



SAINT IGNATIUS

COLLEGE PREP

Ignatius begins with I and ends with Us!

Forming leaders for service in the Church, Nation, and City since 1869

December 1, 2018

Dear Prospective Ignatian,

We are delighted that you have taken the entrance exam at Saint Ignatius College Prep! Your next step is to complete the *Saint Ignatius Online Application*. The online application is due **Monday, December 17, 2018**. Please see the next page for step-by-step instructions.

You will submit scanned copies of the following documents within your online application:

- **Two report cards** – a final 7th grade and first semester 8th grade report card are preferable. If a report card from 8th grade is not yet available, a final 6th grade report card can be submitted.
- **Standardized test results** from 7th and/or 8th grade. If the student took a standardized test in only 7th OR 8th grade, he/she should submit whatever test scores are available.

If you have the above records on file at home, no additional copies are required from the school. If you do not possess these records, you must gather these documents from your school and submit scanned copies within your online application.

Your online application to Saint Ignatius College Prep includes all remaining application requirements. This application and its components are reviewed in conjunction with your entrance exam score. The online application must be completed with the help of a parent/guardian.

Admission notification letters will be mailed and emailed to all testers on **Friday, February 1, 2019**. Admission decisions are not given over the phone.

If a student is not accepted at Saint Ignatius, it is our policy to share names and contact information with other Archdiocesan high schools that have openings. If you would not like us to share this information, please email me at elizabeth.carney@ignatius.org.

If you have any questions or need help completing the online application, please call the Admissions Office at 312-432-8411, 312-432-8409, or 312-432-8327.

Thank you for choosing Saint Ignatius College Prep!

Elizabeth C. Carney '01
Director of Admissions
312-432-8411
elizabeth.carney@ignatius.org

Saint Ignatius College Prep Class of 2023 – Online Application Instructions

Click on “Apply Now” in the *First Time Visitor?* box and create log-in credentials. Save this log-in information. The application does not need to be submitted at one time. If you would like to save your work and return to the registration site at a later time, click on “Save and Revisit Later”. All required fields (*) must be completed before you can submit the application.

If you have completed an online application to Saint Ignatius for a previous student, you can use the same email address and log-in credentials. Once logged in, click “Add a New Applicant” in the top right corner.

You are applying for GRADE 9. You are applying for the 2019-20 school year.

Step 1: **Student Information**

Complete all required fields.

Step 2: **Family Information**

Complete all required fields.

Step 3: **Academic Records**

Scan report cards and standardized test results and save as PDFs on your computer. Upload these documents in the fields indicated. These documents may be uploaded as one PDF within a single field or as individual PDFs per each applicable field.

Steps 4 & 5: **Student Applicant Statements and Parent Applicant Statements**

Please provide responses to all prompts as indicated. Complete all required fields. ***Please note, work will not be saved if a particular screen is left open for 20 minutes or more.*** You are welcome to cut and paste responses from a word document.

Step 6: **Academic Recommendation (required)**

This screen allows you to email an electronic recommendation form to a current teacher, counselor, or your principal/assistant principal. Include the individual’s name, email address, and a message to the recommender as indicated. You can skip ahead to this step even if Steps 1-5 are not yet completed.

Step 7: **Character Reference (optional)**

This screen allows you to email an electronic recommendation form to another reference of your choice. Include the individual’s name, email address, and a message to the recommender as indicated. You can skip ahead to this step even if Steps 1-5 are not yet completed.

Upon completion, the recommendation forms will be submitted directly to the Saint Ignatius Admissions Office. The student/parents will not have access to the completed recommendation. Recommendations are also due December 17, 2018. These are the only recommendations reviewed in our admissions process. Each applicant may request one Academic Recommendation and one Character Reference.

As you work through the enrollment form, click on “Next” or “Back” at the bottom of each screen to move between screens. Once all steps are complete, click “Submit.” Once the form is submitted, you will receive an email confirmation. You cannot edit your application once it is submitted.