Applying to MICDS with the SAO Application

At MICDS, we strive to help families through the admission process as much as possible, which is why we’ve created this guide to submitting the Standard Application Online (SAO).

As we receive applications, our admission team works with applicants to ensure interviews are completed in a timely manner. Applicants must click the “Pay Fee Now” in their SAO application to submit the completed application to us. To ensure a smooth application process for all of our prospective families, we encourage interested families to submit their application and schedule their interview ahead of the January 10, 2023 deadline. For more information on how to do so, please read the following:


2. Select Create Account in the Families box.

3. Create SSAT.org accounts for a Parent/Guardian and Student Account.” Complete the account creation form and review your account preferences and policies.

4. In the “Get Started Applying to Independent Schools” box, add “MICDS.”
5. Select your academic year of entry (likely Fall 2023), grade, etc. and click “Add School to My Application.”

6. Click “Edit Profile” and complete the required fields. When finished, click “Go to My Applications” then “Pay Fee Now.”
Once the application fee is paid, we will be able to access your application and you will still be able to edit your application.

7. Schedule your interview (if you haven't already) if applying for grade 5 or higher. MICDS will reach out to you after you submit your application to help with interview scheduling if needed. Click here to access the online scheduler.

8. Complete the remaining pieces of your application—Student Essays, Parent Statement, Core Teacher Recommendation, and Official School Reports/Transcript.

9. Complete the School Supplemental Form by clicking “show 2 school-specific items and more details.”
On the next screen scroll to the center and click “start” next to 2022-2023 MICDS Grades 5-12, Supplement Form_4906.

10) Register for admission testing through either SSAT or ISEE.

SSAT Registration
From the top of the screen select “SSAT Testing” then select “Register for SSAT.”
ISEE Registration

Go to the [ISEE by ERB website](https://www.iseeinfo.org) and select “Register Now”

Contact the MICDS Admission Office at 314.995.7367 if you have any questions about the application process.