



Grade 12 parents' information sheet College & university applications

Section 1

Academics

- Your child's main goal is to get an education and she / he should choose the college where he / she will be best served. Your child should match personal abilities and interests to the college's selectivity and options for majors / programs. Be especially open to liberal arts courses in the US or modular universities in the UK for your child where she / he can choose from a wide variety of majors. Investigate the college's record for advanced placements in the US

Size, campus atmosphere and location

- Most KIS graduates do well at smaller colleges with a personal campus atmosphere where there are a variety of international students. Try to locate colleges nearby friends or relatives if possible

Choice of level of competitiveness

- **Challenging:** The colleges the student would like to attend but that may stretch him / her academically – if admission is possible. Apply to 2 - 3 of these 'long shots' dependent on present GPA
- **Realistic (50 / 50):** Colleges that have all the important features the student wants and where admission is likely. Select three to four colleges in this category
- **Safe:** Colleges that have most of what the student wants and where admission is almost certain. Select three colleges in this category

Ensure that your child:

- Spends time selecting the three colleges in each of the 3 different categories
- Completes the application process for the USA, Canada or UK by the end of October
- Takes appropriate college entrance exams eg ACT or SAT I, SAT II.
- Continues to study hard and remains focused. Remember that colleges consider grade 12 marks very seriously and can turn down a student who has been given admission if the second semester grades go down

What should parents be doing this semester?

- Discuss frankly with your child how much you can afford to pay for college education as this is obviously a vitally important factor in your selection. The Careers & College Advisor will keep this information confidential and help students select colleges that fit the family budget
- Make certain that you have sent off the questionnaire that was sent to you with the grade 11 newsletter last year
- Identify the countries where your child should apply for college. Citizenship and / or residency status is important to consider and students must understand these factors
- Ensure that sufficient money is deposited in your child's KIS account to cover application and testing fees. Be aware that all deposits for colleges that accept your child must be paid from home and not through the school account
- TOEFL is required for students from non English speaking countries who are applying to the USA and Canada and is accepted also in UK. The IELTS test is a similar test offered by the British Council for UK (also accepted by many US and Canadian colleges), Australia and New Zealand and is mandatory for Australia when applying for a visa. Your child should have taken TOEFL (Test of English as a Foreign

Language) or IELTS (International English Language Testing System) by this time. Students who are taking either standard or higher level IB English may be exempted from TOEFL if they submit the IB letter of exemption

Copies of the IELTS or TOEFL tests must be given to the Careers & College office for filing. Also keep in mind that we require all your child's previous school records to keep on file so if you have not sent them please do so as soon as possible.

KIS does not make arrangements for TOEFL or IELTS and does not approve of students missing classes to take the tests. If a grade 12 student misses classes to do the TOEFL test they will be fined Rs 500 per day and will get zeros for any missed tests.

- Stay in regular communication with your child about the investigation and selection process to find colleges that will meet his / her needs
- Arrange for campus visits at colleges of choice during the vacation if financially viable
- It is strongly recommended to visit any selected colleges in India

Very important - Parents please send all completed financial forms, bank statements and tax forms to the Careers & College office by the end of October if your child is applying to the US

What are students doing this semester?

- Investigating many different colleges, keeping in mind:
Quality of Program
- Selectivity **does not** necessarily indicate quality of a specific program
- There are many good colleges. Students' academic and social background may make them feel more comfortable at a less competitive and / or smaller college. Your child does not need a **big name** college to get **quality** education at undergraduate level

What is the Careers & College Advisor doing this semester?

- Working individually with each senior student and any parents who request an appointment
- Discussing college options
- Informing students of the steps in the application process
- Sending reminders about deadlines
- Answering questions
- Advising in decision-making
- Ensuring that KIS materials are ready – eg transcripts
- Arranging to have the application packets sent by courier to the US at the end of November or in early December. Most of the US applications can be submitted online including school transcripts.
- Making certain that each student has three recommendations, two from core teachers and one from the Careers & College Advisor. They may also have one from Fine and Practical Arts.

A new ruling in the UK which has recently come into force states that students may work as well as study. This was not allowed previously and can cut living costs considerably. Given that UK courses are usually shorter than the US, four years in the UK, (in most cases) for a Masters degree as opposed to six years in the US and three years for Bachelors as opposed to four years, could mean considerable savings in total costs. There are some new entry requirements for Medicine and Law in UK so please check these carefully. Canada, Australia, New Zealand, Europe, South Africa, Singapore, India and Thailand, countries that have excellent universities and programs are worth your consideration also.

Important: If your child is applying for a scholarship, letters should be written to the colleges / universities immediately for details and ask for scholarship applications. If you have any questions or concerns, please feel free to contact me.

Section 2

India

Parents:

- Investigate the admission requirements for each college to which your child may apply as the requirements differ from college to college and state to state
- Identify what resources you have that could help your child gain admission, eg personal contacts, community / caste membership, sponsorships, NRI qualifications etc
- Find out about and pay any advance deposits that may be necessary
- **Students & parents** - watch for newspaper announcements for dates of entrance exams, admission deadlines, etc

United States

Parents:

- Be prepared to pay US\$ application fees and deposit
- Submit financial aid applications. **Begin this process as soon as possible, obtaining bank and tax return statements.** Please ask your child to send the forms early or download them from the internet

Students:

- Take all required tests
- Fill out application forms or apply online. (**Note that credit cards are required for online applications**)
- Arrange for teacher recommendation letters to be submitted to the Careers & College office
- Request transcripts, test scores, applications and recommendations which will be sent to a maximum of 9 colleges
- Accept admission and send deposit (April / May)

United Kingdom

Students:

- Complete and submit the UCAS application for 5 universities. The deadline for Oxford and Cambridge is mid October
- Carefully look at any conditional admission offers. These offers will help students to set personal goals for IB scores
- Accept two offers by May (1 definite and 1 backup). These offers are based on predicted IB scores
- Await final admission after IB results
- **NOTE: Parents should Note that the UK does not like to accept students under the age of 18. A Gap year is recommended and can help the student to mature if the year is constructive. There are now many options available and information is readily available on the internet or in the Careers & College office for volunteer work during this period**

Canada / Australia

Students:

- Submit applications to universities. (In Ontario, use the Canadian Common Application form and apply to the central processing office)
- Take requested standardized tests
- Await conditional or final admission acceptance
- Await final acceptance after IB results (Ontario)

Other countries

Parents:

- Investigate the particular admission requirements for other countries and / or universities and keep the school informed
- Communicate closely with the college to ensure that your child is taking the necessary courses in their High School program to meet college admission requirements

Section 3 – grade 12 calendar for college application process

Remember to photocopy all documentation that is sent to universities or colleges so that you have a

record of what is sent and the dates they were sent on.

August

- SAT I & II registration
- Complete extra curricular data on KISNet. (This must be comprehensive and include all Social Experience projects, participation in music, sports, drama etc)
- Arrange for personal interview with the Careers & College Advisor to learn about the application process
- Register online with the common applications
- If applying to Oxford or Cambridge in UK make certain you have the special application form and also the UCAS form. (Oxbridge applications are due mid October)
- Continue to investigate web sites for college information, test dates, scholarship applications etc. Also write for information on international students financial aid from each college
- Stay informed about relevant application information on the KISNet Careers department page
- If applying for an early decision in the US remember that if accepted you will have to go to the chosen college - all other admissions will be rejected

September

- Arrange for recommendations from 2 core subject teachers to be turned in to the Careers & College office
- Select up to 9 colleges to which to apply for admission. Choose a combination of challenging, realistic and safe colleges
- Application essays should now be completed **and are vital criteria for admission**

October / November

- Submit UCAS for UK admissions online
- Take ACT test in October if required. This is a good test and can be taken instead of SAT
- Take SAT I & SAT II tests if required. Arrange for scores to be given directly to those schools that request it.
- Begin building your US application files in the Careers & College office letting them know all the pieces that need to be included
- Application files must have envelopes with typed address labels attached firmly and a typed list of the envelope contents which will be inserted into the envelope
- Submit completed application forms online
- Make sure TOEFL copies and SAT / ACT test scores are in the Student Records office to be sent along with the transcript. (A copy will always be kept in the Records office.) If scores are low and you do not want them sent inform the Student Records office
- Make sure recommendations are in the Careers & College office
- Finalize your personal essay. Make sure it is well written, screened by an English teacher and given in, initialed by the teacher as satisfactory. **The essay is one of the most important ingredients of the application process**
- Arrange for bank drafts to accompany each application which may take several days or arrange to pay through an international credit card
- Request transcripts to be included in the files along with any High School transcripts from previous schools or certificates that are required and mentioned on the application form
- The Careers and Records office will check all the application material and make certain that it is complete and ready for postage once the grade 12 first semester grades are finalized

December

- KIS will courier the US application documents which cannot be submitted online
- Take the TOEFL test if required at a location near your home
- Consult friends, family members or others who have attended college / university in the country you intend to consider. Gather specifics about your college choices
- Make campus visits if possible to the colleges you have applied to

January / February

- **Australia & New Zealand:** submit applications
- **US citizens:** submit FAFSA and other financial aid materials with parent's help
- **India:** look for newspaper notices of admission procedures and entrance test dates and respond where needed

- **All countries:** complete any remaining application procedures
- Be certain that all application deadlines are met!
- Confirm that all colleges have received your application papers. Use fax, telephone, email and websites as needed
- Check the status of your application online

March

- Continue to gather information on the colleges where you have applied
- Decide who you will accept if you receive any admission notices
- **UK:** wait to receive notices from all 5 colleges after which choose 1st choice and 1 back up only

April

- **US and Canadian colleges:** Review all responses from US and Canadian colleges
- Make a final decision
- Send deposit before the stated deadline, usually May 1
- **Note: Foreign exchange payments must be made by parent(s)**
- Send withdrawal notices to those colleges you do not accept
- Be certain to return all requested forms to your selected college

May

- **All** - request the Careers & College office to send a final transcript to your chosen college and leave an envelope addressed to the college with the Careers & College office for this purpose
- Check with the IB Coordinator to ensure that your IB results will be sent to the proper address
- India – Complete any application processes using Indian mark sheets
- **Do not use KIS transcripts for applications to Indian colleges**
- All students will receive both an Indian mark sheet and a transcript when they graduate

Some things to remember

- Make copies of all documentation that you mail and keep them safely in a file
- Ensure that Student Records office has a copy of your TOEFL score and any other documents that might be required if you transfer to another college at a later date
- Write all your applications legibly in black ink. **You will not get into a college if the admissions personnel cannot read your application!**

Remember to plan in advance and do not leave everything to the last moment. The Careers & College Advisor can only do so much...

Section 4 - information on admission to Indian colleges & universities

- The 'Association of Indian Universities handbook' is available in the library. There are many "so called" universities (not recognized by the government) granting diplomas which are worthless to students after graduation. Those that have a twin program in which some time is spent in India and some at a university in another country have degrees that are acceptable
- 'Careers Options After 10 +2 and Beyond' Volumes I and II are available in the Careers & College office plus other literature containing Indian university information
- If competing by merit for entrance into Engineering or Medical colleges you may need to take additional tutorials to prepare for these exams. We suggest taking these tutorials during vacations or following graduation
- From January most banks will keep application forms for entrance exams to some Indian universities. These application forms are only valid for one state ie forms for universities in Tamil Nadu can only be found in banks in Tamil Nadu
- Following the Graduation ceremony students will pick up a file from the Vice Principal's office consisting of:
 - KIS transcript
 - Indian mark sheets
 - Conduct and transfer certificates
 - Migration certificate
 - KIS Information Profile

**Students should use the KIS transcript only when applying to universities abroad
Indian mark sheets should only be used for application to Indian universities**

- Students should note that on the back of the mark sheet is the recognition granted to KIS by the Association of Indian Universities (AIU). This should be called to the attention of the university personnel during the application process
- Admission to Indian universities depends on the average percent of grade 12 core subjects. Some universities will ask for grade 11 (and maybe even grade 10) grade point averages as well. Depending on what program students are applying for admissions will look to see that he / she has the necessary subjects on the grade 12 mark sheet. GPA scores are not valid for Indian admissions. Only a few Indian universities will recognize IB predicted scores and IB results come out too late to be of use as entry criteria. However weight age is given for any IB courses taken
- For entrance into Indian universities students should make sure they understand the requirements for each specific program as they often differ considerably
- The name on the mark sheet, High School Diploma and certificates will be the same as on KIS database. Check with the Admissions office to make sure the order and spelling of the name is correct and the same as that mentioned on the passport
- Even if students plan to attend an Indian university they should have two recommendations written and placed on file for future need. If they should change their mind and apply to transfer to an overseas school, or if they take a year off and apply the following year to an overseas school, they will need the recommendations at this time
- Indian universities advertise their dates for receiving applications in the newspapers. Entrance examination dates also appear in the newspapers. Beginning in January students should watch for these notices and write to the college asking for an application package
- Students sitting medical and engineering entrance exams in India are exempt from taking the KIS exams in May in those subjects tested by the entrance exam. Students should notify the High School office if they are taking these exams
- All students should fill out the Extra Curricular Data on KISNet and also in the Careers & College office and leave a record in the file of their involvement at KIS. Often colleges will want verification of co-curricular activities
- Notices of new universities and colleges that are advertised in the newspapers are being collected and filed in the Careers & College office for student's use