

# SAT Bulk Transmittal Form

For official use only. Do not write inside this box.

CUST ID:

Use this form to submit SAT<sup>®</sup> and SAT Subject Test registrations of individual test takers for whom you are coordinating payment. Don't send this form if you're submitting registrations with individual payments. Your use of this form is solely for transmitting such registrations as an intermediary and for the convenience of test takers. College Board is not providing services to your school nor is College Board acting as a school official under Family Educational Rights and Privacy Act (FERPA).

1. Fill in the information under "School and Contact Information." An email address is required so we can notify you when registrations have been received.
2. Select the "Test Date," (one per form), and enter the total number of registrations enclosed.
3. Indicate how you're submitting payment under "Method of Payment." Include late fees if you're submitting your order after the registration deadline (not available for international schools).
4. Complete "Tally of Tests and Fees" for the test taker registrations you'll be enclosing.

## IMPORTANT

- This form should be submitted by schools (transmitters) only.
- **Test Takers must fill in all fields that are marked "REQUIRED" on the SAT registration form following instructions in the *Student Registration Booklet*.** Incomplete registrations will be returned unprocessed to your institution.
- Submit only ONE PAYMENT with each bulk transmittal form on behalf of all students.
- **The school is responsible for all fees for services** indicated on each test taker's registration form. Remind test takers they may not order additional services unless the school (transmitter) is paying for them. **Please check each form carefully.**

## MAILING DIRECTIONS

Place this completed form (pages 1 and 2) on top of the registration forms. Don't insert the forms in the individual pre addressed envelopes or include registrations that aren't paid for by your institution. (Students using fee waivers or paying for their own registration should register separately.) Mail the forms together with this completed transmittal form to:

College Board SAT Program  
Attn: SAT Bulk Processing  
1084 South Laurel Road  
London, KY 40744

## SCHOOL AND CONTACT INFORMATION (Type or print)

Contact Name

School Name

School Address

City

State

Country

Zip/Postal Code

( )

Phone Number

Email Address

## TEST DATE

All registrations within the order must be for the same test administration:

- |  |   |
|--|---|
| <input type="checkbox"/> Aug. 29, 2020 | <input type="checkbox"/> March 13, 2021 |
| <input type="checkbox"/> Oct. 3, 2020  | <input type="checkbox"/> May 8, 2021    |
| <input type="checkbox"/> Nov. 7, 2020  | <input type="checkbox"/> June 5, 2021   |
| <input type="checkbox"/> Dec. 5, 2020  |   |

Number of Registrations Enclosed: \_\_\_\_\_

The SAT is offered internationally in August, September\*, October, December, March, and May. SAT Subject Tests™ are offered internationally in August, October, November, December, May, and June. Students are assigned to centers on a first-come, first-served basis.

\*Registration for SAT in September must be completed online or by phone. Paper registration is not an option for this test date for either domestic or international test takers.

Payment by credit card, check, money order, or purchase order must be supplied with this form. We'll return registrations unprocessed if no payment is provided.

College Board reserves the right to reject this transmittal from institutions that have an uncollected balance. In such cases, the associated registrations will be returned unprocessed, according to established College Board procedures.

**If paying with a purchase order, you must enclose the original purchase order with this transmittal.**

Turn Over &gt;&gt;

**METHOD OF PAYMENT** (Credit Card, Check, Money Order, or Purchase Order)

Submit one payment on behalf of all test takers. Multiple payments cannot be supported and will be returned. The school (transmitter), is the responsible party, and will receive any credits and/or debits related to this form. Test takers should leave field 23a (Credit Card Information) blank on their registration forms.

**If paying by credit card, complete the information below.**

Credit Card Type:

- American Express                       MasterCard  
 Discover/Diners Club                  Visa  
 JCB

\_\_\_\_\_/\_\_\_\_\_  
 Credit Card Number    Expiration Date

\_\_\_\_\_  
 Name of Cardholder

\_\_\_\_\_  
 Signature of Cardholder (required for credit card payments)

**If paying by check or money order, please follow instructions below:**

- One check or money order in U.S. dollars, drawn on a U.S. bank, made payable to College Board.

**Purchase Order:**

- Purchase order # \_\_\_\_\_.

The invoice will reference this PO number.

**TALLY OF TESTS AND FEES**

All services marked on registration forms will be processed and charged to the school (transmitter). If sufficient payment isn't included for all individual orders, including late fees, taxes, and regional fees, your entire transmittal will be returned unprocessed.

Test and Services	Quantity	Fee	Total
SAT with Essay (per test taker)	x	\$68.00	\$
SAT (per test taker)	x	\$52.00	\$
SAT Subject Tests Registration Fee (per test taker)	x	\$26.00	\$
– Nonlistening Subject Tests (per test)	x	\$22.00	\$
– Language Tests with Listening (per test)	x	\$26.00	\$
<b>Subtotal:</b>			<b>\$</b>
Additional Score Reports (per report ordered)	x	\$12.00	\$
Question-and-Answer Service (QAS)* (per report ordered)	x	\$18.00	\$
Student Answer Service (SAS)* (per report ordered)	x	\$13.50	\$
Late Registration Fee (per student)	x	\$30.00	\$
International Locations: A non-U.S. regional fee applies (per student) The regional assignments and fees are listed on page 67 in the <i>Student Registration Booklet</i> and at <a href="http://sat.org/international">sat.org/international</a> .	x	\$	\$
<b>Subtotal:</b>			<b>\$</b>
International Taxes (if any)**			\$
Additional Administrative Fee (if any)***			\$
<b>TOTAL:</b>			<b>\$</b>

\* Available dates for QAS and SAS are listed in field 22 on the registration form.  
 \*\* See page 15 of the *Student Registration Booklet*.  
 \*\*\* See page 5 of the *Student Registration Booklet*.