

SAT APPLICATION INSTRUCTIONS

1. Read the entire registration bulletin. The following instructions are for the registration form in the envelope enclosed in the registration bulletin. If you prefer, you can register online at www.collegeboard.com. A credit card is required for this method. You should receive e-mail confirmation and be able to print out your admission ticket with this method. If you do not receive confirmation of your registration, see guidance immediately.
2. Items 1-4: Enter information (Name, date of birth, sex, SS#) in the blocks and blacken the corresponding ovals beneath the blocks.
3. Item 5: School code is 300040. Blacken boxes and ovals.
4. Item 6-7: For seniors, blacken 12th grade oval. Juniors blacken 11th grade. Graduation date for seniors is June of 04, for juniors it is June of 05.
5. Item 8: If you blacken the oval for **Yes**, you should complete item 12.
6. Item 9: Blacken the oval for SAT I and the appropriate date. If you are taking the SAT II, consult guidance. Berlin High conducts SAT testing in October, November and June only. It does not conduct testing in December, January, March or May. The SAT Registration bulletin is in error.
7. Item 10: Test center code for Berlin High is 30-105. Do not enter a second choice
8. Item 11a: Starting on page 32 of the bulletin, every college has a 4 digit code. Enter up to 4 colleges. Each additional college (Item 11b) will cost \$6.50 each.
9. Item 12: (Optional) Fill in as well as you can. If you blackened **No** on item 8, you do not have to fill this section in. Estimate GPA and Class Rank on numbers 7-8.
10. Item 13: Boxes & ovals for telephone number. Include area code.
11. Item 14: Print required information.
12. Item 15: **IN CURSIVE**, copy the printed statement and sign your name.
13. Item 16: Boxes and ovals, fill in your complete address. Omit item 17 if you live in the USA.
14. Item 18: Fill in only if using a credit card.
15. Item 19: Fill in only if taking the SAT II. If you are taking the SAT II, consult guidance.
16. Item 20: Blacken oval for SAT I and write in amount, (\$28.50). If you are registering late or are requesting other services, consult guidance. Where the words **TOTAL** are printed, enter \$28.50 and blacken the ovals.
17. If paying by check or money order, make payment to **SAT Program**. Enclose the check and application in the envelope from which you took the application. On the front of the envelope, attach the sticker with the appropriate date. Check the box on the envelope front with the appropriate date. Print your return address on the back of the envelope. Envelope must be postmarked on or before the deadline date given in the registration bulletin. Do not bring money or return the completed form to the guidance office. This will only delay your registration. Mail it directly.
18. Standby testing- Consult page 3 of your registration booklet. Changing Test Center, Date or Test – Consult page 4. See guidance if you have any questions.