



## APPLICATION PROCEDURES

SANTA CATALINA SCHOOL  
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Dear Applicant,

Included in this folder are all the forms you will need to complete an application for admission to Santa Catalina School. Specific instructions for these forms and for other aspects of the admission process are outlined below. Please note that the Admission Committee will begin to review applications after the **February 1 deadline**, and the possibility of being admitted is far greater for those whose applications are complete at that time. Applications received by February 1 will receive notification of a decision in mid-March. Those received after February 1 will be reviewed and acted upon as soon as the candidate's file is complete and will be subject to space availability.

Please follow this checklist of steps to complete your file.

- 1. **Application for Admission** If you have not already completed and returned the Application for Admission, found online and also at the back of the school viewbook, please do so immediately.
- 2. **Application Fee** A \$75 (\$150 for students applying from outside the U.S.) non-refundable application fee and an optional recent photo of yourself should be returned with the Application for Admission.
- 3. **Applicant Questionnaire & Writing Sample** We ask that the applicant complete her own questionnaire. Be as neat and thorough as possible. Please answer the Writing Sample questions as directed on the form. Attach additional pages if necessary.
- 4. **School Report** You should give the School Report to your Head of School or Counselor and ask that the form be returned directly to the Santa Catalina School Admission Office by February 1.
- 5. **Transcript Release** A Transcript Release is included with the School Report. Your parents or guardian must sign this form before your school will release any academic information. After the form has been signed, it should be given to your Head of School, Counselor, or Registrar who will then forward the information directly to us.
- 6. **Teacher Recommendations** You should give the two recommendation forms to your current mathematics and English teachers. Please have them return the forms directly to the Santa Catalina School Admission Office by February 1. You are free to have a third teacher of your choice send us a letter of recommendation on your behalf. As a kindness to those writing recommendations for you, you may want to place stamps on each of the envelopes provided.
- 7. **Personal Recommendation (Optional)** We ask that you give the personal recommendation form to a person who knows you well. This may be a friend of the family, a teacher of a non-academic subject, or a coach or employer, etc.
- 8. **Parent Statement** Your parents should complete the Parent Statement as a way of sharing their understanding of you.
- 9. **SSAT** We require all applicants to take the Secondary School Admission Test and to have the scores forwarded directly to us. If you have not already registered for this test, the SSAT registration brochure was enclosed in the back of our viewbook or you may register online at [www.ssat.org](http://www.ssat.org). Please take this test at the earliest testing date possible. We will also accept ISEE or PSAT scores.
- 10. **Interview** We look forward to welcoming you and your parents to Santa Catalina for an interview and a tour of campus. This is a necessary and required part of the application process because it will help you to know us as well as we would like to know you. Please call the Admission Office at (831) 655-9356 to arrange an appointment. The office is open for interviews Monday through Friday.