

Vicenza High School

ACT Online Registration

2015-2016 School Year Test Dates:

October 24th (Registration Deadline: September 18th, 2015)

December 12th (Registration Deadline: November 6th, 2015)

April 9th, 2016 (Registration Deadline: March 4th, 2016)

Website for Registering:

WWW.ACTSTUDENT.ORG

Online Registration Tips: *Please call ACT customer service at **319.337.1270** if you need assistance.

Students often have difficulties registering for the ACT online in three areas. This document is not a step-by-step set of detailed instructions for registering, but a guide to the parts of the process that require key information. Following, we have outlined three critical steps to successfully processing a registration:

***IMPORTANT!** 1. **Before you begin, obtain a hard copy “International Fee Waiver Form” from Mr. McKinney!**

2. **Please be sure to RESEARCH the ACT Test requirements of your future colleges and programs to determine if the WRITING portion of the test is a necessary add-on! If you are not sure—add it.**

I. Finding Your High School

A. Confirm Your High School Code

1. Enter: **577 – 140** and click the “*Confirm*” button.

II. Select Where To Test

A. Where will you be testing?

1. Select “*In Another Country*” and click the “*Continue*” button.
2. Under “*If You Know the Six-Digit Code Number*”, enter Test Center Code: **866840** and click “*Confirm*”.

III. Entering the International Fee Waiver at the Checkout Screen

- A. In the “*Voucher/Waiver Number*” field, enter the number located in the **upper right-hand corner** of the waiver form given to you by your guidance counselor, then click “*Apply*”.

IV. Be Sure to Select Four Colleges to Send Score Reports to

- A. This is FREE during registration only!
- B. Outside of the registration window, a student can send scores at any time via their ACT account for a fee of \$12.00 for each report sent.
- C. If you wish to play D. I, II, or III college sports, enter NCAA Clearinghouse code 9999 as one of your choices.

**Please Note: As we are an overseas testing center, NO OPTION FOR LATE REGISTRATION exists.

TEST DAY INFO: Students taking the ACT must be at VHS’ main entrance no later than 07:40 with an approved calculator, military ID card, and printed Registration Ticket. NO MECHANICAL PENCILS allowed. **Please POWER OFF ALL ELECTRONIC DEVICES BEFORE entering.**