westtown School**  
Deadline: 15 Jan 2019  
\$50 Application Fee  
▲ To complete this application, please pay application fee, and submit 2 more items.

73%

Pay Fee Now

Show 2 School-Specific Items and More Details

**2019 Standard Application Forms**

Expand a school to see which forms are required for that school.



← Profile is complete! You can now pay fees to apply.

Student Profile 100%

Update

**COMPLETE PARENT AND STUDENT FORMS**  
The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays




Show 1 School-Specific Item and More Details

Show Tips

Graded Essay

UPLOADED on Oct-18-2018

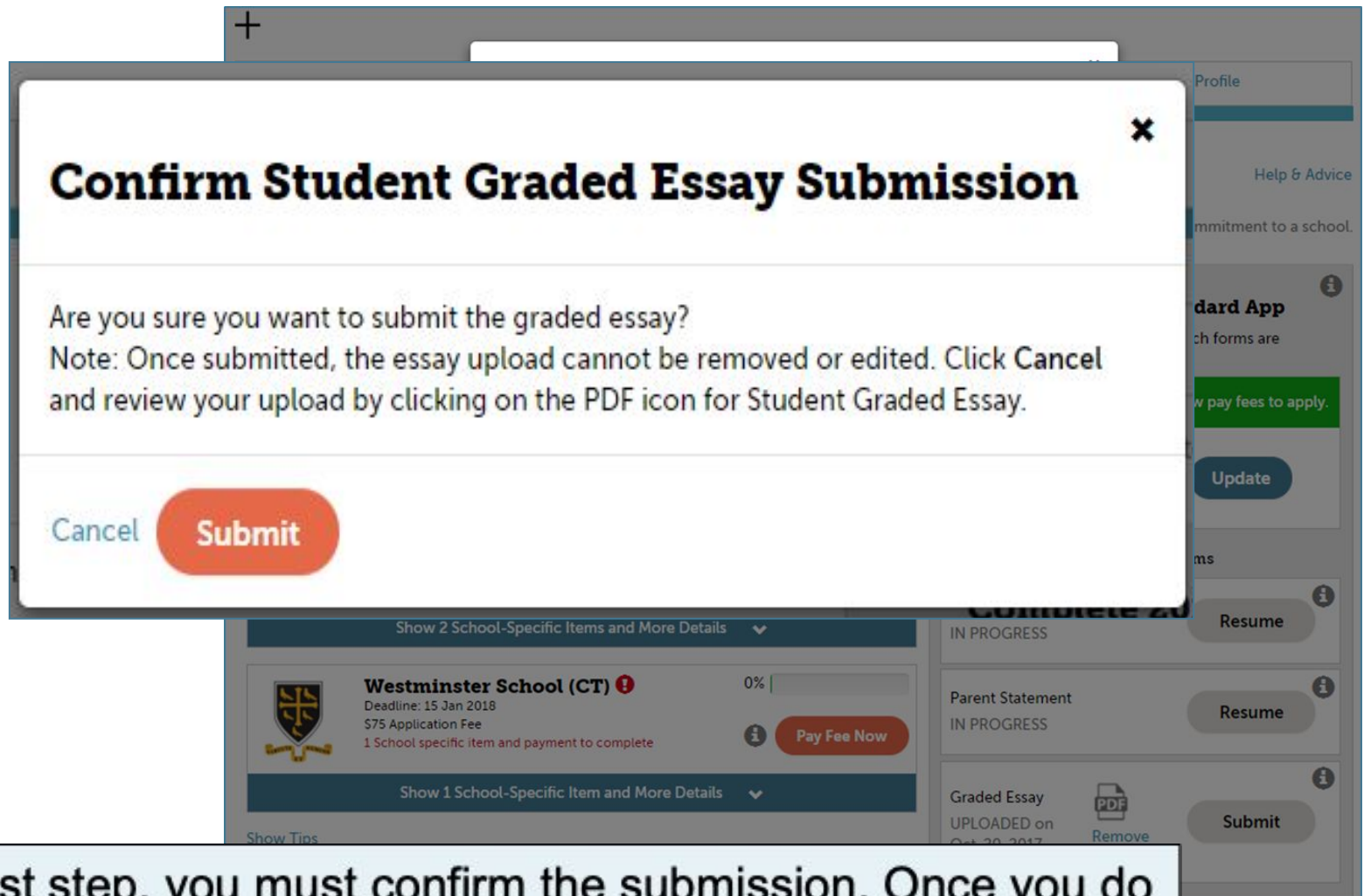


Remove

Submit

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 Submission




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.

# Graded Essay Submitted

Student's Applications Search by Name to Add School Help & Advice

2019 Tip: We recommend paying the fee early to show commitment to a school.


Working with a placement counselor or educational consultant? Add an Advisor

**The Lawton Academy (Sample School)** 25% 

**The SSAT** Deadline: 11 Dec 2018  
\$55 Application Fee  
⚠ To complete this application, please pay application fee, and submit 2 more items.

[Pay Fee Now](#)

[Show 2 School-Specific Items and More Details](#)

**Westtown School** 73% 

**WESTTOWN** Deadline: 15 Jan 2019  
\$50 Application Fee

[Show 1 School-Specific Item and More Details](#)

**2019 Standard Application Forms**


Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% [Update](#)



**COMPLETE PARENT AND STUDENT FORMS**  
The same forms will go to ALL schools that require them.



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.

 Deadline: 15 Jan 2019  
\$50 Application Fee  
✓ Application Completed and Submitted  
✓ Application Fee Paid Oct-17-2018

[Show 1 School-Specific Item and More Details](#)

[Show Tips](#)

Parent Statement  
SUBMITTED on Oct-17-2018  

Graded Essay  
SUBMITTED on Oct-18-2018  



# Requesting Recommendations & Transcripts



2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?



[Add an Advisor](#)



### Solebury School

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please submit 8 more items.

20%



✓ Application Fee Paid

Oct-17-2018

### School-Specific Details

Items highlighted in yellow are required for this school

#### Optional: Get Updates and Information from Solebury School

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

☐ Share Student's basic profile information and receive updates and important information from Solebury School

#### Application & Special Instructions

[School Instructions](#)

Standard Deadline:	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment Contracts Due by:	10 Apr 2018
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#### School Supplement Forms

Solebury School Supplement Form\_7390

▲ NOT STARTED

Start

#### SSAT Score

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

### 2019 Standard Application Forms

Items highlighted in yellow are required for the school that is currently expanded.

Student Profile

SUBMITTED on Oct-17-2018



#### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays

▲ IN PROGRESS

Resume

Parent Statement

SUBMITTED on Oct-17-2018



#### REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics Recommendation

▲ NOT STARTED

Request

English Recommendation

▲ NOT STARTED

Request

Principal/Guidance Counselor Recommendation

Request

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."

#### Interview

An Interview is mandatory for grade 9 incoming students.

Note: To schedule or track an interview, please contact the school directly, as this is not included in the SAO. Click [Learn More](#) (if shown here) or contact the school for the school-specific interview scheduling process.

#### Need-based Assistance

Deadline: 01 Feb 2018

Note: To submit or track a financial aid application, please contact the school directly, as this is not included in the SAO. Click [Learn More](#) (if shown here) or contact the school for the school-specific financial aid application process.

# Teacher Recommendation Request

Working with a placement coun...

**Solebury School**  
Deadline: 15 Jan 2018  
\$50 Application Fee  
▲ To complete more items.

**School-Specific Details**

Optional: Get Updates and...  
See an example of information...  
Enrollment Management Assoc...  
information with Solebury Sch...

☐ Share Student's basic prof...  
information from Solebury

**Application & Special Instr...**  
Standard Deadline: 15 Jan 2018

**School Supplement Forms**  
Solebury School Supplement...  
▲ NOT STARTED

**Request an English Recommendation**

A standard recommendation form requesting information about the student's English language knowledge, skills, and personal development to be completed by a current English teacher at the current school. **IMPORTANT: This recommendation will be delivered to ALL schools that require English Recommendation as part their SAO application. Please do not write school-specific responses/recommendation.**

Recommender's First Name  
Example

Recommender's Last Name  
EnglishTeacher

Recommender's Email Address  
kcampbell@enrollment.org

☒ I acknowledge that the English Recommendation provided by my teacher is confidential. I waive my right to view, read and question the recommendation provided.

[Cancel](#) [Send Request](#)

**Application Forms**  
... are required for the school  
...  
2018

**STUDENT FORMS**  
... ALL schools that require them.  
... responses for schools.  
Resume

**OTHERS**  
... ons will go to ALL schools that  
... ders should not personalize for  
Request

**Official School Reports/Transcript Form Release**  
▲ NOT STARTED  
Sign Release

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."**




# Monitor Recommendation Status

Student's Applications  [Help & Advice](#)

2019 Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? [Add an Advisor](#)



**Solebury School**  
Deadline: 15 Jan 2018  
\$50 Application Fee  
Application Fee Paid  
Oct-17-2018  
20%  
To complete this application, please submit 8 more items.

Show 1 School-Specific Item and More Details

Hide Tips

- 1 Search and Add
- 2 Complete your
- 3 Fill Out Forms &
- 4 Track Your

### 2019 Standard Application Forms

Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% [Update](#)

#### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

[Resume](#)

[Request](#)

[Resend](#)

- 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.

English Recommendation  
REQUEST ACCEPTED by  
Example EnglishTeacher on  
Oct-17-2018

## Student's Applications

Search by Name to Add School

[Help & Advice](#)

2019

Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant?

[Add an Advisor](#)**Solebury School**

Deadline: 15 Jan 2018

\$50 Application Fee

▲ To complete this application, please submit 7 more items.

30%



✓ Application Fee Paid

Oct-17-2018

**School-Specific Details**

Items highlighted in yellow are required for this school

**Optional: Get Updates and Information from Solebury School**

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

☐ Share Student's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions**[School Instructions](#)

Standard	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment	10 Apr 2018
Deadline:				Contracts	
				Due by:	

**School Supplement Forms**

Solebury School Supplement Form\_7390

▲ NOT STARTED

[Start](#)**SSAT Score**

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

**The Character Skills Snapshot Results**

Please submit the student's Snapshot results through "The Snapshot" section on your student online portal. Student Login will be required to take The Snapshot.

**2019 Standard Application Forms**

Items highlighted in yellow are required for the school that is currently expanded.

**Student Profile**

SUBMITTED on Oct-17-2018

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

**Student Essays**

▲ IN PROGRESS

[Resume](#)**Parent Statement**

SUBMITTED on Oct-17-2018

**REQUEST FORMS FROM OTHERS**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

**Mathematics**

Recommendation

▲ NOT STARTED

[Request](#)**English Recommendation**SUBMITTED on Oct-17-2018  
by Example EnglishTeacher**Principal/Guidance**

Counselor

Recommendation

▲ NOT STARTED

[Request](#)**Optional: Get Updates and Information from Solebury School**

See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)

☐ Share Student's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions**[School Instructions](#)

Standard	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment	10 Apr 2018
Deadline:				Contracts	
				Due by:	

**School Supplement Forms**

Solebury School Supplement Form\_7390

▲ NOT STARTED

[Start](#)**SSAT Score**

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

**The Character Skills Snapshot Results**

Please submit the student's Snapshot results through "The Snapshot" section on your student online portal. Student Login will be required to take The Snapshot.

\* Optional for this school

**Interview**[Learn More](#)

An Interview is mandatory for grade 9 incoming students.

Note: To schedule or track an interview, please contact the school directly, as this is not included in the SAO. Click [Learn More](#) (if shown here) or contact the school for the school-specific interview scheduling process.

**COMPLETE PARENT AND STUDENT FORMS**

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

**Student Essays**

▲ IN PROGRESS

[Resume](#)**Parent Statement**

SUBMITTED on Oct-17-2018

**REQUEST FORMS FROM OTHERS**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

**Mathematics**

Recommendation

▲ NOT STARTED

[Request](#)**English Recommendation**SUBMITTED on Oct-17-2018  
by Example EnglishTeacher**Principal/Guidance**

Counselor

Recommendation

▲ NOT STARTED

[Request](#)

Official School Reports/  
Transcript Form Release

▲ NOT STARTED

[Sign Release](#)

To request official school reports  
or transcripts,  
select "Sign Release."

COMPLETE PARENT AND STUDENT FORMS

**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.**

[Cancel](#) **Sign Release**

**Need-based Assistance** [Learn More](#)

Deadline: 01 Feb 2019



COMPLETE PARENT AND STUDENT FORMS

### Request School Reports & Transcripts

This standard section is used to collect official transcripts and school reports from guidance counselors or school administrators at the applicants' current school and/or previous schools attended (if any). Most schools require 2 full years of transcripts as well as the most updated grades for the current year. You can request reports for all years from one administrator, or select individual administrators for specific years. **IMPORTANT:** The reports and transcripts will be delivered to ALL schools that require it as part of their SAO application.

#### Send Request for Reports and Transcripts

If you need to request from multiple people/places then you will be prompted to fill out a request after this one is sent for other years not checked below.

☐ 2018-19 (to date) Official School Report and Transcript

Tip: Request for the current year report after the first marking period

☒ 2017-18 Official School Report and Transcript

☒ 2016-17 Official School Report and Transcript

First Name of School Official who will supply Reports/Transcripts

Example

Last Name of School Official who will supply Reports/Transcripts

SchoolOfficial

Email Address of School Official who will supply Reports/Transcripts

exampleschoolofficial@school.com

☐ I acknowledge that school reports and transcripts provided are for informational purposes only and do not constitute an endorsement or support of the reports and transcripts.

Cancel Send Request

Deadline: 01 Feb 2018

2017-18 Official School

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.

# Official School Reports/Transcripts

Deadline:

Contracts Due by:

**School Supplement Forms**

Solebury School Supplement Form\_7390

▲ NOT STARTED

Start

**SSAT Score**

You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".

\* Optional for this school

**The Character Skills Snapshot Results**

Please submit the student's Snapshot results through "The Snapshot" section on your student online portal. Student Login will be required to take The Snapshot.

\* Optional for this school

**Interview**

An Interview is mandatory for grade 9 incoming

Learn More

**REQUEST FORMS FROM OTHERS**

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics Recommendation

▲ NOT STARTED

Request

English Recommendation

SUBMITTED on Oct-17-2018 by Example EnglishTeacher

Principal/Guidance Counselor Recommendation

▲ NOT STARTED

Request

Official School Reports/ Transcript Form Release

WAIVER SIGNED by Mom Example on Oct-17-2018

2018-19 (to date) Official School Report and Transcript

▲ NOT STARTED

Request

2017-18 Official School Report and Transcript

▲ REQUEST SENT to Example SchoolOfficial on Oct-17-2018

Resend

2016-17 Official School Report and Transcript

▲ REQUEST SENT to Example SchoolOfficial on Oct-17-2018

Resend

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

Student's Applications Search by Name to Add School Help & Advice

2019 Tip: We recommend paying the fee early to show commitment to a school.

Working with a placement counselor or educational consultant? Add an Advisor

**Solebury School**  
Deadline: 15 Jan 2018  
\$50 Application Fee  
✓ Application Completed and Submitted  
✓ Application Fee Paid Oct-17-2018

100% 100%

**School-Specific Details** Items highlighted in yellow are required for this school

**Optional: Get Updates and Information from Solebury School**  
See an example of information shared. By clicking the box below, you are authorizing The Enrollment Management Association (EMA) to share Student Example's basic profile information with Solebury School. [Read More](#)  
☐ Share Student's basic profile information and receive updates and important information from Solebury School

**Application & Special Instructions** School Instructions

Standard	15 Jan 2018	Decisions:	10 Mar 2018	Enrollment	10 Apr 2018
Deadline:				Contracts	
				Due by:	

**School Supplement Forms**

Solebury School Supplement Form...7390  
SUBMITTED on Oct-17-2018

**SSAT Score**  
You can designate a school as a score recipient through the "Check Scores" workstation on your student online portal. You can also register your student for a SSAT through "My Tests".  
\* Optional for this school.

**The Character Skills Snapshot Results**  
Please submit the student's Snapshot results through "The Snapshot" section on your

**2019 Standard Application Forms** Items highlighted in yellow are required for the school that is currently extended.

**Student Profile**  
SUBMITTED on Oct-17-2018

**COMPLETE PARENT AND STUDENT FORMS**  
The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

**Student Essays**  
SUBMITTED on Oct-17-2018

**Parent Statement**  
SUBMITTED on Oct-17-2018

**REQUEST FORMS FROM OTHERS**  
The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

**Mathematics Recommendation**  
SUBMITTED on Oct-17-2018  
by Math Example

**English Recommendation**  
SUBMITTED on Oct-17-2018  
by Example EnglishTeacher

**Principal/Guidance Counselor Recommendation**  
SUBMITTED on Oct-17-2018

- 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.

21 Oct 2018	1PM - 4PM	Open House
01 Nov 2018	7:30PM - 9:30PM	Open Night of Fall Theater Production
19 Oct 2018	6PM - 9:30PM	Soccer Under the Lights- A Solebury Tradition
22 Oct 2018	8:30AM - 3:30PM	First Day of STEM Week

Oct-17-2018

2016-17 Official School Report and Transcript  
REQUEST COMPLETED by Kate Auger-Campbell on Oct-17-2018





# Monitor the Status of your Applications

Working with a placement counselor or educational consultant? [Add an Advisor](#)

### 2019 Standard Application Forms

Expand a school to see which forms are required for that school.

← Profile is complete! You can now pay fees to apply.

Student Profile 100% [Update](#)

#### COMPLETE PARENT AND STUDENT FORMS

The same forms will go to ALL schools that require them. Do not personalize your responses for schools.

Student Essays [SUBMITTED on Oct-17-2018](#)

Parent Statement [SUBMITTED on Oct-17-2018](#)

Graded Essay [SUBMITTED on Oct-18-2018](#)

#### REQUEST FORMS FROM OTHERS

The same recommendations will go to ALL schools that require them. Recommenders should not personalize for schools.

Mathematics Recommendation [SUBMITTED on Oct-17-2018 by Math Example](#)

English Recommendation [SUBMITTED on Oct-17-2018 by Example EnglishTeacher](#)

Principal/Guidance Counselor Recommendation [SUBMITTED on Oct-17-2018 by Example Principal](#)

2016-17 Official School Report and Transcript [REQUEST COMPLETED by Kate Auger-Campbell on Oct-17-2018](#)

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**The Lawton Academy (Sample School)** 25% [Pay Fee Now](#)

Deadline: 11 Dec 2018  
\$55 Application Fee  
▲ To complete this application, please pay application fee, and submit 2 more items.

Show 2 School-Specific Items and More Details

---

**Westtown School** 73% [Pay Fee Now](#)

Deadline: 15 Jan 2019  
\$50 Application Fee  
▲ To complete this application, please pay application fee, and submit 2 more items.

Show 2 School-Specific Items and More Details

---

**Solebury School** 100% [Application Fee Paid](#)

Deadline: 15 Jan 2018  
\$50 Application Fee  
✓ Application Completed and Submitted Oct-17-2018

Show 1 School-Specific Item and More Details

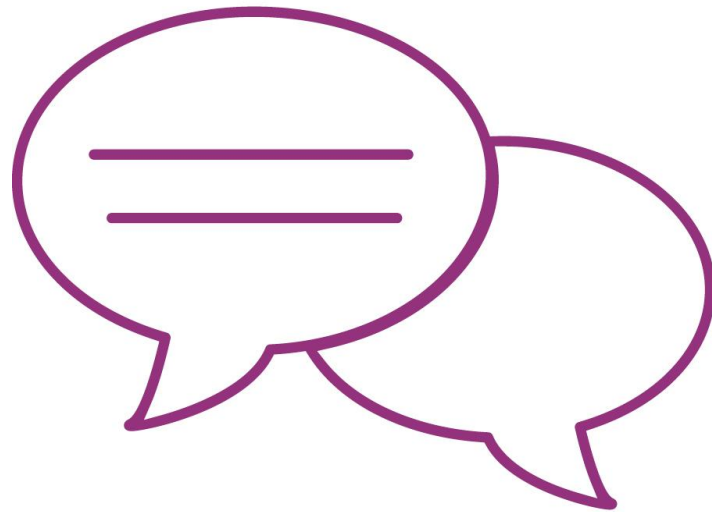
Show Tips

- 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](http://www.ssat.org)



**Call:** 609-683-4440

**Email:** [apply@ssat.org](mailto:apply@ssat.org)

**Live Chat:** [ssat.org](http://ssat.org)