

Guide to SSAT Web Application Portal

This brief guide is designed to help you and your child complete the required SSAT application portal online!

Please be sure to include all necessary information to the best of your ability. We would be happy to help you review and revise your work in a consultation meeting, but those meetings are most productive if you have already input the majority of your information.

Refer to this step-by-step guide for assistance. Once you have completed the steps listed below, please email Mrs. Ahn at annah@mekreview.com to set up a consultation meeting to review and revise.

Good luck!

Step 1: Creating an Account

Go to www.enrollment.org/ssat and click on the **Log In** tab in the upper right corner of the web page.

-Under the **Create an Account** panel in the new web window, click on **Sign up for a Parent/Guardian and Student Account**.

-Fill out all required fields and click the check box under “Terms and Conditions.” Double-check your information, including the new username and password, and hit the orange **Register** button.

Step 2: Add Schools to “Apply” Tab on the SSAT Application Portal

Make sure **Fall 2018** is selected in the upper left corner of the **Apply** tab—this will be when your child enters the 9th grade.

-Enter the name of each school your child will apply to in the field labeled **Search for School by name or location**. If the school accepts the Standard Application Online (SAO), select your child’s current grade (8).

-Your SAO Dashboard should display the names and information of all the schools to which your child will apply.

Step 3: Fill Out the “Inquire” Tab

The **Inquire** tab gives your child’s schools of interest important information, such as home address, phone number, and parent email. Click on the **Inquire** tab. To add an inquiry, hit **Submit New Inquiry to School** above the orange banner.

-Search for the **School Code** by typing the school name in the search field.

-Once you click on the correct school, help your child fill out his or her **Interests** (check boxes), **Student Information**, **Home Mailing Address**, **Application Information**, and **Parent Information** sections.



Filling out the Inquire tab gives you access to valuable admissions information, such as important dates, reminders, and interview schedules. Completing this section is very important.

Step 4: Fill Out the Student Profile

Click on the **Profile** tab (to the right of the Inquire tab). The heading should say “**Manage Your Profile.**”

-First, verify the **Student Information** that you provided when you first created your account. Make sure to fill out all required fields, including **Student Contact Information** and **Citizenship Information**.

-Once you complete the **Student Information** tab, navigate to the **School Information** tab. Fill out all required fields about your child’s current middle school.

-Next, move on to **Interests and Achievements**. Each achievement should feature the Title, Years of Experience, Hours per Week, and a brief description about what your child accomplished. The ultimate goal is to allow admissions officers to get to know your child better!

Tips for Creating an Activity List (Students)

In order to help schools learn a little bit about you, you must tell them how you spend your free time after school, on the weekends, and during the summer. You can include everything you have been doing and are continuing to do this year, such as sports, clubs, activities, orchestras, bands, church/temple activities, summer trips, and more! **Try not to exceed 100 words for each interest or achievement.**

You must **be descriptive** if you want your activity list, or **Interests and Achievements** section on the SAO, to be effective. Remember to be truthful about your activities! Let the real you shine.

-Some students choose to write a narrative description (full sentences in paragraph form), while others use bulleted lists. Both versions are acceptable—just remember to give a brief summary of what the club or organization does (unless it’s obvious in the title!)

-Remember to focus on what you **did** rather than include general comments about the organization.

-Be as **specific** as possible (i.e. “In 2015, our team placed 1st in the New World International Robotics Competition”).

-Emphasize any specific awards/recognitions that were meaningful to your achievement.

Activity List Examples

Below are two effective activity list examples. Choose whichever format you think will showcase your talents, interests, and accomplishments best!

BULLETED

Nike Tennis Camp, Lawrenceville, NJ

(Summer 2015)

Month-long, full-day tennis camp for beginner to advanced players

-Placed in advanced group consisting of higher-level students

-Completed intensive daily training; afternoon devoted to fitness and practicing games

-In weekly Davis Cup Tournaments, placed 1st in two out of four tournaments



-Placed 3rd and 4th in one tournament each

NARRATIVE

Activity Name: International Thespian Society

Years of Experience: 3

Level of Involvement: Honor Bar Recipient

Position Held: President

Hours Per Week: 20-25

The International Thespian Society is an internationally renowned organization of actors and technicians that holds yearly competitions to judge individual and ensemble performance. As president of the society, my responsibilities include organizing educational workshops, supervising fund-raising activities, representing our troupe in all district and state affairs, conducting weekly meetings, and encouraging members to participate actively in the theater.

No matter the format you choose, remember to make your descriptions clear, concise, and specific. You must fill out all required fields about your activity, including your hours, position, level of involvement, etc. **Please complete all Interests and Achievements items as much as you can. We would be happy to review/revise your work during our meeting to help you submit your best application. You have to start somewhere!**

Step 5: Optional Multimedia Links Tab (Students)

If you have a portfolio, video, website, blog, our YouTube channel that further showcases your interests and accomplishments, include it in the **Multimedia Links** tab.

Step 6: Fill Out the Parent or Guardian Information Tab + Sibling Information Tab

While the student is the applicant, schools want to know a little bit about the parents, too! You must fill out all required information fields including **Native Language, Highest Degree Obtained, College Attended, and Secondary (High) School**. You must enter this information for BOTH parents or guardians.

Move on to the **Siblings** tab to provide additional family information.

Step 7: Complete Parent Statements (MUST be written by parent or guardian!)

Parent Statements help schools learn about your child from a parental perspective. After all, you know your child best! Please answer all statement questions honestly. Write your responses to the best of your ability. If you need help writing or editing your responses, we can review your work during our meeting as well.

*This section contains **4 writing prompts and student character skill descriptors**.

-First, navigate back to the main **Apply** tab at the top of the SSAT web page. On the right-hand side, click **Start** next to **Parent Statement**.

-Complete the **Student Characteristics** section first based on your understanding of your child's skills.



-Next, move on to the four required writing questions. **Do not exceed 250 words for each question. Remember to proofread!**

-Finally, check the box at the bottom of this section indicating that you are indeed your child's guardian.

Step 8: Choose Your Recommenders and Invite Them to Submit Their Letters Through the SSAT Application Portal

You must also remember to invite your child's recommenders (teachers who will write letters of recommendation) to submit their letters through the application portal. You must send requests for Math, English, and Guidance teachers/counselors in the **Apply** tab under "**Send Requests for These Forms.**" (This section is located just below the Parent Statement section.)

*YOU CANNOT SUBMIT LETTERS OF RECOMMENDATION FOR THE TEACHERS! They must do it through the SSAT system.

Student Essay:

Two highly important parts of the application are the student essay and the interview.

The essay and interview portions are the most important elements to showcase each student's character, maturity, and readiness for a challenging and rewarding high school experience. MEK's essay coaches will help your child brainstorm to write a strong application essay, and our interview coach will help him or her prepare with confidence for a successful interview. Outside of our application meeting, MEK will also schedule additional meetings with essay and interview coaches.

Students must answer 4 short response questions and write 1 main application essay.

- The first four responses **should not exceed 250 words.** (review essay questions on the application portal)
- The final essay, which will be written at MEK, **should not exceed 500 words.**

The main/final essay prompt choices are listed below. Students must review these prompts before coming to their application meetings. They are required to respond to ONE of the following prompts.

Final Essay Prompts: (choose ONE of the following)

-Describe a person you admire or who has influenced you a great deal.

-If you could spend the day with any two people—real or fictional, living or not, famous or not—who would they be? Why would you choose them? How would you spend your day and what topics would you hope to talk about?

-Explain the impact of an event or activity that has created a change in your life or in your way of thinking.



-You have found a time machine and traveled 40 years into the future where you are able to meet and interview your future self. What did you do in the years following high school? Where do you find yourself living in the future and what is your life like?

-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.

