Indepe In terna XINING INTERNATIONAL **ACADEMY COLLEGE/UNIVERSITY HANDBOOK** 

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## **CURRICULUM PLANNING**

Generally, colleges/universities like to see a consistent progression in English, Math, Lab Sciences, and Social Studies plus a non-English language.

#### Courses to Take in High School

When you look at a university website, you will usually be able to find its specific requirements of what courses you need for admission. So if you have some schools in mind, it pays to do research up front.

As a general example, you will often see requirements by subject, such as:

English – 4 years required

Math – 3 years required, 4 preferred

Laboratory Sciences – 2 years required 3 preferred

History/Social Science – 2 years required 3 preferred

Language (other than English) -2 years required, 3 recommended (of the same language)

Visual and Applied Arts – 1 year required

(Note: the above curriculum is a sample only. Each high school may offer different guidelines.)

#### What Years Count Most

You will hear many myths about which high school years count and which do not. The truth is simple – they ALL count. The sophomore and junior years are the most significant, but your freshman year obviously affects your overall GPA. The senior year is important as well. There have been "tragedies" where a student qualified for acceptance to university but was turned down after the school looked at their first semester senior grades. Seniors cannot afford to drop their grades. You cannot afford to catch "Senioritis!"

#### Class and School Ranking

Many universities ask for your class rank or at least what percent of your class you fall in (top 10%, 20%). This is particularly frustrating for students who have pushed themselves with harder classes, gotten B's, and then found they were ranked below their friends who took the easiest classes the school offered. But rest assured, the universities see through this and will always prefer a more challenging schedule.



## **CREDIT CHECK**

- 1. Review your transcript thoroughly; make sure every course you have taken in grades 9-12 is accounted for.
- 2. University-bound students need the following graduation requirements:

SUBJECT	REQUIREMENTS	HS DIPLOMA	RECOMMENDED FOR UNIV. PREP.
English	English 9, 10, 11, 12	4	4
Math	Algebra 1, Algebra 2, Geometry, Calculus	3	3
Science	Biology, Physics, Chemistry	3	3
Social Studies	World Civilization, Global Issues, All U.S. citizens must take U.S. History, Gov./Economics	3	3
Character Curriculum	Required each semester in attendance at XIA	0.5	
Health		0.5	
PE		2	1
Language	Chinese, French, Spanish	2	2
Electives	Psychology, Life Skills, Home Economics, Logic, on line electives	6	
	TOTAL	24	

All university-bound students should go beyond the minimum requirements of the regular diploma and are recommended to take 2 years of foreign language, 4 years math, and at least 3 years science.

- 3. Refer to your High School Credit Plan and each year's schedule to make sure you are enrolled in the classes you need in order to graduate.
- 4. Ask yourself what career you are interested in and check to see if you have the classes necessary for university admissions, e.g.:

General: 3 cr. math, 3 cr. social studies, 3 cr. science, 2 cr. language

Engineering: 4 cr. math, 4 cr. science

Medicine: 3 cr. math, 4 cr. Science

## WHAT I WANT FROM A UNIVERSITY

ACADEMIC PROGRAM			
	Liberal Arts	Technical	Teacher Training
	Pre-Professional	Business	Military
TERM OF STUDY			
TERIVI OF STODI	4-year	2-year	
	Other:		
STUDENT BODY			
STUDENT BODY	Co-ed	All men	All women
050000000000000000000000000000000000000			
GEOGRAPHIC AREA	Nava Faraland	□ Naishana a	Mid-Atlantic
(in the U.S.)	<ul><li>✓ New England</li><li>✓ West</li></ul>	☐ Midwest☐ South	West Coast
(outside the U.S.)	west	South	west coast
LOCALE	Urban	Suburban	Rural
	Orban	Suburbuii	Marai
EXTRA-CURRICULAR A	ACTIVITIES AND ORGANIZAT	IONS MY UNIVERSIT	Y MUST HAVE
_			
ENROLLMENT			
	Very small (under 1,000)	Medium (5-10,000	)
	Small (1-5,000)	Large (10,000+)	
AFFILIATION			
	State/Public	Private	Religious
ATHLETIC PROGRAMS	s, CLUBS, ORGANIZATIONS		
	,		
		<u></u>	
FINANCES			
FINANCES  Estimate your financial res	sources available per year for coll	aga/univarsity	

## RECOMMENDED HS PREPARATION

When applying to colleges and universities, it is important to know what they expect of a student's high school education. The following represents recommendations beyond graduation requirements that will best prepare you for your specific area of interest.



Math: Algebra I, Algebra II, Pre-Calculus and Calculus recommended

Science: 2-3 years of Lab Science preferred, especially Physics

Both AP Studio Art 2D and 3D recommended Other:



Algebra I, Algebra II, Pre-Calculus recommended; 4 years of

Math preferred

Science: 2-3 years of Lab Science recommended

Other: at least 2 years of Foreign Language recommended,

Introduction to

Business, Economics, Technology Applications, Computer

Science, AP Psychology, Speech and Forensics



General: All college prep courses

Bible: All required courses

Other: Psychology, History, Spiritual Ministry Opportunities,

Mentoring, Impact Trips



Math: 3 years of university-preparatory Math recommended

(depending upon specific area)

Science: 3 years of Lab Science recommended

Computer Science, Robotics, AP Computer Science (online)



Math: 3 years of university-preparatory Math recommended

(depending upon specific area of education)

Science: 2-3 years of Lab Science recommended Technology Applications, AP Psychology



Math: Algebra I, Algebra II, Pre-Calculus, Calculus recommended

Science: 3 years of Lab Science recommended
Other: Industrial Arts, Computer Science, Robotics



Math: 3 years of university-preparatory Math recommended

(depending upon specific area)

Science: 3 years of Lab Science recommended

Other: Honors English grades 9 & 10, Journalism 1 and 2 as electives,

at least 1 AP English course grade 11, and grade 12 Advanced Composition. Note this indicates two English classes grades 11

and 12.



Math: Algebra I, Algebra II, Pre-Calculus recommended;

4 years of Math preferred

Science: Biology, Chemistry, Physics recommended; 4 years of Lab

Science preferred

Other: Exploring Technology Applications



Math: 3 years of university-preparatory Math recommended

Science: 3 years lab science preferred, especially Physics

Other: 4 years of primary performing ensemble, 1-2 years of secondary

performing ensemble RECOMMENDED, Music Theory, AP Music Theory recommended, private instruction recommended, 1-2 years

foreign language recommended



Math: Algebra I, Algebra II, Pre-Calculus recommended

Science: 2-3 years of Lab Science preferred

Other: at least 2 years of Foreign Language, AP English, AP American

History and Government (as prep for college-level USA Constitutional Law) recommended, Introduction to Business, Technology Applications, Economics, AP Psychology, Speech and

Forensics



For specific university admission recommendations, check the website of the university you are interested in and look under "Freshman Admissions".

## INVESTIGATING

## Familiarize Yourself with What the Options Are

There are several types of universities. Choosing one will depend on how your goals, interests, strengths, and background fit with the university's philosophy, atmosphere and expectations.

A few different types of schools are:

- **College** (USA) an institution that offers educational instruction beyond the high school level in two-year or four-year programs.
- **University** an academic organization which grants undergraduate and graduate degrees in a variety of fields. It is composed of a number of schools or colleges, each of which encompasses a particular field of study.
- **Liberal Arts School** a four-year institution which emphasizes programs of broad undergraduate education. Professional or pre-professional training may be available, but it is not stressed.
- **Community/Junior College** a two-year institution of higher learning which provides vocational training and academic curriculum (terminal and transfer).

- Engineering or Technical College independent professional schools which provide four-year training programs in the fields of engineering and the physical sciences. They are often known as Institutes of Technology or Polytechnic Institutes.
- **Technical School** a two-year institute which offers terminal occupational programs intended to prepare students for immediate employment in fields related to engineering and the physical sciences. These schools may also offer one-year certificate programs in certain crafts and clerical skills.
- Nursing School there are two kinds of nursing schools. At schools affiliated with hospitals, students receive R.N. degrees upon completion of their training. At schools affiliated with four-year universities, students receive both a B.S. and R.N. degree and have possibilities of entering the field of nursing administration.
- Business School business schools fall into two categories. At some universities, it is possible to specialize in business administration or in a two-year secretarial course in conjunction with supplementary liberal arts courses. Other institutions offer predominantly business or secretarial courses and may or may not be regionally accredited.



- Military School federal military academic institutions prepare officers for the Army, Navy, and Air Force. These institutions (West Point, Annapolis, and the Air Force Academy) require recommendation and appointment by members of Congress. Private and state-supported military institutes, however, operate on a university application basis. They all offer degree programs in engineering and technology with concentrations in various aspects of military science.
- Vocational / Trade School a school in which students are taught the skills needed to perform a particular job. Traditionally, vocational schools have not existed to further education in the sense of liberal arts, but rather to teach only job-specific skills, and as such have been better considered to be institutions devoted to training, not education.

Perhaps you are planning on taking a **gap year** between high school and university? A gap year (also known as year abroad, year out, year off, deferred year, bridging year, time off, and time out) is a term that refers to a prolonged period (often, but not always, a year) between a life stage. The most popular gap years are taken pre- or during matriculation in a university.



## Determine What Characteristics in a School Are Important to You

You may be asking yourself, how do I start making a decision about which university to attend?
Research, research, research! There are two things to consider. First, there will not be one magic choice — one perfect school at which you will be happy. You will likely be happy at several different places.
Second, the only bad university choice is an uninformed one. So, begin by looking at some of these factors.

#### Some general questions to consider are:

- **Geographic location** Where in the world do you want to be? Near family and friends? Near a beach? Hot or cold climate? Where do you want to spend the next four years of your life? Do you have residency in a particular state?
- **Setting** Do you find cities exciting or scary? Do you find rural areas as opportunities for outdoor fun or do you consider them boring? What sort of things do you want access to (e.g. movie theaters, shopping centers, coffee shops)? Will you have transportation? Is an attractive campus important to you?
- **Size** Ranging from 500 to 50,000, what size appeals to you? Do you want a large university or a smaller liberal arts college? How important is class size to you? How well to you want to know your professors? Are you the kind of person who can succeed in competition with lots of other good students in a larger school or would you do your best work in the more relaxed, informal environment found in most smaller universities?

- **Reputation** Rankings are not the end all and be all of university placement, but some families consider reputation to be critical. There are many types of ranking and many ways to consider the prestige of a particular university. However, let this be only one of the criteria and not the most influential.
- Academic programs For many students, the most important component of any education is what you are there to study. Does the college have the major you want? Double majors? Study abroad? Student-designed majors? What career are you pursuing? Are you looking for a broad education in the liberal arts?
- Activities Are you interested in varsity sports? Intramurals? Music? Art? Drama? Want to join a fraternity or sorority? Interested in community service?
- Admissions requirements Do you have the same profile as other applicants that have been accepted? Are your grades and SAT scores up to their standard?
- **Cost** Is cost a factor? Do you have specific plans for financing your university education? Can your parents afford to send you to university? How much can they contribute? Are you willing to work?
- **Religious affiliation** Do you want to attend a university which is administered by a particular denomination?
- Housing facilities Do you want to live in a dormitory, or would you rather live with a limited number of people, with relatives, or by yourself?

## Make a List of Universities You Want to Investigate and Research Them

Once you have developed an idea of what characteristics are important, make a list of schools you would like to investigate. The Internet is an easy way to look at different schools. (See "Valuable Internet Sites" on page 53). After careful research, you should be able to reduce the list to 5-6 universities.

#### **HELPFUL WEBSITES**

http://www.princetonreview.com/majors.aspx
http://listofcollegemajors.com
http://www.a2zcolleges.com/Majors
http://www.college-student.net

www.bridge-u.com
myblueprintstory.com
www.collegeboard.com
www.collegedata.com
www.ucas.com

#### Internet-Based

Thousands of websites devoted to the university admission process are available. Every school has both official and unofficial sites. The problem is deciding which are useful and which can help you make better decisions. Here are just a few that are considered among the best. More sites are listed on page 53.

As a general rule, your final application group should include 5-6 universities which vary in terms of selectivity, but which have the most important characteristics you have determined as important.

#### **Narrowing it Down**

As you begin refining your list, choose some schools you know you will get in to ("Safety Schools"), ones you are fairly confident will accept you ("Realistic Schools"), and ones that are more challenging to get in to ("Reach Schools"). After you have compiled this list, you can begin requesting additional information and applications from the schools you have selected.

To divide the schools into these categories, compare your exam/test scores and grades with those of students recently admitted to each university being considered. These statistics are available in The College/University Handbook under "Freshman Class Profile" heading for each school. Use the following as guidelines:

- "Reach Schools" your top 1-2 schools will fall into this category; your chances of admission may be less than 25%. The average class rank, grades and/or test scores or other admissions criteria of entering freshmen will be significantly higher than yours and you will need to "reach" to be admitted.
- "Realistic Schools" you should have 2-3 schools where you are a truly viable candidate with a 50% chance of admission. Here the average class rank, grades and/or test scores will be similar to yours.
- "Safety Schools" you need to have 1-2 schools where admission is a virtual certainty (75% or higher) and where you will be happy and productive. The average class rank, grades and/or test scores will be lower than yours.
- You are urged to give careful consideration to providing for diversity of admissions standards in your final list of universities. No student should apply exclusively to schools that have a reputation for being highly selective. These schools have more qualified candidates than they can accept. Just because you are qualified does not mean you will get in. Please be sure that you choose a safety school that you will be happy with if that's where you go.



Many students spend hours deciding on their few "reach schools" and only a few minutes on selecting more probable choices. You are strongly advised to spend as much time and careful consideration in choosing your "safety schools" as you do in selecting your "reach schools."

# 10TIPS for SURFING University WEBSITES

Not all university websites are created equal. Some are better designed than others, some are easier to navigate, and some are better at keeping information current. Use the site map if you have any trouble finding any of the information described below.

#### **BROWSE THE SCHOOL BLOGS ONLINE**

Although it may take some digging to find them, they're well worth looking for. In everything from hard news to editorial cartoons, you'll get a feel for campus life, student concerns, and the caliber of student thinking and writing.

2

#### **LURK IN THE HALLS OF STUDENT GOVERNMENT**

These legislative bodies can be key players on campus, controlling multimillion dollar budgets that support a wide range of student services. Online, you can get an idea of just how seriously they take their responsibilities. You may even be able to read the minutes of a recent meeting.

#### **GO CLUBBING**

Are you an activist? A bird watcher? A pro at the chess board? A future marketing exec? A tree hugger? Often funded by student government, clubs come in all shapes and sizes. Look for links like Student Life to find out if there are campus clubs you'd want to join.

3

#### **PATRONIZE THE ARTS**

The campus is often home to cultural events that draw locals, as well as students. Click on Events, Museums, Arts, or a similar link to learn about the school's film screenings, plays, lectures, art shows, poetry readings, concerts, and other cultural events.

#### **ENLIST ACADEMIC SUPPORT**

You'll find that universities take great pains to keep you on campus once you get there. They offer a wide range of support services, which can include everything from drop-in writing assistance and peer tutoring in statistics to time management mini courses. You should find a description of these services in a selection called Student Services or simply Students, but you might have to refer to the site map.

5

# 6

#### **CHECK OUT THE LIBRARY**

If the school offers online library resources, you'll probably find a Libraries link on the home page. Click to learn how large the book collection is, to try out their online catalog, and to find out to which electronic databases the library subscribes.

You can also learn how the library teaches new students about its services.

#### **CHECK INTO HOUSING**

You might be surprised at the many varieties of on-campus housing. Although your choices as a freshman might be more limited, you'll find language, Greek, and honors houses; dorm rooms that are more like apartments (with kitchens and bathrooms); and even lower-cost co-ops where students work together to prepare meals and perform other housework.

To find out what will be available to you during your first year, your best bet is to look for a Housing link under Admissions or Prospective Students. But to learn about the more distant future, try looking under Student Services or Current Students.

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#### **CHECK UP ON STUDENT HEALTH SERVICES**

You'll be charged a student health fee when you register for classes, so why not find out what you are paying for? Look for a link on the home page that will take you to the student health services section. You'll learn which medical and counseling services are included and which are not.

#### LOG ON TO COMPUTING SERVICES

Are dorms wired? Can you buy a discounted computer through the university? What technology support services does the university offer? Will you be able to register for classes online or will you have to stand in line? Do professors use the Internet to enhance classes? For answers, look for an Information Technology link on the home page.

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#### **GRAB A TRAY**

While some campuses offer only school-run cafeterias, others rent space to private businesses selling everything from pizza to garden burgers. Look for a link to Dining Services and get a taste of what's available. You might even find this week's menu online.

## ROOT FOR THE HOME TEAM (THAT'S ELEVEN, BUT WHO'S COUNTING?)

Care for a set of tennis? Or maybe you're more at home cheering in the stands. Click on Athletics to look into intramural and recreational sports (in which any student can take part), fitness equipment and classes, and varsity season calendars.

11

## MY UNIVERSITY CHOICES

### My "Long List" to Research

1	6	
2.		
3		
4		
5		
My "Short List"		
Safety Schools		
1		
2		
3		
Realistic Schools		
1		
Reach Schools		
1		
3		

## **APPLYING**

#### **Contacting Universities**

Now it's time to contact the schools you find interesting. This is a simple matter of emailing them via the contact link on their website, then you will want to communicate with the Admissions Director (or an Admissions counselor). Be sure to make a note of his or her name. It is important that you state your full name, correct address, and phone number. If you are a U.S. citizen, you should also state that you are a U.S. citizen who is studying overseas. If you don't let them know this, they may send you information that relates only to international students.

#### You should search for:

- Application information
- Application deadline
- Literature about school course offerings
- Financial Aid information this should include scholarships, grants, loan applications, and the name and telephone and fax numbers of someone you can contact in the financial aid office to help you. Be sure to check deadlines.
- Housing information this should include choice of dormitory and characteristics of a roommate. Be sure to find out the location of the dorm in relation to your classes. If you do not have a vehicle, you'll want to live closer to the main buildings.

#### Completing the Application

You should complete and submit your application to a college/ university by December 1st of your senior year. It is your responsibility to follow up that all the necessary documents have been completed and submitted. Below is a list of the various components of a university application that you may need to submit:

- **Application Form** use the application worksheet listed on page 19 to compile your basic information. Make sure it is completed and proofread before it is submitted. Keep a record of the date it was submitted and any confirmation numbers that the university gives you.
- **Application Fee** most universities require a processing fee for applying. This is normally paid at the time the application is submitted.
- **Personal Essay** essay questions on the application may be the deciding factor in the admissions committee's decision. Write honestly. Present new material that is not listed elsewhere in the application. Do not forget to edit!

**Letters of Recommendation from your teacher** – Decide now and ask teachers at least four weeks ahead of time for recommendations.



• Entrance Examinations (e.g. SAT, AP, TOEFL) — most universities require that entrance exam results be forwarded to them directly from the testing company. Check the appropriate websites for procedures.

**Transcripts** –At XIA, we require at least *one week notice* for transcripts and/or school records. Please keep this in mind as you are looking at school deadlines.

• Financial Statements / Certification — international students will need to submit a declaration of finance form to each school to which that they are applying. Some universities have specific forms that they require; others require a letter from your sponsor and bank statements.

#### **COMMUNITY SERVICE**

Community service and volunteer work (without pay) is viewed very favorably by university admissions representatives. Students who give up a summer or part of a summer of fun and relaxation to devote to others are considered as more attractive candidates. Universities often recognize students as much for their real life experiences and their work ethic as they do for their success in the classroom. Institutions of

higher learning want students who are less self-centered and more mature. It is that kind of student who brings a spirit of giving back to the campus and the university community.

## **APPLICATION WORKSHEET**

Name					
DOB			ec. #		
Address			Telephon	e	
City	State		_ Country		Zip
Family Information					
Mother's name		Fa	ther's name_		
Mother's occupation		Fat	ther's occupa	ition	
Address		Telephone			
City	St	ate	Country	<i>y</i>	Zip
Student Information					
High Schools attended:					
SAT dates and scores:	Date taken:		_ V	M	W
	Date taken:		_ V	M	W
SAT Subject scores:	Subject:			_Score:	
	Subject:			_Score:	
	Subject:			_ Score:	
ACT score (Comp.)					
Date of graduation		Class r	ank	Cum. GI	PA
Senior Courses			Cor	e Courses (9	9-12)
			English		
			Math		
			Science		
			Social Studio	es	
			Visual & Ap	plied Art	
Possible Major			Essay Topic		
School and Extra-Curric	cular Activities				
In-School Activities	(9-12)	Hrs/W	/k Position	Award	ls/Honors
Out-of-School Activities	(9-12)	Hrs/Wk	Position	Awards	/Honors

#### Writing the University Essay

Most universities require an essay or personal statement as part of their application. The essay represents the most time-consuming, difficult, yet important part of your application. This is your opportunity to speak for yourself and you should take full advantage of it.

It is strongly recommended that you take the time during the summer between your junior and senior years to write your essays. The application essay is a very significant part of any application and it is best that you devote time, energy, and thought in creating, writing, and editing your university essay or personal statement. The essay is an extremely important component when applying to many selective universities in the U.S The reality is that there is very little time from August through December to devote to application essays. Using some hours of each week during the summer break dedicated to composing university essays or potential personal statements can be time well spent. This is especially important if you are considering an early application or an early decision plan.

To learn how to write university essays, practice writing sample essays. Good writing does not happen in one draft. Time and opportunity for input from counselors and teachers are needed to produce a quality essay. Here are some suggestions to help you as you begin to write your essays:

• Leave yourself *plenty of time* to write your essays.

- Ask a teacher whose judgment you trust to read through your essay and offer suggestions. Do not expect the teacher to correct your grammar, but make general *suggestions for improvement*.
- Use *real-life stories* that make your essay come alive. You need to capture the reader's attention right away because he or she may be reading over 50 essays a day.
- **Don't reiterate** in your essay what you have already clearly spelled out in some other part of your application.
- Don't take anything for granted. *Clearly explain* programs in which you have been involved or volunteer work you have done.
- *Be enthusiastic* and positive about yourself. No need to be arrogant, but by all means "toot your own horn."
- Be specific and concrete. Have a clear conclusion to your essay. *Answer the question that was asked.* Stay away from clichés!

The most common university essay is often called the **Personal Statement** since the purpose is to enable the admissions committee to discover a more personal glimpse of you and your motivation in applying to that particular school. In many cases, especially from abroad, a university interview is not possible. Therefore, the essay takes on more meaning for students applying from international schools and it becomes even more important in providing an image of the person behind the application.



In many cases, the Personal Statement is open-ended. You are permitted to pose your own question and comment on any relevant or prominent point related to your personal or academic history. The essay also provides competitive universities with a method to judge the maturity, uniqueness, and academic nature of the applicant. Moreover, the manner in which you address a university essay question can say volumes about your creative abilities and skills in verbal expression.

Most universities request essays that fall into four categories:

- 1. Tell us about yourself. This is the most common essay required. Since it is so general, you may find it difficult to decide which part of your life to write about. You must first determine which accomplishments best illustrate who you are, what you want out of life, how you think, and how you intend to achieve your goals.
- 2. Tell us about an academic or extra-curricular activity of interest to you. You might select an activity you contributed to, why it was important to you, how it changed your outlook, and how you feel about it now.
- 3. Tell us why you want to attend this university. The admissions committee will look to see if your essay explains why you think their institution will provide the university experience you want and how you perceive that experience will contribute best to your overall intellectual growth and personal development.
- **4. Write about an imaginative side of yourself.** This can provide an opportunity to be clever,

humorous, serious, or reflect a special aspect of your personality. It provides an opportunity to present aspirations and goals that you have for your future.

Successful essays share two features; 1) fluent writing, and 2) an honest portrayal of yourself. Universities are concerned about your writing proficiency and you can strengthen your application by demonstrating good writing skills and technical control of language. In portraying yourself, you should reveal a thoughtful description of your values, accomplishments, and goals. You can highlight your strengths, uniqueness in your background or experiences, and contributions you can bring to university. This is your chance to show your versatility and depth of commitment.

It is reasonable to assume that admission committee members at selective schools spend considerable time reading and discussing student application you essays. Consequently, should devote considerable time in thinking, planning, writing, and rewriting your essays. Eventually, a well-constructed, well-written essay could be the difference between an acceptance or a denial at highly competitive universities. Your essay must be in your voice. Any suggestion or hint that it was written by others, or with considerable assistance, would doom your application to the dustbin of university denials.

Finally, keep in mind that the essay is only one piece of the puzzle in your application process. University admissions officers try to read four applications an hour. You need to find a way to stand out in the pile of paper. Do not try to "sound American"; celebrate your heritage. Universities want diversity, and chances are, they will want you.



# 10 EASY STEPS in WRITING the UNIVERSITY ESSAY

1	Plan your essays during the summer before your senior year, if you can. Allow yourself enough time for all the steps that follow.
2	Be sure you fully understand the university's topics, directions, and deadlines. Look on the website, in the on-line application, and ask your counselor for guidance.
3	Ask your English teacher for help in organizing and structuring your approach to the question(s). Create an outline. Some selective universities have more than one essay!
4	Before you even begin to write your essay, jot down your aspirations and how you think that university will help you meet them. Work off your resume if necessary, but try and address what 'you' emerges from that list of activities. Do not simply write down all that you accomplished or achieved.
5	Think about the style or the form you might use to convey your thoughts and ideas. Prose is not always the perfect way. Perhaps your theme lends itself to another genre or writing form.
6	Write the first draft and set it aside for a couple of days. Then revisit it, reread it, and rewrite it. Minimize clichés, triteness, vagueness, and grammatical errors. Ask yourself if your essay is focused and specific enough. Does the introduction grab the reader?
7	Now, rewrite your essay once again after having it reviewed by parents, friends, and your counselor.
8	Consult your English teacher and get his or her candid opinion. Ask pointed questions and ask for honest opinions. However, do not let anyone rewrite YOUR essay.
9	If necessary, go back to steps 3, 4, or 5. Check for awkward phrasing, poor word choice, or anything else that does not sound right or convey your thoughts properly. Read your essay aloud to hear the sound of it.
10	As a Word document, put your essay through the spell and grammar check. Reread it, fine-tune it, touch it up, and submit it with your paper or online application materials. RELAX!

Taken from "Get it Together for College", published by CollegeBoard

#### Letters of Recommendation

At XIA, recommendations are confidential. The reason for that is confidential letters carry more weight. The admissions committee knows the writer has written candidly about you. If your application form includes a Waiver of Access, we recommend you waive your right of access.

Your teacher writes a recommendation in support of your application and tries to draw attention to your most positive characteristics as a student and as an individual. That recommendation will also point out any issues that may have affected your high school record. Generally, this recommendation addresses your abilities, talents, and potential as a learner. It is often a glowing endorsement of your scholastic and personal achievement. Your teacher also must provide any information pertaining to poor performance or unacceptable behavior such as academic dishonesty.

Here are some suggestions in securing personal letters of recommendation:

- *Choose these people carefully.* Ask people who know your academic and/or personal qualities.
- Give them at least four weeks to do the job. You do yourself an injustice if you do not allow them time to write a thoroughly thoughtful letter.

- To each person who is to write you a recommendation, give:
  - 1. The form from the university or a Request for Recommendation form available in the guidance office;
  - 2. The deadline date;
  - 3. The name of the university and any scholarships you are applying for;
  - 4. A brief description as to the type of information that is desired.
- **Follow-up** A few days before the deadline, contact the persons and thank them for having written the letters or completed the recommendation forms for you. If by chance one of them has forgotten, this will act as a gentle reminder.
- Be sure your application has been sent so that it arrives before your recommendations.

More is not better when it comes to recommendations. Universities want what they ask for, nothing more. A student who insists on sending more than the necessary number of recommendations may have his or her application reviewed with suspicion or distrust.



#### **Entrance Examinations**

Standardized tests are required by nearly all universities. Since tests are a specific requirement of the university admissions process, be sure that you take the appropriate one for the university of your choice.

**PSAT/NMSQT** Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

The PSAT/NMSQT can be taken in the first semester of your sophomore and junior years and consists of two parts: Math and Verbal. The PSAT/NMSQT gives you an opportunity to become aware of the types of questions asked on the SAT that you will be taking for university entrance. The scores are valuable in giving you and your parents some indication as to the type of university to which you may want to apply.

Scores from this test are also used to determine the candidates for the National Merit Scholarships.

#### SAT

SAT is short for Scholastic Aptitude Test. The purpose of the SAT is to predict how well you are likely to do in university. You should take this test in the second semester of your junior year and/or in the first semester of your senior year. Taking it more than once is strongly encouraged and gives you an opportunity to raise your scores if you didn't do as well as you would have liked the first time. However, scores will not change drastically enough to warrant a student taking it more than three times. Another thing to note is that the SAT's are probably more important than admissions people say they are, but less important than you probably think they are.

The SAT consists of two main sections: Math and Evidence-Based Reading and Writing, and it takes approximately 2 hours. It measures your reading, problem-solving, critical-thinking, and writing ability. This test is accepted for admission at most universities. A perfect score on the SAT is 1600.

XIA is an approved SAT testing site for the digital SAT exam. Please contact the principal for more information.

#### **ACT American University Test**

You may take this test in your junior and senior years. It consists of four parts: English, Math, Reading, and Science and takes 2 hours and 40 minutes. There is an optional writing component as well, which takes an additional hour. The maximum composite score is 36. XIA does not administer this exam.

### Important information about international registration:

All students testing outside the United States, U.S. territories, Puerto Rico, or Canada must register online. There are no international registration packets. You must establish a free student online account in order to register. After providing the information requested to create the account, click the "Register to Test" link and follow the instructions on the screens to complete your registration. Payment must be made by valid credit card.



#### **TOEFL Test of English as a Foreign Language**

This multiple-choice test is given with the major purpose of determining the English proficiency of students whose native language is not English. Scores are reported in three areas: Listening Comprehension, Structure and Written Expression, and Reading Comprehension. Many universities include TOEFL as an admissions requirement for international students who have not completed at least three years of high school in an English speaking country. At the time of printing the TOEFL was not available on the island of Penang.

XIA does **NOT** administer the TOEFL on campus. To schedule your TOEFL exam, please register online at **www.ets.org/toefl.** 

#### **Advanced Placement (AP) Exams**

These exams are given in May for university-level courses taken in high school. University credit and grades may be earned for acceptable scores. Check with the schools to which you are considering applying and find out what their policy is on Advanced Placement exams.

XIA is an approved AP Testing site. Please check with the principal with more information. These exams are administered on campus. They are spread out over two weeks in May and take about 3 hours each to complete.

#### Important information about the exams:

Early testing or testing at times other than those published by College Board are not permitted under any circumstances.

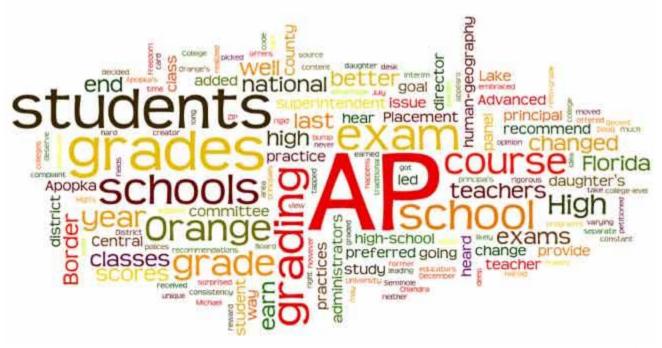
You may not take both Calculus AB and Calculus BC exams in the same year.

#### **Reporting Scores**

It is advisable to list your first choice university codes on the registration form. Doing so saves time and money. The last time you register, be sure to include all universities to which you are applying. If you decide you want a university to receive your scores but have not listed them on your most recent score report request, you should send a request as quickly as possible.

It is important to recognize that each university must receive the official versions of these scores from the proper authority (testing agency) in a timely fashion.

To be sure that College Board, ACT, and your university keep all your records in order, be sure to give them your name exactly the same way each time. Make sure that you enter your Family name and Given name exactly the way the forms indicate. Using initials one time and not the next may cause confusion and your scores may not be reported. Also, using one name on the test registration form, and another on the application, and yet another on your school records (e.g. Tom, Tommy, Thomas) can result in a university or testing agency listing you under more than one name.



#### Transcript of Grades and GPA

Your transcript is an indicator of your high school achievements and performance and is the **most important piece** in your application. Universities are looking for students with genuine effort, intellectual ability, and an interest in learning. The more selective a university is, the more interest they have in the courses you have taken in high school, expecting a heavy concentration of challenging courses.

Your transcript is a record of all grades achieved during each semester of high school (grades 9-12).

## Additional Information Extracurricular Activities

An extracurricular activity is one that you have chosen to participate in on your own accord. It may be school-sponsored or not, and it requires your time and a certain degree of involvement and commitment. Universities want to know more about you and what you do away from your desk and separate from your computer. Each of your activities and the level of your participation in things beyond the classroom says something about you that is enlightening to an admission officer reading your application file.

Universities are looking for students who are intelligent, personable, and active. You do not have to be a star athlete or a skilled musician or actor to receive credit for being active. You also do not have to be involved in everything imaginable. Universities want students who are motivated beyond the classroom and earnest enough to devote time and energy to clubs, sports, organizations, and work. Universities are impressed with students who help others and/or demonstrate initiative, leadership, volunteerism, activism, entrepreneurship, a desire to explore, a sense of responsibility, and/or a strong work ethic.

Students who demonstrate (in a resume or on the application) that they maintained their interest in a certain activity for a number of years and have played a leadership role in that activity will be considered more highly than students with a higher GPA or higher SAT scores who have done very little in high school but study.

#### The Resume

Some students may opt to use the essay or personal statement to write about a special activity. Others choose to list the various honors, awards, leadership roles, and activities in some chronological fashion. A

good resume can reveal as much about you as the personal essay. It speaks to your involvement and your social engagement. It can also reveal much about your interests and abilities outside of the classroom. A resume is not often required, but it can be useful as your complete applications.

### Special Skills, Talents, and/or Extraordinary Experiences

If most universities want generally active students, they are also seeking young people with special skills and talents. Leadership is important, but so are talents in competitive athletics although most high school sports stars find it difficult to transfer those skills to university teams. Schools are always looking for skilled musicians, actors, singers, and performers as well. They also seek those who had extraordinary experiences. If you can include a special and recognized talent as a part of your application, it can benefit your chances immensely.

Finally, universities want to know if you are fundamentally a good person – honest, responsible, thoughtful, with genuine concern for yourself and others. They want to know what special personal qualities out will bring to their campuses.

#### Application Timing (USA)

Every university has its own deadline dates, and you are responsible for knowing those dates and completing all applications well ahead of those dates.

Regular admission applications are normally due by January 1st or later in February. It is your responsibility to know each specific deadline date and to submit your Transcript.

The "December Rush" occurs in those weeks between the American Thanksgiving holiday and the Christmas Break. Many XIA students apply to schools with a January 1 or January 15 deadline.

#### **Early Decision**

In this plan, you are definitely interested in one particular school. Therefore, you apply to the school earlier than the other students who are applying for general admissions. The specific deadline for "Early Decision" is determined by the school. Schools under this plan demand that you apply only to their school if you are asking for an "Early Decision". They expect you to attend their school if you are accepted.

#### **Early Action**

With "Early Action", you will know the university's

decision early. If you are accepted, you are not committed to attend that school.

#### **Notification Date**

Some highly competitive universities notify most of their prospective students in April.

#### **Rolling Admission**

It is always better to send applications destined to schools with a rolling admissions policy as early as possible. Do not wait for the later deadline! In this type of admission plan, you are notified as soon as your application file is competed and reviewed. Admissions decisions are made continuously throughout the year.

#### **Mid-Year Reports**

In early to mid-January, XIA sends an updated transcript to the universities to which you have applied. The mid-year report generally includes the senior grades from the first semester and information about any significant changes in your academic program, activities, behavior, or school performance. Sometimes an additional recommendation is submitted.

#### **End-of-the-Year Reports and Transcripts**

Starting in February/March, students begin to receive the decisions from each school to which they applied. In the first week of April, the more selective universities send out their decisions. On that basis, each student makes their decision and informs the principal of their final decision by May 1st. At the end of the school year (early June), the principal will send an electronic copy of your final transcript to the university you have chosen if it accepts that format (e.g. Common App).

#### **General Admissions Policies**

#### **Open Door**

This type of school usually has certain requirements for admission that revolve around such things as diploma, age, tests taken.

#### **Moderately Selective**

This type of school offers admission to all or most

applicants who have successfully completed a university preparation program.

#### **Selective Admissions**

With this type of admission, the school usually has many specific expectations regarding a student's preuniversity preparation.

#### **Highly Selective Admissions**

This type of school has many highly qualified students applying, who meet their stringent admission requirements. The major factors of consideration are your GPA, test scores, and specific courses you have taken. Other factors that are considered: interview, recommendations, special talents, special accomplishments, jobs, unusual experiences, and leadership qualities.

#### **University Decision-Making Process**

The university can make one of four decisions:

#### 1. Accept

#### 2. Wait List

This means they want you, but it depends on how much room there is. Minimal chances of acceptance - essentially a denial.

#### 3. Defer

If you have applied for Early Decision, they will review your file again with all the other regular decision candidates.

#### 4. Deny

#### Acceptance

Once accepted, schools need to be notified of your decision and will often require a deposit to hold a space for you.

In most cases, universities will request another transcript at the end of the first semester of your senior year. You are responsible for submitting the request for this transcript.

Normally, your final high school transcript will be sent. This will be used to verify that you have completed high school.

## **CONFIRMATION**

#### You have been accepted!

As soon as universities send their letters of acceptance to you, be prompt in replying.

When you receive an acceptance from the school you wish to attend, follow their instructions regarding:

- 1. Payment of a deposit fee
- 2. Selecting courses for your freshman year
- 3. Housing reservations
- 4. Medical forms
- 5. Securing a student visa

If the university does not require anything immediately, acknowledge your acceptance with a letter/e-mail to the Director of Admissions thanking him or her for the attention given to you and saying that you are looking forward to attending their school.

At the same time, you should write/e-mail the other universities which accepted you. Thank them for their consideration and ask them to withdraw your name from the enrollment lists. In withdrawing your name promptly, you are giving an acceptance possibility to another applicant who may have been placed on the waiting list.

\* The courtesy of notifying universities of your plans is the last important phase of the university application process and should be completed carefully and promptly.

It is important to note that universities do not approve of a student depositing money at more than one university.

#### Financial Aid (USA citizens)

Most university students today receive some form of financial aid. University costs have increased annually. Whether to apply for financial aid or not is a family decision. However, do not allow your financial situation itself to be the sole determinant to which universities you apply.

There are 4 major sources of financial aid:

- 1. Federal grants
- 2. State grants
- 3. University scholarships, grants, loans, work study
- 4. Private scholarships and loans

The money for your university education will come from 5 major sources:

- 1. Parents' income
- 2. Parents' assets (savings, investments, special accounts, etc.)
- 3. Student's earnings (summer job, part-time job during school)
- 4. Student's assets (savings, trust accounts, investments, etc.)
- 5. Financial aid

Although most financial aid is based on financial need, national figures show that over 55% of university students receive some type of financial assistance. Financial aid usually consists of:

- **Grants** and **scholarships** which are gift money you do not have to pay back
- **Loans** which are borrowed money that you must repay with interest
- Work study which lets you work on campus and earn money

Financial aid can help you attend school. BE SURE TO APPLY! DON'T DISQUALIFY YOURSELF BECAUSE YOU THINK YOU ARE INELIGIBLE — LET SOMEONE ELSE MAKE THAT DECISION.

Applying for financial aid is **YOUR RESPONSIBILITY.** Without making the effort, you will not be considered for any kind of assistance. You are urged to apply for several types of financial aid. However, to be eligible for federal aid, you must have the following:

- financial need
- U.S. citizenship
- social security number
- make satisfactory academic progress in university
- be registered with the selective service if required

In order to be considered for state and federal funds, it is necessary to complete the Free Application for Federal Student Aid (FAFSA), the State Student Aid forms from your state, and possibly the CSS/Financial Aid PROFILE put out by The College Board or other school specific forms. The FAFSA can be found online

and the CSS can be obtained from your school counselor, but *state forms must be requested from your university*.

Be sure to check with the university's financial aid officer who will help you determine whether you qualify for any of these funds or other sources of aid. The financial aid officer can analyze your specific family financial situation. Once your family contribution is determined, no matter what a university costs, your family contribution remains constant. The cost of university determines your financial need.

#### **Helpful Hits**

- 1. Start early and check deadlines.
- 2. Be sure to complete all forms accurately.
- 3. Send a letter of explanation directly to the university regarding any special or unusual circumstances occurring within your family.
- 4. Check with the institution of your choice for payment plans to assist you in meeting any remaining costs after you have received your financial aid package. You will be required to pay a portion of your university costs, and you may wish to pay that in installments during the school year.

#### Scholarship Search

What can you do to be a good candidate?

Keep up the best grades possible.

Make sure the courses you take are appropriate for your university choice.

Excel in an activity (e.g. music, sports).

Take the SAT and review weaknesses and develop strengths. Retake it your senior year to improve your scores.

Establish a work or volunteer record (e.g. being a Teacher's Assistant).

#### Investigate possible scholarships through:

- Church or M organization
- Your parents' employer
- Your special talent areas
- Career goals
- Nationality or ministry group
- Armed Forces
- Organizations /clubs of your parents
- The university that you are applying to

Researching and pursuing scholarships is your responsibility. Try as many avenues as you are able to. You may be pleasantly surprised!

#### Discuss your Family Financial Resources

Discuss with your parents what resources are available for your education and what they expect your contribution to be. Find out if they want you to work to help pay for the costs, if they plan to cover the expenses themselves, or if you can expect to rely on another source of help. It is wise to know in advance how much you will need to come up with. The process must be well understood in advance. Financial planning is a family affair.



## WHAT IS THE FAFSA?

The Free Application for Federal Student Aid (known as the FAFSA) is a form that can be filled out annually by current and anticipating university students (both undergraduate and graduate) in the United States to determine their eligibility for federal student financial aid (including Pell grants, Stafford loans, PLUS loans, and work-study programs). The Department of Education begins accepting the application beginning October 1 of each year (for enrollment the following August). Applicants who have filled out a FAFSA in previous years are able to fill out a renewal FAFSA, but information on taxes and savings, for example, must be updated annually. In addition, most states and schools use information from the FAFSA to award non-federal aid.

The FAFSA consists of numerous questions regarding the student's finances, as well as those of his or her family (in the case that a student is determined to be "dependent"); these are entered into a formula that determines the *Expected Family Contribution* (EFC). A number of factors are used in determining the EFC including the household size, income, number of students from household in university, and assets (not including retirement and 401(k) funds). This information is required because of the expectation that parents will contribute to their child's education, whether that is true or not.

The FAFSA does not have questions related to student or family race, ethnicity, sexual orientation, disability, or religion.

A *Student Aid Report* (SAR), which is a summary of the FAFSA responses, is forwarded to the student. The student should review the SAR carefully for errors and make any corrections. An electronic version of the

SAR (called an ISIR) is made available for downloading by the universities the student selected on the FAFSA. The ISIR is also sent to state agencies that award state need-based aid. Schools may award aid on a first-come, first-served basis, and students are advised to fill out the FAFSA as early as possible for consideration for maximum financial assistance. (Information obtained from Wikipedia.)

#### Eligibility

Nearly every student is eligible for some form of financial aid. Students that may not be eligible for need-based aid may still be eligible for an unsubsidized Stafford Loan regardless of income or circumstances. A student that can meet the following criteria may be eligible for aid:

- is a U.S. citizen, a U.S. national, or an eligible noncitizen;
- has a valid Social Security number;
- has a high school diploma or GED, or for adult students, can pass an Ability-to-Benefit test;
- is registered with the U.S. Selective Service (male students age 18-25);
- completes a FAFSA promising to use any federal aid for education purposes;
- does not owe refunds on any federal student grants;
- is not in default on any student loans; and
- has not been found guilty of the sale or possession of illegal drugs while federal aid was being received.

Website: www.fafsa.ed.gov

## 1 QUESTIONS for the FINANCIAL AID OFFICE

Each university has its own set of rules and policies governing financial aid- how outside scholarships are treated, whether aid awards can be appealed- information that may or may not appear in its brochures. As you check out the universities on your list, do not forget to email, call, or visit the financial aid office.

#### Here are 10 questions to get you started:



## SUPPLEMENTARY INFORMATION

## INFORMATION FOR U.S. CITIZENS

#### APPLYING TO UNIVERSITIES IN THE U.S.

#### Establishing U.S. Residency

The question of residency for overseas American students is as important as tuition fees and other charges because tuition fees for state schools are usually much less for residents than out-of-state students. Also, most public universities have a more lenient admissions policy for residents.

Residency can usually be proven on one, or a combination of, the following factors\*:

- 1. Parental or personal voter registration in a state and /or local precinct.
- 2. A driver's license (held by student or parent) from the particular state.
- 3. Property ownership in a state; property or income taxes paid in a state.
- 4. Mailing address in a state.
- 5. Previous enrollment in a state school by parent or sibling as a resident.

The first three above are those bearing the greatest validity in the "case for residency". For further information, go online to

 $\frac{\text{http://www.finaid.org/otheraid/stateresidency.ph}}{\text{tml.}}$ 

\*However, state residency policies vary from state to state, so be sure to find out what your state requires for proof of residency.



## INFORMATION FOR NON-U.S.

### **STUDENTS**

#### STUDENTS APPLYING TO NON-U.S. COLLEGES

#### Applying for a Visa

Although you have been admitted to a university, if you are coming directly from overseas, the U.S. Embassy/Consulate makes the final decision in granting you a Student Visa (does not apply to Canadians).

In most countries, first-time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. You should consult Embassy websites or call for specific application instructions.

Keep in mind that June, July, and August are the busiest months in most consular sections, and interview appointments are the most difficult to get during that period. You need to plan ahead to avoid having to make repeat visits to the Embassy.

It is important to remember that applying early and providing the requested documents **does not guarantee that you will receive a visa.** Also, because each student's personal and academic situation is different; two students applying for the same visa may be asked different questions and be required to submit different documents. For that reason, the guidelines that follow are general and can be abridged or expanded by consular officers overseas, depending on each student's situation.

#### Where Should You Go?

The U.S. Embassy/Consulate closest to your home will process your visa application.

#### When Should You Go?

Most Embassies/Consulates have specific hours to review non-immigrant visa applications. Most applicants will go to the Embassy/Consulate and have to wait in long lines, but there are a few that will process your application by mail. Please check with the one located closest to your home for their

application procedures.

- Remember that the Embassy/Consulate will close for both U.S. and local holidays.
- Try to arrange an interview long before the day you plan to travel to the U.S. You are strongly encouraged to apply for your visas several weeks before you plan to travel.
- Most U.S. universities begin their academic year in August, so this is a very busy month at the Embassy/Consulate. Plan ahead so you can arrive in time for orientation and class.

### What Should You Take To The U.S. Embassy/Consulate?

It is crucial that you take all the proper documents with you during your visa appointment. If you don't, you may be required to return for a second time, which may delay your visa for several weeks.

#### What Is Needed To Apply For A Student Visa?

All applicants for a student visa must provide:

- An I-20 form obtained from a U.S. college, school, or university. Please be sure to bring all the pages of the I-20 form. The form must also be signed by you and by a school official in the appropriate places.
- A completed nonimmigrant visa application form (DS-160). This form is available at the Embassy or at http://travel.state.gov/visaforms.html
- A **passport** valid for at least six months after your proposed date of entry to the U.S.
- A receipt for the U.S. visa processing fee (US \$185).
- Letter of admission from the university.
- Photographs (2x2 size)
- **Financial evidence** that shows you, or your parents/sponsor, have sufficient funds to cover your tuition and living expenses during the period

of your intended study. Also includes proof of assistantship (scholarship, loan) if you have received any.

All applicants **should be prepared** to provide:

Transcripts and diplomas from previous schools attended.

Scores from standardized tests required by the educational institution (i.e. TOEFL, SAT, etc.)

You may be asked additional questions regarding whether or not you have lived in the U.S. previously; if your parent's business is located in the U.S. or sponsored by a U.S. organization; and whether or not you have siblings who are U.S. citizens. As an international student, you must establish that you have binding ties to your home country and intend to return there once you have completed your studies (i.e. parents in home country, ownership of property, etc.)

For additional information, see the U.S. State Department Visa Services website and http://travel.state.gov/foreign\_student\_visas\_handout.html.



## **COUNTRY SPECIFIC INFORMATION**

The following includes information about some of the countries that our students apply to regularly.

#### Australia

Australia applicants will need to begin work on applications as early as **September** (or earlier) for March entry dates. Often students find it helpful to start during the July holiday break by visiting the university admissions offices personally. The process takes determination and patience in providing additional documentation, explanation of course work and many phone calls and interviews.

With the current demand on spaces at universities in Australia, it is recommended that you take the strongest academic program possible, taking full advantage of AP courses. Australian universities are trying to attract international students, so a non-Australian student may have an easier time being admitted than an Australian citizen.

More and more Australian universities are using SAT or ACT and high school grades as a factor in university admittance. Contact both the Central Admissions organization of the state you are applying to and the individual university admissions office. Try to talk with the same person each time and get as much of the information in writing as possible.

Students who will complete the application process after graduation need to remember that it is more efficient to complete as much of the process as possible prior to departure from Malaysia. Collect recommendation letters and have them kept in your file at school. Distance – both in time and miles – complicates the process.

### Universities Admission Centre (UAC) for New South Wales and Australian Capital Territory

Locked Bag 500 Lidcombe NSW 2141

#### **Victoria Tertiary Admissions Centre**

40 Park Street South Melbourne, Victoria 3205 Australia Tel: 613-690-7977

Queensland Tertiary Admissions Centre (QTAC) QTAC Ltd.

P.O. Box 1331 Milton 4064 Queensland, Australia

#### **South Australian Tertiary Admissions Centre (SATAC)**

230 North Terrace Adelaide, South Australia 5000

#### **Tertiary Institution Service Centre**

16 Stirling Highway Nedlands, Western Australia 6009

#### Canada

Canadian applications are usually due between January and April prior to the September entry date. Application sites are usually open before the end of first semester so many students choose to complete the process early. Although the deadlines are later than U.S. schools, applications from overseas need to be received as early as possible.

The application process in Canada varies somewhat from province to province. A majority of the post-secondary institutions in Ontario use the OUAC (Ontario University Application Centre) as a central application agency. Other Canadian universities should be contacted individually.

One very important factor and a very confusing one for international students is the need for SAT and SAT Subject. Although a student may be a Canadian citizen, he or she must follow the application process as if applying from a U.S. high school. The same is true for a non-Canadian passport holder. Always check the university websites for the information pertaining to "American high school graduates".

Canadian Immigration requires that foreign students prove they have enough money to cover the cost of tuition and living expenses for a twelve-month period, plus return transportation. This proof must be shown at the Canadian Embassy (High Commission) or Consulate which issues your Student Authorization. Proof of your finances must also be shown before you are allowed to register in the following years.

www.univcan.ca

#### Germany

The "Abitur" is the German university entrance credential, the equivalent of which must be presented for admission by students whose secondary education was completed outside of the Federal Republic of Germany. The Ministries of Education and Cultural Affairs assess the academic credential of such applicants, and classify these credentials as either Class I, II, or III. Class I credentials are considered the equivalent of the Abitur.

Although the AP is increasingly recognized in Germany, the **International Baccalaureate** (IB) diploma is more widely accepted and recommended. There are many other specific requirements even for IB students.

German requirements vary from one geographical area to another. Contact the regional educational office for the area in which you are interested.

#### Sekretariat Der Standingen Konferenz

Der Lander in der Bundesrepublik Deutschland Nassestrasse I D-5300 Bonn 1

#### **Federal Republic of Germany**

Non-German citizens should write to the DAAD in Bonn:
Deutscher Akademischer Austauschdienst
Kennedy Allee 50
D-5300 Bonn 2
Federal Republic of Germany
www.daad.de/en
http://www.uni-assist.de

#### Japan

Japanese university applications tend to fall due from **October** until **January** for March/April entry. There are also some schools with **April** deadlines for a September starting date. The deadlines usually coincide with the entrance examination dates.

The admissions procedure to Japanese universities is a very structured process. There are two types of students:

- Students in Japanese schools (overseas or in Japan)
- Returning students (kikokushijo)

Most international students apply through the returning students (kikokushijo) procedures. This process involves several parts: testing, applications, recommendations, and certification of graduation.

The admissions process to most Japanese universities involves the following components:

**Application Form:** filed by students **Tests:** SAT I, SAT II, TOEFL

**Recommendations:** number varies; most of the

time 2 or 3

**School Record:** transcript, profile

clarification if courses are Honors or AP, explanation of

activities like NHS

Essays: 1 in Japanese, 1 in English

(this counts twice as much as

the Japanese essay)

**Examination:** 1 "in-house" examination;

more in some cases

**Interview:** at each university

Students applying to Japanese Universities are responsible for the following:

- 1. Filling out the applications.
- 2. Taking the examinations in Japan (usually October, November, and December)
  - a. Notifying your counselor of pending test dates in Japan.
  - b. Making up missed school work.
- 3. Taking the SAT and TOEFL at appropriate times.
- 4. Turning in Teacher Recommendation forms to the counselor as early as possible.

www.jpss.jp/en/univ/english

#### New Zealand

There is basically a two-stage entry into universities in New Zealand. For most universities, the high school diploma will fulfill the basic entry requirement. To do this, you must apply for "ad eundem statum". This means that you must gain an **entry credential** to be admitted to a university. Technically, a U.S. high school diploma is such a credential. This ad eundem statum states that your high school diploma is equivalent to the New Zealand school certificate. To apply for the ad eundem statum, you need to request it from the registrar of the university.

Applications may be made at any time, but to be certain of receiving notification of acceptance in time to complete the formalities, applicants must make sure that the necessary material to support an application is submitted by **September 15.** Once you are admitted to one university in New Zealand, that

admissions status is transferrable to any other university in-country.

Applicants usually apply through the **Universities Entrance Board:** 

#### **Universities Entrance Board**

P.O. Box 12-348 Wellington North, New Zealand

It is recommended that you also communicate directly with the university after receiving application materials from the Universities Entrance Board.

For further information, contact:

#### **New Zealand Education Centre**

21st Floor, Menara IMC No. 8, Jalan Sultan Ismail 50250 Kuala Lumpur Tel: 03-238-4612

# The United Kingdom

U.K. applications should be completed before **December 15** for all schools except medical/dental/veterinary schools and Oxford and Cambridge. These schools have an **October 15** deadline. Cambridge has an earlier deadline in

September for students applying from Malaysia which involves an interview in Kuala Lumpur. exception of Oxford and Cambridge, all university applications in the U.K. are made through a central clearinghouse - UCAS (Universities and Colleges Admissions Services). Students fill out one UCAS form for up to five schools, preference not indicated, and the clearinghouse forwards the application to the appropriate schools then tracks the application through the entire process. After students receive decisions from all schools, they indicate a first choice and an "optional insurance" second choice. As in the U.S., final acceptance is contingent upon successful completion of the senior year of high school. Students from American system schools generally need to reach a tariff point score, and can only receive points towards that score by AP exam results (e.g. 5 score = 28 points, 4 score = 24, 3 score = 20 points, etc.)

For further information, contact:

## **British Council Education Counseling Service**

Jalan Bukit Aman 50916 Kuala Lumpur, Malaysia Tel: 03-298-7555 study-uk.britishcouncil.org



# GAP YEAR

## THE BENEFITS OF TAKING A YEAR OFF

Many students head off to college right after high school because that's the customary path. But if you are thinking that you are not quite ready for college, then you may want to consider taking a year off to explore foreign countries, gain work experience, or improve upon your studying skills. Check out the following benefits of taking a gap year before you begin college.

You will become more mature. Students who take a year off before they enter college mature earlier than their peers who come straight to college from high school. Taking a year off to travel foreign places or work full-time will give you real world experience. Think about how much you would mature if you got to travel to Ghana by yourself and teach English to school children or if you got to explore South East Asia by working in the rain forests. On so many levels, you develop a certain maturity when traveling on your own and experiencing new people and customs. That maturity will allow you to become excited about going to college and allow you to get through the social and intellectual stressors of the four or more intense years to come.

You will become more focused. When you take a year off to discover who you really are, you will be more focused on what you want to do with the rest of your life. Many students, who thought they knew what they wanted to major in, realized that they did not enjoy working in their presumed major after they delved into their gap year of full-time work. These students were able to take the rest of their gap year to explore different jobs in order to find out what they wanted to major in at college. If you are not exactly sure what you would like to major in, then consider taking a year off to explore different career fields.

You will be academically prepared for college. Students who lack basic study skills may run into difficulties at college. If you feel that your grades or your study skills are not up to par by the time you graduate from high school, then you may want to consider taking a gap year to improve yourself

academically. Contemplate the option of enrolling in a postgraduate program to enhance your concentrated studying. There are many programs that offer refresher courses in algebra, geometry, English, etc. Some programs even offer introductory collegelevel classes. These postgraduate programs can help students master the art of college writing and studying and can possibly help students boost their grades before applying to college.

You will have an appreciation for college. If you are going to college because that's what your parents want you to do, then you may have a hard time appreciating what college has to offer you. A gap year may shed a new light on college. Consider the following situation: You take a year off from college to work full-time. You work long hours with very low pay. It won't take you very long to realize that in order to get ahead in life, you need a college degree. When your gap year is over, you will have a new appreciation for college and know that you really want to be there, instead of just going because that is what your parents want you to do.

Remember that taking a gap year isn't for everyone. If you already know exactly what you want to major in and you think that you are mature enough for the intense work that comes along with college, then you probably want to continue on to college right after high school. Weigh out your options and pick the best decision for you. If you do decide to take a year off, it is best to apply to college during your senior year of high school. After you receive an acceptance to the college, you can request to have the acceptance deferred for one year. Some colleges will allow you to defer; others will request that you reapply. Be sure to make a plan and set goals for your gap year. Decide on an activity that will be beneficial for you in the long run, such as volunteering in a foreign country, exploring different career paths, or improving your study skills. Whatever you decide to do, one thing is for certain: you will enroll in college a changed person.

# **AMERICAN UNIVERSITY TERMS**

#### **Academic Calendar:**

The academic year varies for each university, but will normally run from early September to the end of May. It may be divided into two terms of 18 weeks each called a semester, or three terms of 12 weeks called quarters. Universities often provide summer courses, but these are optional and students attend if they wish to shorten their program or make up credits not taken during the academic year.

## Accreditation:

Approval given to an institution meeting minimum standards by its regional accrediting organization.

#### **Advanced Placement:**

This may include placement in an advanced class, credit for a course not actually taken in university, or the waiving of a required course. Universities have various methods of handling this through the College Board or their own tests.

#### Advisor:

A university professor or other staff member who advises students on majors, courses, and other academic concerns.

## **Associate Degree:**

The degree given for completing a two-year program of university work, usually at a community university.

## Bachelor's Degree:

The degree given for completing a university program of at least four years of academic work. Usually this degree is either a B.A. (Bachelor of Arts) or a B.S. (Bachelor of Science).

#### **Bachelor of Arts:**

The title of the degree which denotes a degree in Fine Arts areas.

## **Bachelor of Science:**

The title of the degree with majors such as Business, Engineering, Math and Science fields, or Education.

#### **Core Courses:**

Also called General Education Requirements or Distribution Requirements. These provide the broad base from which the student will develop his/her degree. They usually require two or three courses in English, and the rest are typically spread between

Humanities, Sciences, Mathematics, and Social Studies.

#### **Credit Hour:**

The amount of credit given for a course meeting one hour a week for a semester or a quarter. A threecredit course would meet three times a week, etc.

## **Credit System:**

A college or university usually states their degree requirement in terms of credits, hours, or units. Each course taken earns a specified number of credits/hours/units. Typically, a course which earns three credits meets for three hours a week per semester, and so forth. Labs are usually an extra credit.

#### **Curriculum:**

A planned sequence of activities which helps a student gain special skills or a certain body of knowledge. Most curricula also lead to a degree, diploma, or certificate in a particular field of study.

### **Deferred Admission:**

Many universities offer an opportunity for a student who has been admitted to delay or defer enrollment for a year or a semester. Students who defer an offer of admission may choose to work for a while to earn money for university, to travel, or to pursue special programs. A deposit is often required by the university to hold a place in the next entering class, and it is the university's right to expect the student to be able to account for the time spent between graduation from high school and actual matriculation at the university. The student who defers admission to a university cannot attend another university during the time off, unless the university is notified in advance and agrees to the plan.

#### Degree:

A diploma given as official recognition for satisfactory completion of a course of study at the university level.

## **Early Admission:**

A procedure which enables a student to receive his/her acceptance after six semesters in high school. The student must have very good grades and in most cases promise to apply to no other university. Many universities have a program under which a student may apply for admission during the junior year. The

Early Admission program at most universities is reserved for truly exceptional students whose academic preparation and achievement level are sufficient for early entrance to university. You should seek the advice of your school counselor if you are considering Early Admission.

#### **Elective courses:**

These are courses which the student chooses. The degree may impose certain requirements on choices. For example, upper division courses may only be taken after the student has completed prerequisites.

#### **Endowment:**

Funds a university has received as gifts, which are then invested, and from which income to run the university is obtained.

#### **Financial Aid:**

Scholarships, loans, grants, and/or a part-time job given to a student with financial need.

#### **Financial Aid Form:**

The basic application form to apply for financial aid including grants, loans, and work-study programs.

#### 4-1-4:

University year divided into two semesters with a onemonth session between. Four courses are carried each semester. One course is carried in the interim session.

#### Freshman:

A student in his/her first year of University. Can also be referred to as fresh, frosh, and greenie.

#### **Full-Time Student:**

A university student who generally takes a minimum of either 12 units per quarter or 12 units per semester.

## **General Education Requirements:**

A specific group of courses from different academic areas required for any university degree. The general education requirements are described in a university's catalog.

## **Grant-in-Aid:**

Financial award based on financial need but without the prestige of a scholarship.

### **Impacted Program or Major:**

An overcrowded program or major in which there are many more applications than available spaces.

#### Junior:

A student in his/her third year of university. Considered by some to be the most fun because you

aren't worried about graduating yet, but know enough about university life to really enjoy it.

## **Liberal Arts University:**

A university in which the emphasis is on a program of philosophy, literature, history, languages, and basic science.

#### Loans:

Funds loaned to university students by the government or university. For certain loans, no interest is charged until the student has graduated.

#### **Lower Division:**

The courses usually taken during the first two years of a four-year university program. The courses are introductory courses or general education requirements.

## Major:

A student's main field of study in university.

## Major courses:

This is specialized study in the field in which the student is taking his/her degree. These classes become increasingly more difficult and complex each year.

## Master's Degree:

The degree given for completing a one- to two-year course of study beyond a Bachelor's Degree. Some Master's Degrees are M.A. (Master of Arts), M.S. (Master of Science), or M.B.A. (Master of Business Administration).

## Part-Time Student:

A university student who takes less than a full-time schedule of classes.

#### **Probation:**

A notice usually given if a student has earned a grade point average below 2.0. It serves as a warning which gives time to improve academic achievement or the student will be dismissed from the university.

## Scholarship:

A gift of money (which does not need to be repaid) given to recognize student achievement. It may be based partly on financial need.

#### Senior:

A student in his/her final year of university.

## Sophomore:

A student in one's second year of university. In Latin,

sophomore means "young fool".

## **Transcript:**

An official copy of your grades which is obtainable from the Registrar's Office.

## **Transfer Major:**

Students who intend to transfer to a four-year university will pursue a transfer major at a community university. This consists of the lower division requirements for a major at a particular university.

#### 3-2 Plan:

Type of plan where a student works for three years at one university and two years at a second university (e.g. 3 years at a liberal arts university and 2 years at an engineering university).

#### **Tuition:**

The fee for receiving instruction at a university.

## **Undergraduate:**

The first four years of university before a degree has

been given.

#### Unit:

A fixed amount of scholastic study used as a basis for calculating academic credits. University units for a course often equal the number of hours per week the course meets. You must earn a specific number of units to receive a degree.

## **Upper Division:**

The courses usually taken during the last two years of a four-year university program. The courses typically are advanced courses in one's major.

#### Work Study:

A government program where you work on-campus and receive a paycheck for the number of hours you work. Basically, work study means the government pays your wages.



# University Prep Calendar

# **Junior Year**

October		Take the PSAT, if available
February		Begin thinking about careers that you may be interested in.  Begin thinking about universities/colleges that you may be interested in attending.
March		Register for the May SAT. Contact colleges and universities for catalogs. Research scholarship and other financial aid sources. Review our senior year schedule to make sure you have met all the necessary graduation requirements.
Мау		Take the SAT.  Review and narrow our university/college options  Begin developing some ideas for your university/college essays and write them down.
June&July		Begin your University Application Process
Senior Ye	ear	
Augest		Check to see if online applications are available. Email for information and application. Register for the October SAT (to increase your score, if needed) Register for the August or September TOEFL, if needed ( <a href="www.toefl.org">www.toefl.org</a> )
September		Universities and colleges begin accepting applications. Look at possibilities for scholarships; many of them have fall application deadlines.
October		Take the SAT (if needed to increase your score). Finalize your top 3-5 university/college choices. Be realistic and note deadlines. Apply to schools. Request Teacher Recommendations, if required.
November		Make all letters of recommendation requests by November 1 Ask the XIA principal if you need a transcript sent to a college/university.
December		Download the financial aid application (FAFSA), if you are a US citizen.
January		Complete financial aid applications for the universities of your choice.  FAFSA can be filed after January 1
February		Be sure you have applied for housing at the public university/college of your choice. You cannot deal with housing at an independent university until you have been accepted.

# FINANCIAL AID RESOURCES FOR USA

# General Financial Aid Information

• Federal Student Aid (an office of the U.S. Department of Education)

## studentaid.ed.gov

- Free Application for Federal Student Aid (FAFSA) fafsa.gov
- FAFSA4caster

### fafsa.ed.gov/FAFSA/app/f4cForm

• CSS/Financial Aid PROFILE

## css.collegeboard.org

 National Association of Student Financial Aid Administrators (NASFAA)

www.nasfaa.org/ students\_parents\_counselors

## Financial Aid For Military Students

• Today's Military

## todaysmilitary.com/living/paying-for-college

• Veterans Affairs GI Bill

## www.benefits.va.gov/gibill

• Yellow Ribbon Program

http://www.benefits.va.gov/gibill/yellow\_ribbon.asp

• Reserve Officer Training Corps (ROTC)

todaysmilitary.com

### Financial Aid For International Students

• Federal Student Aid (an office of the U.S. Department of Education)

studentaid.ed.gov/sa/sites/default/files/international-students.pdf

studentaid.ed.gov/sa/eligibility/ non-us-citizens

## Institutional Aid

Visit each university's office of Financial Aid website for information on aid given at the college level and whether additional scholarships are available.

## **Scholarships**

• Federal Student Aid (an office of the U.S. Department of Education)

# studentaid.ed.gov/sa/types/ grants-scholarships

Department of Labor Scholarship Search
 www.careerinfonet.org/scholarshipsearch/
 ScholarshipCategory.asp\*searchtype=categor

v&nodeid=22

• Scholar Snapp

## www.scholarsnapp.org

• Coca-Cola Scholars Foundation

#### www.coca-colascholarsfoundation.org

• Gates Millennium Scholar Program

#### www.gmsp.org

 Mexican American Legal Defense and Educational Fund (MALDEF) Scholarship Resource Guide

www.maldef.org/assets/pdf/2016-2017\_ MALDEF\_Scholarship\_List.pdf

• QuestBridge National College Match

### www.questbridge.org

• Ron Brown Scholar Program

www.ronbrown.org

## Saving Money For College

• Mapping Your Future

mapping your future.org

## Comparing College Costs

• College Affordability and Transparency Center (an office of the U.S. Department of Education)

### www.collegecost.ed.gov

 Consumer Financial Protection Bureau (CFPB) Compare Financial Aid Offers www.consumerfinance.gov/payingfor-college/compare-financial-aid-and-college-cost

## Financial Aid Glossary

• Federal Student Aid (an office of the U.S. Department of Education) **studentaid.ed.gov/sa/glossary** 

# FIRST-YEAR ADJUSTMENT ISSUES

Certain times in the academic year tend to be universally challenging to students. Those who understand the ups and downs of the first university year are better able to help students negotiate the challenges of transition to university. Below are some typical adjustment issues faced throughout the first year.

## August/September

- Excitement
- Testing new-found freedom
- Frequent calls and visits home
- Homesickness and loneliness
- Anxiety about roommates, professors, classes
- First exams

#### October

- Roommate problems begin to arise
- Students question: "Do I fit in here?"
- First test grades returned
- Midterm exams
- Love relationships from home remain strong
- Consequences of decision-making experienced

## November

- Midterm grades returned
- Roommate challenges become more clear
- Many exams and papers due before Thanksgiving
- Excitement and/or anxiety regarding going home for Thanksgiving
- First series of campus-wide illness (cold, flu, strep, etc.)

### December

- Anxiety over preparations for finals
- Excitement and/or anxiety regarding going home for holidays
- Sadness about leaving new friendships and/or love relationships
- Roommate challenges continue

## January

- "Fresh Start" mentality sets in with new term
- Satisfaction and/or disappointment with fall term grades
- Homesickness
- Loneliness for love relationship back home

• Relief being away from home and back at school

### **February**

- Feelings of claustrophobia and depression set in with winter
- Potential increase in alcohol and other substance abuse
- Challenges with love relationship back home
- Valentine's Day brings out loneliness, isolation

#### March

- Anxiety regarding finding roommate(s) for next year
- Excitement and/or disappointment regarding spring break plans
- Midterm exam stress
- Concern over summer employment
- Concern over winter weight gain

## April

- Excitement with arrival of spring
- Concern over declaring major
- End of semester pressure

## May

- Final exam anxiety
- Apprehension about returning home for summer
- Sadness over leaving new friendships and/or love relationships at school
- Realization of how university influences life decisions

In addition to the more predictable stressors, students may experience the following concerns throughout the academic year:

- Missing family birthday and holiday celebrations
- Missing participation in family traditions
- Wanting involvement with family maintained, but expecting their desire for complete freedom to be respected.

Reprinted with permission. Mullendore, R. H., Hatch, C. (2000). Helping Your First-Year College Student Succeed: A Guide for Parents. Columbia, SC: University of South Carolina.

# **VALUABLE INTERNET SITES**

## **College Board Online (USA)**

www.collegeboard.com www.bigfuture.collegeboard.com great resource for college searching, SAT registration, Khan Academy SAT test prep,etc.

## Federal Student Aid (USA)

studentaid.ed.gov/sa

Government financial aid/FAFSA portal for U.S. citizens

## **College Express (USA)**

www.collegexpress.com

search colleges by state, major, and a host of other factors
offers virtual tours of some colleges
ask experts questions about the college admission

#### College View - Hobsons (USA)

www.collegeview.com

process

database of 3,300 two- and four-year colleges multimedia tours gives students general overviews of colleges and has a Christian College site

## **Campus Tours (USA)**

www.campustours.com source for virtual campus tours

### EduPass (USA)

www.edupass.org

contains lots of information for international students interested in studying in the U.S.

## My College Guide (USA)

www.mycollegeguide.org

get information on online colleges via their college search page

create a profile of yourself to send to colleges

## College Quest - Peterson's (USA)

www.collegequest.com

### Peterson's Education Center (USA)

www.petersons.com

#### The Princeton Review (USA)

www.princetonreview.com

search the site by school name, region, state, size, and cost provides college ratings

## **USA Today College (USA)**

www.college.usatoday.com
current issues and trends with universities in the USA

#### **Canadian Universities**

www.schoolfinder.com search 700 Canadian colleges and universities

## **UK Universities**

www.ucas.com

#### **Australian Universities**

www.studyinaustralia.gov.au

# **South Korean Universities**

www.adiga.kr

#### **New Zealand Universities**

www.universitiesnz.ac.nz

## **Singaporean Universities**

www.moe.gov.sg/education/post-secondary

# **Sites for Christian Colleges:**

myblueprintstory.com www.christiancollegeguide.net ag.org/Higher-Education

# **EVALUATING YOURSELF**

# **My Personal Goals and Values**

1.Aspects of my high school years that I have enjoyed the most	
2.My most important values are	
3.I define success as	
4.I envision myself becoming	
5.My priorities and goals are	
My Education	
6.My academic interests are	
7. When given the choice, I choose to learn	
	(topics)
8.I learn best by	
My learning style is	
9.How my school environment has shaped me	
10.Do my academic records and SAT scores accurately reflect the student I am?	
If "no", then why?	
11.My school has prepared me for college. Yes No	
These are the ways in which I feel adequately prepared	
These are the ways in which I feel inadequately prepared	
12.I've experienced circumstances that have affected my academic performance.	
No	
Yes, and they are	
My Activities and Interests	
13.The activities I most enjoy are	

14.Do my activities show any pattern of commitment, competence, or contribution? (If so, how?)

15 How I would describe my role in school	activities
	e in college?
My World Experience	
18.I would describe my upbringing as a TCk	(Third Culture Kid) as
19.Some of the expectations I've dealt with	n are
My parents expect me to	
My friends expect me to	
20.World issues that concern me include	
	l me in that I am
	In what ways?
My Personality and My Relationships	
23.Other people describe me as	
24.The most important relationships to me	are
because	
25.What kind of groups do I identify with a	nd feel comfortable with?
26.Am I influenced by others?	Do I influence others?
27.How I feel about choices and making de	cisions for myself

# **N**OTES