How to Create your Student Profile
Step 1: Main Homepage

What would you like to do?

- View My Tests
- Practice for SSAT
- Check Scores
- Apply to Schools
- Send an Inquiry
- Edit Profile

Click either option to get started!
Step 2: Build your Profile

- Student Information *
- School Information *
- Interest and Achievements
- Multimedia Links
- Parent or Guardian Information *
- Address & Status *
- Siblings

Only completed mandatory sections will show on the completion bar.

Black text indicates the section you’re working on.

* Indicates mandatory fields.
Step 3: Fill in your Student Information

**Student Information**

- First Name*, Middle Name*, Last Name*
- Student Username*
- Preferred Nickname*
- Current Grade*
- Day School, Boarding School
- Date of Birth*, Gender*, Ethnicity*
- Native Language*

**Student Contact Information**

- Student Email Address
- Student Phone Number
- Does your child attend a boarding school? *Yes* / *No*
- Boarding School Name*, Boarding School Address Line 1*, Boarding School Address Line 2
- Country*, City*, State*, Zip Code*

**Citizenship Information**

- Will the student require a Visa to attend the school? *Yes* / *No*
- How does the student’s name appear on their passport? Given Name*, Family Name*

* Indicates mandatory fields
Step 4: Fill in Your School Information

* Indicates mandatory fields
Step 4: School Information

Student's Profile

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

School #1 This is my current school

Independent School Connection
Optional: Please list relatives and close friends who are or have attended independent schools, if any. Schools like to know if members of your family, especially siblings, attended or are currently attending their school or an independent school.

Independent School Connection #1

<table>
<thead>
<tr>
<th>Full Name*</th>
<th>Relationship to Student*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If "Independent School Connection" is added, all fields are mandatory
Step 5: Interests and Achievements

Interest and Activities
Optional: Tell schools about your extracurricular interests and activities.

Interest or activity
- Interest Category
  - Required
- Activity
  - Required
- Other
- Yrs of Exp
  - Required
- Hours/Week
  - Required
- Level of involvement
  - Required
- Positions Held
  - Required
- Do you plan to continue?
  - Required

Academics or Personal Achievements
Optional: Write or upload a brief description of any academic or personal achievements.

Academics or Personal Achievement #1
- Name Achievement
  - Required
- Upload a document

If either section is added, all fields are mandatory.

Not Mandatory
Step 6: Multimedia Links

Student's Profile

Multimedia Links
Optional: Please provide 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.

Multimedia Link
Name Multimedia Link*
Required
Paste Link * (http://...)
Required
Brief Description*
Required

Add a multimedia link

Not Mandatory

If “Multimedia Links” are added, all fields are mandatory.
Step 7: Parent or Guardian Information

* Indicates mandatory fields

You can add multiple parents here:

Add a parent/guardian
Step 8: Address & Status

You can “Send Bills” to any or all addresses.

You can “Send Admission Materials” to any or all addresses.

You/your child can “Live at” only one address.

It is mandatory to list relationships between all parents/guardians.
## Step 9: Siblings

**Student's Profile**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siblings</td>
<td>Optional: Please provide names, ages, and grade in school if applicable for each sibling.</td>
</tr>
<tr>
<td>First Name*</td>
<td>Required</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td>Required</td>
</tr>
<tr>
<td>Date of Birth*</td>
<td>Required</td>
</tr>
<tr>
<td>Gender*</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>Required</td>
</tr>
<tr>
<td>Grade in School*</td>
<td>Required</td>
</tr>
<tr>
<td>Current School*</td>
<td>Required</td>
</tr>
<tr>
<td>Relationship to student</td>
<td>Required</td>
</tr>
</tbody>
</table>

If "Siblings" are added, all fields are mandatory.
Step 10: Submission

Submit and pay for your application per school once you see this.
Step 11: Completion

Complete payment and submit your application at checkout.
✓ Every time you submit an application to a school, we will provide you with a screenshot of your submission.

✓ You can always edit your student profile for future submissions to schools. Previous submissions will not be affected by updates.