



Grade 12 student information sheet College & university applications

Section 1 - 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 the UK make certain you have the special application form and also the UCAS form. (Oxbridge applications are due mid October)
- Continue to investigate websites 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 Advisor
- 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. This is very late to be doing this as presently there is a waiting list of several months
- 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
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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, E-mail and web sites as needed
- Check the status of your applications 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 Guidance Office to send a final transcript to your chosen college and leave an envelope addressed to the college with the Guidance Office for this purpose
- Check with the IB Coordinator to ensure that your IB results will be sent to the proper addresses
- 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

Very important – Please remember to remind your parents to send all completed financial forms, bank statements and courier forms to the Careers & College office by the end of October if you are applying to the US

- 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 2 - 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

<p>Students should use the KIS transcript only when applying to universities abroad Indian mark sheets should only be used for application to Indian universities</p>
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- 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