HOW TO FILL THE SAT REGISTRATION FORM 2018

- 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 THE QUESTIONS SPECIFIED IN THIS GUIDE
- Please make sure that you write in CAPITAL LETTERS in understandable, neat handwriting.

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. Do not use different spellings for your name as this may result in disqualification from SAT with Essay 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 Shahid and he has no Last Name, please complete section one as Last Name – NO NAME, First/Given Name – SHAHID.
- 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. 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 SHAHID NAZEER AHMAD).

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

Q2. Enter 000004 in the boxes and fill in the ovals below 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. Below is an example:

- 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 1996, fill ‘1’in the first box ‘9 in the second box, and ‘9’ and ‘6’ 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 i.e. 2” x 2”
- 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 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 of the fields one by one.

a) Fill in the oval next to “International”.
b) In place of country code please write 445.
c) Line 1: Write the name and number of your street/colony/Mohallah # etc. (whichever applies)
   Line 2: House number/ P.O. Box Number/ Chak Number etc. (whichever applies)
   Line 3: Your district.
   Line 4: Your city. In the ‘State’ box please write PK
Q11. You **MUST** fill in your email address as. Kindly use the G-mail account address which you have created for LUMS in the lab session. If you do not have access to that account please provide another personal email. You will receive a reminder through this email address to go online and print your Admission Ticket. Please write the domain name (i.e. gmail.com/yahoo.com) after the ‘@’ sign.

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

Q16, Q17, Q18, Q19, Q20. Ignore these questions. Do not fill any portion.

Q21. This question requires you to fill out your test centre codes. You may choose test centres which are the nearest to you. So far the list of test centres provided by College Board includes the following:
<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 CONTINENTIAL 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>

Please note that your preferred test centre may **not** be allocated to you. However you will be informed which test centre has been allocated to you through College Board.

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.

Please be sure to double check your form in line with these instructions before sending it to us.