

UISZ University Preparation Handbook

Table of Contents

Welcome	3
College Counselling Philosophy and Policies	3
Choosing the Right University	6
Hiring Agents	7
International Universities	7
Writing College Essays	12
College Admission Tests	12
SAT	13
ACT	13
Proof of English Proficiency	13
TOEFL	14
IELTS	14
IB Diploma and Results	14
Recommendation Letters	16
Scholarships and Financial Aid	17
Application Timeline	18
Admissions Decisions	19
Frequently Asked Questions (FAQs)	20
Past Offers to Students at UISZ	22
Important Documents	24
University Fair Worksheet	24
Recommendation Letter Request Form	25
UISZ Document Request Form (English)	26
UISZ Document Request Form (Chinese)	27
Common Terminology	29
Acknowledgements and Sources	31

Welcome and Introduction

Welcome to the UISZ University Preparation Guide! This guide is intended to help students and their guardians make informed choices about post-secondary education. Preparing a convincing university application is much more than just providing your grades – your application may include admissions test results, a CV, teacher recommendation letters, college essays, and other personal information. Please read carefully the recommendations in this guide, and remember that the most up-to-date information can be found by contacting universities directly. This guide includes general information about the university application process, but the information does not necessarily apply to all universities.

UISZ COLLEGE COUNSELLING POLICIES

Introduction and Philosophy

College counselling at UISZ is a supportive service offered to all students in the UISZ Secondary School. The College Counselling Programme supports the mission and philosophy of UISZ. The college counsellor strives to give accurate information to help students make informed university choices. The counsellor can provide information about college search tools, careers, scholarships, recommendation letters, admissions tests, and how to write university essays. Though the counsellor will inform students about resources to help with the university application process, it is ultimately the responsibility of students and their families to be informed, to make their own university choices, to know personal deadlines, and to complete applications on time. UISZ students have historically applied to universities all over the world, and thus, the planning and application process varies for each student.

General university information sessions are offered to Grades 10-12. One-to-one meetings with the counsellor begin in Grade 10, and these meetings continue through Grades 11 and 12. Students and guardians are welcome to set a time to meet with the counsellor if more time and information is needed. During the school year, students will have the opportunity to meet with representatives from various international universities. Students are encouraged to attend these sessions to ask questions and learn more about specific universities.

The university application process requires the student, the school, and the family to work together. The following are general expectations and responsibilities:
Students and parents/guardians should:

- Research universities and choose which ones to apply to
- Discuss together university options and financial arrangements for university study
- Know the deadlines for their university applications
- Prepare for and take university admissions tests
- Pay for university application fees, and fees for sending application documents
- Ensure that the required documents are sent to universities on time
- Send final IB scores, and other admissions testing scores to universities
- Give teachers adequate time to write recommendation letters
- Ask the college counsellor if unsure of any part of the application process

UISZ should:

- Provide opportunities for students to meet university representatives
- Provide information and guidance about college and career choices
- Provide general information about admissions tests (SAT, TOEFL, IELTS)
- Offer and provide individual meetings with the college counsellor
- Provide predicted IB scores as requested for university applications
- Provide official transcripts as requested for university applications
- Provide up to 3 teacher or staff recommendation letters
- Keep student personal information confidential

Privacy Guidelines

Sensitive personal information shared with the college counsellor is kept confidential. The school has the right to share with the community university acceptances, but will not include specific student information when doing so unless the student gives consent. Admissions test scores, university preferences, and university rejections will not be shared with others without a student's consent.

Procedure for Receiving and Sending Official Documents

UISZ can send transcripts, predicted IB scores, and teacher recommendation letters from the administration office by DHL service. Students should fill out a "UISZ Document Request Form" for each university they choose to send documents to, specifying whether the documents needed are electronic or hard copy versions. This completed form should be given to the college counsellor. Payment for the postal service is done at the secondary reception desk, and is the responsibility of the student. Students should give the administration office at least 5 working days notice to send the documents by post.

IB Predicted Grades

As stated by the IBO, a predicted grade is a teacher's prediction of the grade a candidate is expected to achieve in the subject, based on all the evidence of the candidate's work and the teacher's knowledge of IB standards.

Projected Score Range

In order to fully support the university preparation application process, students in Year 11 after semester 1 can discuss a projected range of scores with the college counsellor. This range of scores is not an official score, but is intended to be used to help students know what universities best fit their academic profile. This projected range is given by the college counsellor using the most recent school report. Further consideration to the projected range could come from consultation with the DP Coordinator, consultation with subject teachers, the most recent Diploma exam session data, school summative assessment records, and current effort levels in Year 11.

Early University Application Deadlines

For early university deadlines, usually between September and March of the academic year, DP predicted grades are compiled by the DP Coordinator using current grade level, teacher predictions, the most recent Diploma exam session data, school summative assessment records, the most recent school report, and current effort levels in Year 12. It should be noted that these predicted grades may change over the course of the school year.

Students should only speak with the DP Coordinator about their predicted grades. Under no circumstances should students speak with individual subject teachers about their predicted subject score.

Generally, a Diploma student's early predicted grades are only communicated with post-secondary institutions who require it. However, UISZ recognises that students sometimes need access to these early predicted grades in order to apply to university. With that in mind, UISZ adopts a full disclosure model for any early predicted grades, upon a formal request.

Final Official IBO Predicted Grades

Final official IBO predicted grades are sent to the IBO in April. These grades are predicted using Year 12 mock exam results, student effort levels, and discussions with Diploma subject teachers. The DP Coordinator should be given at least 5 working days notice to provide the final official IBO predicted grades document. The release of final official IBO predicted grades is only communicated with the IBO and universities who require it. However, in some instances, the student may be required to upload the final IBO predicted grades for an online university application. If this is the case, students and guardians can make a formal request for the school to disclose these final IBO predicted grades in the form of an official document.

Recommendation Letters

Students may ask up to 3 UISZ teachers or staff for recommendation letters. When asking a teacher for a recommendation letter, the student should fill out the “UISZ Teacher Recommendation Letter Request Form,” give a copy to the college counsellor, and then give the completed form to the teacher. The student should make clear what type of recommendation letter is required (confidential sealed letter, paper copy for future use, or online submission). Students should give teachers a month’s notice when requesting a recommendation letter. When asked, a teacher will inform the student of their availability and ability to write a recommendation for the student.

When universities require confidential recommendation letters, the letter will be given to the student in a sealed envelope, or sent directly to the university online. Students should not expect to see recommendation letters. UISZ will notify universities of any unethical practice, including altering or opening sealed letters.

Professionalism and Honesty

Students are expected to write their own college essays, and complete their own applications accurately and honestly. Any dishonest reporting of grades, awards, or other information is in violation of the school mission and policy. Students who engage in unethical or dishonest practice are subject to school discipline for academic dishonesty. UISZ will report to universities any unethical or dishonest practice.

CHOOSING THE RIGHT UNIVERSITY

Choosing the right university for yourself can and should be a long process of research and careful consideration. It is a mistake to only apply to top ranking schools. Most importantly, you should look for schools that fit your goals the best. In order to make an informed, intelligent decision about your future, the following factors should be considered:

- Cost of living and tuition
- Location
- Environment (rural, urban)
- Social environment
- Diversity
- Course/Major offering

- Language of instruction
- Employment opportunities after graduation
- Your academic qualifications
- Your transferrable skills and extracurricular qualifications
- The university's application requirements

Though you are free to apply to as many schools as you want to, it is generally recommended that you apply to at least six schools: two reach schools, two target schools, and two safety schools. As the name suggests, a reach school is a school that has a low acceptance rate, or application requirements that are slightly above a student's current qualifications. Target schools are those in which the student meets or has slightly above the required qualifications. Safety schools are those schools that have requirements that are below that of the qualifications of the student, and have a high acceptance rate.

Foundation Courses

A foundation course is usually a one year preparation course designed for international students which leads to an undergraduate programme. This is a good option for a student who does not have high enough English skills yet to begin university courses, or for a student who did not do as well as expected in the IB programme. Foundation courses are offered at many universities around the world, including in the US, UK, and Australia.

HIRING AGENTS TO HELP WITH APPLICATIONS

Some families choose to hire an agent or agency to help them with the university application process. Hiring an agent is discouraged. Some agencies are untrained in university applications, and are more interested in placing you at universities that they are partnered with, rather than universities that are the best fit for a student. If a student does decide to use an agent, the student should be sure to write and submit their own applications, as is expected by universities. Agents are subject to all UISZ policies in regards to recommendation letters, applications, transcripts, and other documents.

INTERNATIONAL UNIVERSITIES

The following sections include general information and guidelines for applying to universities internationally. Remember to check specific universities for their requirements. Also, be sure to pay special attention to whether or not the university treats you as a domestic or international applicant. There are generally two separate applications for domestic and international applicants.

Australia

Typically, the university school year in Australia begins in February, with a mid-year intake in July. For the February start date, applications are usually due in October of the previous year. Some students find Australian universities a cheaper option than U.S. schools, and is closer to Asia. If applying for the February start date, UISZ graduates should apply soon after graduation. In year 10 and 11, students should ensure that they are taking the prerequisite courses to be accepted for their chosen course of university study.

See the following websites for more information about applying for university study in Australia:

<http://www.studyinaustralia.gov.au/global>

<http://www.uac.edu.au/>

<http://www.braingainmag.com/apply-australia-the-basics-of-the-application-process.htm>

Canada

Offers in Canada are often made on the basis of the predicted IB scores. Application deadlines are similar to U.S. deadlines, usually between January and April. Canadian universities are often viewed as an affordable alternative to the US. Many Canadian universities offer credit to IB diploma holders. Whereas in the U.S. the terms “college” and “university” are used interchangeably, in Canada a college offers vocational or technical training, and a university offers bachelor and advanced degrees.

As for any application, you should check individual universities for requirements and deadlines. Universities in Ontario have a centralized application process called OUAC. In this application process, a single application should be completed by the end of November, and then this is sent to chosen universities.

See the following websites for more information about applying for university study in Canada:

<http://www.canada123.org/>

<http://www.schoolfinder.com/>

<http://www.cicic.ca/857/Study/index.canada>

China and Hong Kong

Check out the following websites to learn more about applying to universities in China as an international student:

<http://www.cucas.edu.cn/>

<http://www.edu.cn/html/e/studyinchina.html>

University admission in Hong Kong is highly competitive. Be sure to check specific university requirements and deadlines. Applications typically open in November of the previous year. Some of the top schools in Hong Kong include the University of Hong Kong, Hong Kong University of Science and Technology, Chinese University of Hong Kong, and the City University of Hong Kong.

South Korea

A typical plan for applying to South Korean schools is for students to research courses and prerequisites in Year 10 and 11, and then prepare the documentation (transcripts, references, etc.) in Year 12. After graduation from UISZ, a student should submit applications. Schools will consider the whole application.

Competition for entrance into these schools is extremely fierce.

There are generally two tracks for applications: one for foreigners and nationals who have been outside Korea for a significant time, and one for nationals inside of Korea. Check specific universities for requirements and deadlines.

New Zealand

In order to study at the university level in New Zealand, generally you need to have a full IB Diploma score of at least 24. However, New Zealand does also have many foundation courses.

See the following websites for more information:

<http://www.universitiesnz.ac.nz/nz-university-system>

<http://studylink.com/study-in-new-zealand/>

<https://www.newzealandnow.govt.nz/study-in-nz/where-what-to-study>

Netherlands/Holland

When applying to the Netherlands, most applications are done through the central application system, Studielink:

<http://info.studielink.nl/en/studenten/Pages/Default.aspx>

Check out these websites to learn about the application process for the Netherlands:

<http://www.studyinholland.co.uk/studielink.html>

<http://www.studyineurope.eu/study-in-the-netherlands/how-to-apply>

Singapore

Offers to Singapore schools are typically made by final IB exam results. Check out the following websites to learn more about studying in Singapore:

<http://www.moe.gov.sg/education/post-secondary/>

<http://studylink.com/study-in-singapore/>

<http://www.thecompleteuniversityguide.co.uk/international/asia/singapore/>

<http://www.studyoverseas.com/studying-abroad/study-in-asia/study-in-singapore/>

United States

The US has over 3000 colleges and universities. In the US, the terms “college” and “university” are used interchangeably. The programme of study for a bachelors degree usually takes four years to complete, and an associate degree will normally take two years.

Most schools in the U.S. have a holistic view of applications. They will consider not only school transcripts (grades), but also SAT or ACT scores, essays, teacher reference letters, counselor reference letters, extracurricular activities, unusual circumstances, and ethnic diversity. There are many schools in the US that do not require the full IB diploma for admission.

Generally, each university has their own application requirements. However, a large number of universities are now using the CommonApp, a centralized application system. Be sure to check specific universities for their deadlines and requirements. Applications are generally open in October or November, and are due in January. Early Decision candidates typically need to complete their applications in November.

May 1 is known as National College Decision Day, and is often the deadline for students to pay a deposit to hold their spot at their chosen university. If you do not inform the school of your

decision, they can and often will withdraw the acceptance. You should notify all schools that you received acceptance to of your decision not to attend their school.

Check out these websites for information about U.S. universities:

www.collegeboard.org

www.princetonreview.com

www.internationalstudent.com/school-search/usa/

United Kingdom

If applying to any UK schools, you should go to the UCAS website (www.ucas.com). This website is the centralized location for applying to university in the UK. You can apply to five courses through UCAS. Offers are made on the basis of predicted grades, the personal statement, and a teacher reference letter. Offers are usually conditional offers, which become firm offers only after the final IB exam results are received. The UK also has some foundation courses. One of the largest differences between applying to the US and the UK is that for the UK, you are applying for the actual course (similar to the term “major”) at a university, whereas in the US you typically can choose your major at a later date. Many UK programmes are 3 years long.

UCAS will notify you of any offers that universities make to you. You will be asked to code all offers as Firm, Insurance, or Decline. You can choose one as Firm and one as Insurance, and all others must be declined. Schools ask for prompt replies, and will give a deadline. If you do not get a place at any of your five chosen universities, you can apply to others through UCAS Extra, one at a time. UCAS Clearing is also an available option, open from July to September where you can contact schools individually that still have openings available.

See the following websites for detailed information about studying in the UK:

www.ucas.com

www.thecompleteuniversityguide.co.uk

Japan

Sophia University, the International Christian University, and Waseda University have English speaking programs targeted for international students. See the following website for English program degrees in Japan:

www.uni.international.mext.go.jp

See the following website for more information about studying in Japan:

<http://www.studyjapan.go.jp/en/toj/toj0202e.html>

WRITING UNIVERSITY APPLICATION ESSAYS

Universities will often require applicants to write essays or personal statements as part of their application. The prompt for these essays usually depends on each individual school. Some common topics for these essays include: describing your interests and talents, describing a learning experience, discussing your future goals, and explaining why you want to study a particular field. The college essay is an opportunity for students to stand out, tell their unique story, and provide evidence of their writing skills. Here are some general suggestions for writing a college essay:

- Be sure to follow the writing prompt
- Proofread it yourself many times, and have other people proofread it
- Be concise
- Grab the attention of the reader in the introduction
- Show why you are an excellent candidate, do not just tell about yourself
- Do not lie
- Avoid clichés

See the following websites for examples of personal statements:

- <http://www.conncoll.edu/admission/apply/essays-that-worked/>
- http://alumni.stanford.edu/get/page/magazine/article/?article_id=31010

UNIVERSITY ADMISSIONS TESTS

A college admissions test is a standardized examination that may be required by universities for admission. The ACT and SAT are the most widely used admissions tests, though there are many others that are not listed here. Be sure to check which tests that a university requires for admission. These exams are not always required for admission, but a good score can improve a student's application. Test locations in China are limited, so if you plan to take one of these tests, be sure to sign up well in advance.

SAT

The SAT is an aptitude test commonly used for college admissions. The current SAT has three main components: a math portion, critical reasoning portion, and writing portion. The high score for each portion is 800, and the highest possible score for the entire exam is 2400. The final SAT given in its current form will be given in March 2016.

In June 2016, the redesigned SAT will be used. In this redesigned form, the essay is optional, the high score is 1600, and the exam will be available in both paper and digital forms. Calculators will be allowed on some, but not all math sections.

To take the SAT at our sister school UISG, please fill out a registration form from the college counsellor. This form is usually due about a month and a half in advance of the exam. Find this year's SAT dates and deadlines on the university preparation website:
<http://issuniversitypreparation.weebly.com/testing.html>.

It costs about 100 US dollars to take the SAT internationally. You can also take the SAT in Hong Kong or other countries by signing up online:
<https://sat.collegeboard.org/register/sat-international-dates>.

The following websites have free study materials for the SAT:
<http://sat.collegeboard.org/practice/>
<http://www.majortests.com/sat/>

ACT

The ACT is an achievement test commonly required by US universities for admission. There are five components of the ACT: math, English, reading, science, and writing. The highest possible score on the ACT is a 36.

To take the ACT, sign up at the following website:
<http://www.actstudent.org/regist/outside/>

Proof of English Proficiency

In order for students to commence post-secondary study in English-speaking countries, universities typically require students to first provide proof of their English proficiency as part of their application. The required method for proving English proficiency is dependent on individual university policies. Most universities will accept a published minimum score on the TOEFL or IELTS exams as sufficient proof of proficiency. In some cases, a university will accept a high score

on the IB English A exam as proof of English proficiency. Some universities will also accept a high SAT score as proof of English proficiency. Students should check individual university policies for clarification on what a university accepts as proof of English proficiency.

TOEFL

The TOEFL is an English proficiency examination, typically used for entrance into US and Canadian universities. The TOEFL is also accepted by many universities in other English-speaking countries. This exam tests listening, reading, speaking, and writing. The Computer Based Test (CBT) TOEFL is scored from 0-300. The TOEFL iBT is scored from 0-120. To sign up for the TOEFL in China, go to the following website:

<http://toefl.etest.net.cn/>

To sign up to take the TOEFL in Hong Kong, go here:

<http://www.hkeaa.edu.hk/en/ipe/toefl/>

The following websites have practice tests and sample questions:

<http://www.toeflgoanywhere.org/toefl-practice>

<https://www.ets.org/toefl/ibt/prepare/>

IELTS

The IELTS is an English proficiency examination typically used for entrance into UK, Australian, New Zealand, or Canadian universities. The IELTS is also accepted by many universities in the US. The IELTS tests listening, reading, writing, and speaking skills. This test is scored on a scale of 1-9, 9 being the top score. To register for the IELTS in China, go to the following website:

<http://ielts.etest.net.cn/>

The following websites have practice tests and sample questions:

http://www.chinaielts.org/en/guide/sample_questions.shtml

<http://www.ielts-exam.net/>

<http://takeielts.britishcouncil.org/prepare-test/free-practice-tests>

<http://www.canadavisa.com/ielts/free-practice-tests.html>

Sending Results

Students must send their own official test results to universities. The college counsellor does not have access to these scores and cannot send them. Students can usually send results through their online test account.

IB DIPLOMA AND EXAM RESULTS

IB Predicted Scores

As stated by the IBO, a predicted grade is a teacher's prediction of the grade a candidate is expected to achieve in the subject, based on all the evidence of the candidate's work and the teacher's knowledge of IB standards. For some universities, they will use this predicted grade to determine if they will offer a student a place at their school.

For early university deadlines (September, October), IB predicted grades are aggregated by the DP Coordinator using the end of year 11 marks. A more accurate prediction can be made after midterms in semester 1. Final official predicted grades are predicted using year 12 mock exams. The DP Coordinator should be given at least 5 working days notice to provide the predicted IB scores document.

IB Transcript and Results

IB final exam results are released on July 5. Before the results are released, students can request to have results sent to six universities. This service by the IB is free of charge. Of these six, only one can be requested for the USA, and one for Canada. All requests are submitted by the DP Programme Coordinator. Additional transcript requests can be made to the IBO by accessing the following website, but there will be a fee to do so:

<http://www.ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>



From May 2015, the following are failing conditions of the IB Diploma:

1. CAS requirements have not been met
2. Candidate's total points are fewer than 24
3. An N has been given for theory of knowledge, extended essay or for a contributing subject
4. A grade E has been awarded for one or both of theory of knowledge and the extended essay
5. There is a grade 1 awarded in a subject/level
6. Grade 2 has been awarded three or more times (HL or SL)
7. Grade 3 or below has been awarded four or more times (HL or SL)
8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

RECOMMENDATION LETTERS

A recommendation letter is a letter that assesses the characteristics, capability, and qualities of a student in terms of their ability to perform in college. Recommendation letters are sometimes called letters of reference, reference letters, recommendations, or academic references.

Universities generally will ask for between one and three recommendation letters. Sometimes a university specifies who should write the letter (ex: school counsellor or teacher), but otherwise, the student should choose someone who is familiar with their strengths as a student. A parent or other relative of the student should not write a recommendation letter.

Students may ask up to 3 UISZ teachers or staff for recommendation letters. When asking a teacher for a recommendation letter, the student should fill out the "UISZ Teacher Recommendation Letter Request Form," give a copy to the college counsellor, and then give the completed form to the teacher. The student should make clear what type of recommendation letter is required (confidential sealed letter, paper copy for future use, or online submission).

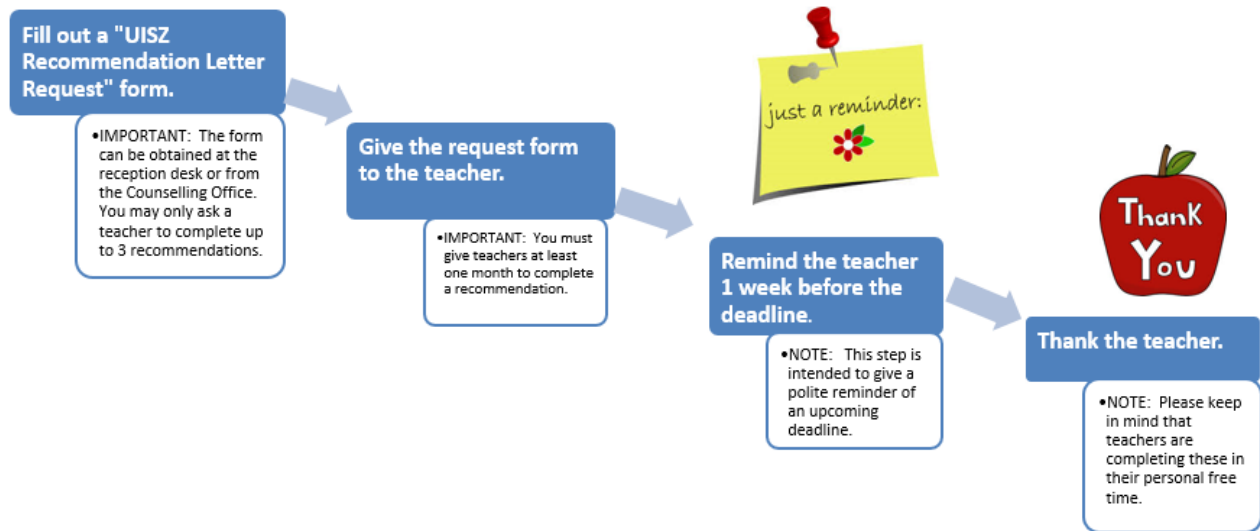
Students should give teachers a month's notice when requesting a recommendation letter. When asked, a teacher will inform the student of their availability and ability to write a recommendation for the student.

When universities require confidential recommendation letters, the letter will be given to the student in a sealed envelope, or sent directly to the university online. Students should not expect

to see recommendation letters. UISZ will notify universities of any unethical practice, including altering or opening sealed letters.

See the following diagram for the process of obtaining recommendation letters:

How to Obtain a Recommendation Letter at UISZ



The UISZ Teacher Recommendation Request Form can be found in the Appendix of this guide.

SCHOLARSHIPS AND FINANCIAL AID

A scholarship, in simple general terms, is money given to a student for college that you are not expected to return.

Scholarships are a good way to help pay for post-secondary education. When choosing universities to apply to, students should consider the financial aid packages that each university offers. Most scholarships have eligibility requirements, which you should check before applying. Scholarships will also often have requirements for retaining the scholarship. When applying for a scholarship, you may be asked to provide recommendation letters. Please follow the same process for requesting a recommendation as you would for requesting other teacher recommendation letters.

You can search for scholarships and other financial aid at these websites:

<http://www.iefao.org/>

<https://bigfuture.collegeboard.org/scholarship-search>

<http://www.scholarshipportal.com/#basic>

Keep these points and tips in mind when applying for scholarships:

- It should never cost money to apply for a scholarship - if it does, it may be a scam
- Be sure to complete the scholarship application before the deadline
- Make sure that you meet the eligibility requirements for the scholarship
- Search for scholarships as soon as possible
- Proofread your scholarship applications

APPLICATION TIMELINE

The following timeline is a general guideline for preparing for university, starting in Year 9. Again, please check specific university deadlines for due dates.

Year 9

Get involved in many types of activities (sport, music, service, etc.)

Do well in classes

Explore your interests

Career exploration

Plan what courses to take in secondary school

Set goals for post-secondary education

Year 10

Continue involvement in many types of activities

Interest search

Career exploration

Consider possible locations for university study

Plan courses to take in secondary school

Begin studying for admissions tests (SAT, TOEFL, etc.)

Set goals for post-secondary education

Year 11

Continue involvement in activities

Research universities thoroughly

Think about which teachers you want a recommendation letter from

Begin writing a personal statement

Choose 6-8 universities that you are interested in
Study for and take required admissions tests (SAT, TOEFL, etc.)

Year 12

Take admissions tests again if not satisfied with last year's score
Fill out and submit applications
Submit admissions test scores (SAT, TOEFL, etc.)
Submit school transcripts
Ask for and send recommendation letters
Submit IB scores

ADMISSIONS DECISIONS

Once you have completed and submitted your university applications, your job is not finished! You may get more than one offer, or receive more or less financial aid than you had originally anticipated. Be sure to keep yourself up to date and as informed as possible. Ask the university admissions officer questions if you have any. While the admission decision process varies in different countries, here are a few guiding terms and concepts that may be helpful.

Early Action and Early Response

In some places including the United States and Hong Kong, universities will allow early applications so that applicants can receive early responses. This process is called Early Action or Early Response. Candidates are free to apply to other universities, and are generally given a few months to make a decision.

Early Decision

Early Decision is an option in the United States where students make a binding contract with a university that is their first choice. If accepted, the student must enroll in the university and withdraw all pending applications from other universities. Universities can accept, reject, or defer applicants to the Regular Decision pool.

Waiting List

Being placed on the waiting list means that the university is still interested in you, but they have not accepted or rejected your application yet. If an opening becomes available, you may be offered admission.

If you are put on a waiting list, universities may not get back to you until late in the summer, so many people find it best to accept a different offer at this point.

Deferred

This term is usually used for students who applied Early Decision and are waitlisted. This means that your application has been put in the regular decision pool for reconsideration. If deferred, you are released of the binding commitments normally associated with Early Decision.

Accepted

Most likely you will find out if you have been accepted to a university through email or through the online account that you made with the university you applied to. Check your spam folder for messages from universities.

Please be aware that acceptances are often conditional to your continued academic success. Some students' acceptance is revoked or put on probation due to final semester grades.

Denied

Unfortunately, not everyone can be admitted. You could do everything right and still not get in to some universities. Being denied is a normal part of the application process – do not let it discourage you.

FREQUENTLY ASKED QUESTIONS

Can I get into a university without the full IB Diploma?

This depends on which country and which university you are applying to. For example, it would be very difficult to be accepted to a university in Australia without a full diploma, unless it is for a foundation programme. In the United States, there are many schools that will accept students without the full IB diploma. Check with specific universities for their requirements.

Do I have to take the TOEFL or the IELTS?

Many universities will accept a high grade in English A or HL English B as proof of English proficiency. However, you should check specific university requirements. It is a good idea to take the TOEFL or the IELTS in Year 11 in case you need it for an application.

Can I see my recommendation letters?

Most universities require confidential recommendation letters, so students should not see it.

How early should I prepare for university?

Students should be developing good habits throughout Primary and Secondary school. Much of the testing and essay writing will be done in Year 11 and at the beginning of Year 12.

When should I take the SAT, the TOEFL, and the IELTS?

Generally, it is recommended that these tests be taken in Year 11. If the score on a test is not satisfactory, then the student can take the test again at the beginning of Year 12.

Who should write my recommendation letter?

First, you should see what type of recommendation letter that the school requires. Then, you should follow those guidelines in choosing someone who knows your personal and academic strengths well.

What if I don't get accepted to any universities?

If you have done sufficient research into the universities that you will apply to, it is unlikely that this will happen. However, if it does, sometimes students choose to take a gap year to gain work or other life experience. You can, of course, apply for university again for the following semester.

Should I apply to university as a domestic or international student?

This depends on where you are applying. If you are an American citizen and you are applying to U.S. schools, you likely will apply as a domestic student. Check specific universities for their policies. They may have special applications for international students. Generally speaking, if you apply for a school that is in a different country outside from your passport country, you will be applying as an international student.

What is a gap year and should I do it?

Not all students go to university directly after graduating from secondary school. Some have national service, some take a year to travel, pursue hobbies, or work. For students planning to take time off before university, there are a few options:

1. Apply in the normal cycle, and defer entry. Consult university policies about deferment.
2. Apply during the gap year for the next entry cycle. Be sure to prepare required documents before you leave secondary school. It is much easier to do this while you are still at school than when you have left the country.

UISZ PAST OFFERS AND ACCEPTANCES

UISZ students have been accepted to many universities internationally. The following list are universities that have offered places to UISZ graduates from 2006-2015:

Australia

- Australia National University
- Curtin Institute of Technology
- Griffith University
- Flinders University
- University of New South Wales
- University of South Australia
- Macquarie University
- Monash College

Canada

- University of British Columbia
- University of Alberta
- University of Victoria

Japan

- Oda Fashion Design School

Korea

- Chugnam National University
- Deajeon University
- Ewha Women's University
- Korea National University
- Kyung Hee University
- Seoul National University

New Zealand

- University of Auckland

United Kingdom

- Brunel University
- Bournemouth University
- Chelsea College of Art & Design
- Manchester Metropolitan University
- University of Leicester
- University of Bath
- University of Glasgow
- University of London
- University of Sheffield
- University of Surrey

- University of Southampton
- University of Bristol
- University of the Creative Arts
- University of Hull

United States

- Auburn University
- Art Institute of Chicago
- Boston University
- College of William and Mary
- Georgetown University
- Johns Hopkins University
- Northeastern University
- Pace College New York
- Purdue University
- New York University
- State University of New York
- Hult International School of Business
- Evergreen State College
- Pratt Institute

Switzerland

- The Swiss Hotel Management School
- Les Roches International School of Hotel Management

China and Hong Kong

- Shanghai Jiaotong University
- Shanghai Fudan University
- City University of Hong Kong
- The Chinese University of Hong Kong
- The Hong Kong University of Science and Technology
- University of Hong Kong
- Centennial College
- Hong Kong Polytechnic University

Thailand

- Webster University

IMPORTANT DOCUMENTS

University Fair Worksheet

Name: _____ Date: _____

Dear student,

Please use your time wisely at this university fair. Talk to at least 5 university representatives, and write down your findings below:

1. Name of university: _____

Location: _____

Interesting fact/unique aspect:

2. Name of university: _____

Location: _____

Interesting fact/unique aspect:

3. Name of university: _____

Location: _____

Interesting fact/unique aspect:

4. Name of university: _____

Location: _____

Interesting fact/unique aspect:

When you have completed this worksheet, please show it to the college counsellor.

UISZ Teacher Recommendation Letter Request Form

Student's Name: _____ Date: _____

Dear Mr. /Ms.: _____,

Please write a recommendation letter on my behalf for the following schools:

<u>School Name</u>	<u>Link, or hard copy?</u>	<u>Open/Confidential?</u>	<u>Due?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Classes that I took from you:

Work that I am proud of from your class:

What area or major I plan to study at university:

Background information about myself, including my strengths:

Any other information I think would help you write the recommendation:

I confirm that the information provided above is accurate. Signed _____

增城普德莱国际学校需要教师提供推荐信的申请表格

学生姓名: _____ 填表日期: _____

尊敬的先生/女士: _____,

请您为我申请以下的学校等提供推荐信:

学校名称 **网上申请的链接或者需要纸质版的推荐信?** **推荐信可以公开/机密的?** **提交截止日期**

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

我在您的课堂所选项的科目:

我在您的课堂里最引一自豪的部分:

我在申请大学时希望学习的科目:

我的背景信息, 包括我的专长:

其他我觉得可以用来帮助我写推荐信的重要信息:

我确认以上所填写的信息正确无误。 学生签名 _____

UISZ Document Request Form

PLEASE FILL OUT THIS FORM FOR EACH UNIVERSITY THAT YOU APPLY TO.

Student Name: _____ Date: _____

Please send these documents in electronic format (email/pdf/upload):

- UISZ Transcript IB Predicted Scores
 Recommendation letters from these teachers: _____

To the following University: _____

These documents must be sent by: Day _____ Month _____ Year _____

Other notes: _____

Please send these documents as HARD COPIES:

- UISZ Transcript IB Predicted Scores
 Recommendation letters from these teachers: _____

To the following address:

These documents must be sent by: Day _____ Month _____ Year _____

Other notes: _____

For Admin. Staff: Cost of postage _____

Please give this completed form to the college counsellor.

增城誉德莱国际学校文件申请表格

为申请一所大学请填写下一次以下表格。

学生姓名: _____ 填表日期: _____

请您以电子版的形式提供以下文件(电子邮件/便携式文件格式/上传):

增城誉德莱国际学校成绩单 国际文凭组织的预估成绩

由以下老师提供的推荐信: _____

以上所选文件到以下的大学: _____

这些文件必须在此日期前寄出: 日 _____ 月 _____ 年 _____

备注: _____

请将以下文件以纸质版的形式发出:

增城誉德莱国际学校成绩单 国际文凭组织的预估成绩

由以下老师提供的推荐信: _____

请将以上文件寄到以下的地址:

这些文件必须在此日期前寄出: 日 _____ 月 _____ 年 _____

备注: _____

由行政人员填写 邮寄成本: _____

请将以下表格完成后交给大学老师。

COMMON TERMINOLOGY

Associate degree - A degree granted by a college or university after satisfactory completion of the equivalent of a two-year, full-time program of study.

Bachelor's degree - A degree received after the satisfactory completion of a four or five year, full-time program of study (or its part-time equivalent) at a college or university.

College-Level Examination Program (CLEP) - A series of examinations in undergraduate college courses that provides students of any age the opportunity to demonstrate college-level achievement, thereby reducing the costs and time to degree completion. The examinations are administered at colleges and some high schools (sponsored by College Board).

Common Application - The standard application form in the U.S. distributed by the National Association of Secondary School Principals to private colleges who are subscribers to the Common Application Group. Many non-subscribing colleges also accept the common application.

CSS/Financial Aid PROFILE - A form and service offered by the College Board and used by some colleges, universities, and private scholarship programs to award their own private financial aid funds.

Deferred admission - The practice of permitting students to postpone enrolment, usually for one year, after acceptance to the college.

Distance learning - An option for earning course credit off-campus via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

Double major - Any program in which a student completes the requirements of two major concurrently

Early Action - Students who apply under a college's early action plan receive a decision earlier than the standard response date but are not required to accept the admission offer or to make a deposit prior to May 1.

Early Admission - The policy of some colleges of admitting certain students who have not completed high school - usually students of exceptional ability who have completed their junior year. These students are enrolled full-time in college.

Early Decision - Students who apply under early decision commit to enrol at the college if admitted and offered a satisfactory financial aid package. Application deadlines are usually in November or December with a mid to late December notification date. Some colleges have two rounds of early decision. See the Early Decision/Early Action table for details.

Family Contribution - The amount of money that a family can reasonably be expected to pay toward a student's education as determined by a standardized needs analysis form.

Free Application for Federal Student Aid (FAFSA) - A form completed by all applicants for federal student aid in the U.S. In many states, completion of the FAFSA is also sufficient to establish eligibility for state-sponsored aid programs. There is no charge to students for completing the FAFSA, and it is available any time after January 1 of the year one is seeking aid.

Federal Perkins Loan - This program is supported by the U.S. government for U.S. citizens and

provides for low interest loans, which are obtained through the school rather than the bank. They must be repaid.

Federal Plus Loan - Loans that can be taken out by parents for their child's college education banks or other lending institutions at varying interest rates.

Federal Stafford Loan - Low-interest loans made to students in which the lender is a bank or savings and loan association. These are guaranteed in each and through the federal government and are for U.S. citizens. They must be repaid.

Financial Aid - Scholarships, grants, loans, or work-study opportunities to help a student pay for university costs.

Financial Need = Cost of College Attendance – Family Contribution

Gap year - A year that a student takes between secondary school and university without formal university study.

Grant - Money that is awarded to a student that does not have to be repaid.

Independent Study - A course, usually in a student's major field, in which he/she studies one-on-one with a professor on a topic of their choosing.

Liberal Arts - The study of humanities (literature, the arts, philosophy), history, foreign languages, social sciences, mathematics, and natural sciences. Study of the liberal arts and humanities prepares students to develop general knowledge and reasoning ability rather than specific skills.

Major - The student's academic field of specialization. In general, most courses in the major are taken at the degree-granting institution during the junior and senior year.

Need-based financial aid - Financial aid given to students who have demonstrated financial need, calculated by subtracting the student's expected family contribution from a college's total costs. The expected family contribution is derived from a need analysis of the family's overall financial circumstances, using either a federal methodology to determine a student's eligibility for federal student aid, or an institutional methodology to determine eligibility for non-federal financial aid

Open admission - The college admission policy of admitting high school graduates and other adults generally without regard to conventional academic qualifications, such as high school subjects, high school grades, and admission test scores. Virtually all applicants with a high school diploma or equivalent are accepted.

Rolling admissions - An admission procedure by which the college considers each student's application as soon as all the required credentials, such as school record and test scores, have been received. The college usually notifies an applicant of its decision without delay. At many colleges, rolling admission allows for early notification and works much like nonbinding early action programs.

SAT I - Test administered to high school juniors and seniors by College Board with verbal and math sections to measure reasoning ability. It is used as an admission criterion at most U.S. colleges.

SAT II - Multiple choice subject tests used to measure knowledge and the ability to apply that knowledge. Up to three subject tests can be required and are used for placement purposes as well as admission.

Transfer student - A student who has attended another college for any period, which may be

defined by various colleges as any time from a single term up to three years. A transfer student may receive credit for all or some of the courses successfully completed before the transfer.

Undergraduate programs - Programs that can be entered directly from high school. These are the programs that lead to Associate and/or Bachelor's degrees.

Wait list - A list of students who meet the admission requirements, but will only be offered a place in the class if space becomes available.

Work-study - On-campus jobs that can be subsidized by the U.S. federal government but can also be open for non-U.S. citizens. Students typically work 10-20 hours a week to help finance their education.

ACKNOWLEDGEMENTS AND SOURCES

The following sources were used to create this university preparation handbook:

- Past years' UISG university support publications
- Past years' UISZC university application handbook
- 2014 Singapore American School university application handbook
- International School of Ho Chi Minh City university application handbook

Please note that most information in this packet, as well as access to other informative websites, can be found on the university preparation website: <http://issuniversitypreparation.weebly.com/>