HOW TO FILL THE SAT REGISTRATION FORM

- 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 ALL QUESTIONS WRITTEN IN RED.
- Except for Question 15, write in capital letters.

There are 26 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 test. For example, if your name begins with Muhammad, write out “Muhammad” in full, don’t just write “M”. Do not use different spellings for your name as this may result in disqualification from SAT-I registration. If a student only has one name, please enter ‘No Name’ in the Last Name Field.

- For example, if a student’s given name is Muhammad and he has no Last name, please complete section one as Last name – No Name, Given Name – Muhammad.
- Students can enter up to 20 letters for their 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.

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

Q2. Enter 000004 and fill in the ovals according to this number.
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.

- In the first column, if you were born in April, fill in the first box “0” and “4” in the second box. If you were born in October, fill “1” in the first box and “0” in the second box.
- In the second column, if you were born on the 17th, fill “1” in the first box, and “7” in the second box.
- In the third column, if you were born in the 19XX, fill “1” in the first box “9” in the second box, and whatever year you were born in, 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.
- Write your **name, date of birth** and **000004** (in place of your school code) on the back of the photograph.
- Then tape the photo to the form with Scotch tape. Do not staple the picture to the form.

Q7, Q8, Q9: Simply ignore these three questions. DO NOT fill or mark any field.

Q10. This question is further divided into three portions. Let’s fill them one by one.

a) Fill in the oval next to “International”.
b) Write your country code (445).
c) **Line 1**: Write the number or name of your street.  
**Line 2**: House number.  
**Line 3**: Your district.  
**Line 4**: City.  
**Line 5**: Province.  
**Line 6**: Your post code and then your home telephone number. Remember to begin with city code (eg. 042).
Q11. You **MUST** fill in your email address. Kindly use G-mail account address which you have created for LUMS in the lab session. You will receive a reminder through this email address to go online and print your Admission Ticket.

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.


Q15. They’ve given a statement that begins “I hereby agree…” and ends “…on this Registration Form”. You need to copy it out IN YOUR OWN HANDWRITING, and then sign it. Remember, your signature **MUST** be your proper signature that you use on official documents.

Q16, Q17, Q18, Q19, Q20. Ignore these questions. Do not fill any portion. NOP Centre staff will fill relevant information.
### Q21.

<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>Pitaras 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>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>
</tbody>
</table>

On your form, there are five columns in each choice. Just fill in the right code for example if your code is 74743, fill in the oval marked “7” in the first column, the one marked “4” in the second column, and so on.

### Q22a.
Write 0513 in option 1. Leave 22b and 22c blank.

### Q23, Q24, Q25 and Q26
are not required. Leave them blank. NOP Centre will fill required information.