HOW TO FILL THE SAT (WITH ESSAY) REGISTRATION FORM
2018 - 2019

- Go through the whole form carefully at least once before you start filling it.
- Use a black pen or a blue pen.
- DO NOT use a lead pencil.
- YOU MUST ANSWER ONLY THE QUESTIONS SPECIFIED IN THIS GUIDE.
- Please make sure that you write in CAPITAL LETTERS in understandable, neat handwriting.

There are 25 questions in your SAT form. Let’s fill them one by one.

Q1. Write your full name, EXACTLY the way it appears on your passport. You will use exactly the same name in your SAT exam. Do not use different spellings for your name as this may result in disqualification from SAT registration.

- For example if a student’s fist name is Shahid, write down ‘SHAHID’ in the First Name field.
- If a student’s first name is Samiullah and he has no Last Name, please complete question 1 as, Last Name – NO NAME, First/ Given Name – SAMIULLAH.
- Students can enter up to 20 letters for their first/ given name and up to 35 characters for their last name. If a student’s last name is more than 35 characters, the student should enter as much of their name as possible. If your name is longer than the characters allowed please DO NOT make extra boxes on the form.

Write your last name first, then your first name. If you have two last names, leave a space in between (e.g NAZEER AHMAD).

The Middle Initial (M.I) is optional, only fill it out if your passport contains a M.I as well.

Q2. Enter 000004 and fill in the ovals according to this number. This is the College Board High School Code.
Q3. Fill in one respective oval

Q4. “Grade” simply means “class”. Fill in the oval next to “12th grade or higher”.

Q5. Date of Birth Format is: Month – Day – Year. Write your date of birth as per this format. Then fill in the ovals – and be careful to fill them in properly. Below is an example:

- In the first column, fill in the respective oval for the month of your birth
- In the second column, if you were born on the 12th, fill “1” in the first box, and “2” in the second box. If you were born on the 3rd, fill in ‘0’ in the first box and ‘3’ in the second box
- In the third column, if you were born in 2001, fill ‘2’ in the first box ‘0’ in the second box, and ‘0’ and ‘1’ in the third and fourth box accordingly.
Q6. Place your photograph in the box given on the form.

- Photograph size should be the same as specified on the form which is 2 inches in length x 2 inches in width. DO NOT use a passport size photograph.
- Write your name, date of birth and 000004 on the back of the photograph.
- Then tape the photo to the form with transparent Scotch tape on all 4 edges of the photo. DO NOT staple or glue the picture to the form.

Q7 & Q8 Simply ignore these two questions. DO NOT fill or mark any field.

Q9. This question requires your postal address. Try and provide a complete address so that you may be able to receive a paper admissions ticket (i.e. test card) through post. Let’s fill out the fields one by one.

a) Fill in the oval next to “International”.

b) In place of country code please write 445. This is the country code assigned to Pakistan by College Board.

c) **Line 1:** Write the name and number of your house number/ Mohallah (whichever applies)
**Line 2:** P.O.Box number/ Chak number/ Street number (whichever applies)
**Line 3:** Your district (if different from your city), or more details on your address
**Line 4:** Your city. In the ‘State’ box please write PK
**Line 5:** Your province.
**Line 6:** Your postal code if you have one, otherwise you can leave it blank and then your phone number. If you choose to provide a landline number remember to begin with city code (eg. 42).
Q10. You **MUST** fill in your email address as shown. Please make sure you remember the password of this email address as all future correspondence from College Board, including your SAT Admission Ticket will arrive on this email address. You must print your Admission Ticket and bring it to the test center on test day. Without the Admission Ticket you will not be allowed to take the test.

Also circle the oval below so that you can receive a paper ticket in case you face trouble accessing your ticket online.

Q11, Q12 & Q13. Ignore these questions. Do not fill any portion.

Q14. Read the statement given below and then sign above the line. Remember, your signature **MUST** be your proper signature that you use on official documents.

Q15, Q16, Q17, Q18 & Q19. Ignore these questions. Do not fill any portion. NOP Centre staff will fill relevant information.
<table>
<thead>
<tr>
<th>Test Center Name</th>
<th>Test Center Address</th>
<th>City</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISLAMABAD EMBASSY LODGE</td>
<td>Club Road Near Rawal Lake, Islamabad</td>
<td>Islamabad</td>
<td>74731</td>
</tr>
<tr>
<td>BEACONHOUSE MARGALLA CAMPUS</td>
<td>Pitras Bokhari Road, Islamabad</td>
<td>Islamabad</td>
<td>74732</td>
</tr>
<tr>
<td>PAKTURK INTL SCHOOL</td>
<td>Chakshehzad Campus, Islamabad</td>
<td>Islamabad</td>
<td>74729</td>
</tr>
<tr>
<td>PLANWEL</td>
<td>Plot A-1, Latifi Co-op, Housing Society, Karachi</td>
<td>Karachi</td>
<td>74743</td>
</tr>
<tr>
<td>REGENT PLAZA</td>
<td>Regent Plaza Hotel, Karachi</td>
<td>Karachi</td>
<td>74737</td>
</tr>
<tr>
<td>PEARL CONTINENTAL HOTEL</td>
<td>Club Road, Karachi</td>
<td>Karachi</td>
<td>74746</td>
</tr>
<tr>
<td>UNIVERSITY OF KARACHI</td>
<td>Main University Road, Karachi</td>
<td>Karachi</td>
<td>74739</td>
</tr>
<tr>
<td>LIBERTY CASTLE BANQUET HALL</td>
<td>79-D-1, Main Boulevard, Lahore</td>
<td>Lahore</td>
<td>74747</td>
</tr>
<tr>
<td>THE INTL SCHOOL OF CHOUEIFAT-LAHORE</td>
<td>662-G1 Abdul Haq Road, Lahore</td>
<td>Lahore</td>
<td>74759</td>
</tr>
<tr>
<td>SCARSDALE INTERNATIONAL SCHOOL</td>
<td>193 - BB Phase IV DHA, Lahore</td>
<td>Lahore</td>
<td>74760</td>
</tr>
</tbody>
</table>

On your form, there are five columns in each choice. Just fill in the right code for example if your code is 77771, fill in the oval marked “7” in the first column, the one marked “7” in the second column, and so on.

Q21a. Write **0513** in option 1. You may choose to write down the code of other universities in the remaining boxes if you wish
Leave 22b and 22c blank.
Q22, Q23, Q24 and Q25 are not required. Leave them blank. NOP Centre will fill required information.

IT IS IMPORTANT THAT AFTER FILLING THE FORM, MAKE A PHOTOCOPY OF IT AND KEEP IT FOR YOUR RECORD AND FUTURE USE.