

Sending SAT & ACT Scores: A Step-by-Step Guide

SAT

1. Sign in to your SAT account on Collegeboard.org and click on your name at the top of the page. **Your counselor/college adviser cannot do this for you.**
2. Click "My SAT" to navigate to your SAT portal.
3. Scroll down until you see your test scores and then click on "Send Available Scores" then "Send Additional Score Reports" if you want to send your scores right away, or click on "Send Scores When Available" if you're registered for an upcoming test and want those scores to be sent in the future (I suggest doing both if you have both previous scores and an upcoming test).
4. Search for your colleges by name or state, and click "Add" once the college's name is selected. Note: This search engine does not recognize abbreviations so you need to type out the whole name (for example, "University of North Georgia" instead of "UNG").
5. Once the school's name is in the box on the right side, you have added the school to your list! Repeat step 4 for as many schools as you need to until your list is complete. Then, click "continue" twice.
6. Double check your order, agree to the terms, and then click "place your order". If you used an SAT fee waiver to register for the test, it will be free. If you didn't, it will be \$13 per score, per school.

ACT

1. Sign in to your ACT account on ACTstudent.org. **Your counselor/college adviser cannot do this for you.**
2. On the main page, you will see all of the test dates that you have either signed up for or have already taken. Click "Send Your Scores" on any of those test dates. You cannot do more than one date at once.
3. On the next page, you will have to choose which test you'd like to send. I suggest sending each school every test you've taken since many schools superscore (if you used a waiver, this will be free!). Choose which test you'd like to send first by clicking the bubble next to it and pressing "continue".
4. The next page will show you where your scores have already been sent. Review this page, then click "Continue with Score Report Request" if you indeed have another school to add to the list.
5. This page gives you options on how you want to search for the school. It is usually easiest to search for your colleges by name, however this search engine is tricky. For example, "University of North Georgia" will not pop up but "North Georgia" will. You should search by location (city and state) if your school isn't popping up by name. If it still isn't popping up, double check your spelling!
6. Click "select" on the right side to add them to your score report recipient list.
7. If you only have one school to add, click "Continue". If you have more schools to add, click "add a choice" at the bottom right and repeat steps 5 & 6 for each school you would like to add and then click "Continue".
8. Double check your order, then click "Submit". If you used ACT fee waivers to register for tests, it will be free. If you didn't, it will be \$13 per school.

It takes **2-4 weeks** for your scores to arrive at your college or university from the SAT, so **be patient!** It is not a bad idea to mark 4 weeks from now on your calendar so you can follow up then. You may also reach out to your admissions counselor at whatever school you've applied to and let them know that you just requested your scores to be sent from the website. Some schools may also request a screenshot of your scores to keep the process moving, but that is not always the case as the official score report is usually required.