

Using the Standard Application Online (SAO) (SSAT Common App) Checklist



- Create/Log into portal.ssat.org/Account/LogOn
- Select “My Applications” tab
- Click to complete biographic information
- Add at least 1 school where sending an application
- Pay for that application online – this will activate the Application Workstation
- *Designate Advisor* as Carroll School**
Note: this is in addition to designating Carroll as a score recipient and advisor for the SSAT
- Work on application components
 - student essays,
 - parent evaluation
 - school supplement form, if needed
- DO NOT** assign any teacher recommendations or Academic Record form in the SAO
- Add additional schools if desired
- Monitor status of your applications

Questions – Contact SSAT at:

www.ssat.org

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