



# **The International School of Kuala Lumpur**

## **University Handbook**

**2011-2012**

## INTRODUCTION

You are about to embark on a journey that will link your experiences (where you have been) with your future, (where you are going). It is a pretty ominous task and admittedly, one that will take a great deal of time and effort. The reward, however, of finding a college that is right for you, will make the process worthwhile and you will undoubtedly learn a lot about yourself along the way. The good news is that you do not have to do it alone. Your parents, teachers, and counselors will all play a part in this endeavour, providing guidance to get you going and assistance along the way.

This guide is meant to help you get a good start and provide some structure as you work your way through the process of selecting a college. That process may seem insurmountable at this point, but when broken down into manageable steps, you will indeed have the ability to succeed.

As counselors, we encourage you to make the best possible use of us as resources. While we will not be able to find the "perfect" school for you (only you can do that), nor will we be able to "get you in" to your favorite college (sorry, but again, that is up to you!), we will provide you with a great deal of guidance and direction. We can show you resources and teach you how to use them, and we can help you find answers to your questions.

Your parents will play a role quite similar to ours, but perhaps on a more personal level. Don't expect them to do the research for you (although don't be surprised to catch them reading and enjoying your college mail!). Your family can help you develop some useful criteria and assist you in looking for colleges that fit your interests and needs. Help them help you by communicating regularly and openly about your interests and keep them informed of your progress.

We wish you the best in your college search & hope for you, a smooth & rewarding journey.

ISKL High School Counselors

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## GETTING STARTED

### **DEVELOPING A CAREER GOAL:**

Although it is not absolutely necessary that you know what your career goal is before enrolling in university, it is helpful to have at least a general idea of what subjects most interest you. Some careers, such as architecture, medicine and engineering require that you make your decision to specialize right from the start. Universities in Europe and many other parts of the world tend to require that you select a major and only follow courses within that discipline. Choosing a major in university is often the first step towards choosing a career in life. This is a difficult task if you have not yet spent a sufficient amount of time reviewing your skills and aptitudes or exploring career possibilities. Colleges and universities in America tend to allow students flexibility in changing majors and most offer broad liberal arts studies.

**It is certainly not too early to begin considering a career path.**

In fact, this is an ideal time. Your choices of high school courses and external examinations will play a major role in your future plans. For example, failing to take sufficient mathematics could prevent you from majoring in engineering, computer science or pre-medicine at some universities. Without IB certificates or AP credits you may eliminate your chances of attending a European university or a highly selective college in the US. Thus, the decisions you make in high school influence the choices you will have after you graduate.

**Before you panic and try to sort out your entire future in one critical moment, keep these points in mind:**

- You are likely to change your ideas about possible jobs as you develop new interests & abilities.
- Jobs themselves will change. Some jobs will become obsolete, while new jobs that don't presently exist will come into being.
- Your future education after high school should not simply prepare you for a single occupation, but increase your adaptability and attitude of openness to change.
- Changes in your career plans should be a result of careful thought rather than a passing whim.

**If you're wondering about career possibilities  
you may want to consider the following resources:**

If you were a 10th grader at ISKL, you may have opted to take the **PLAN test** which included an interest survey and some suggestions of possible careers based on your interests. If you no longer have your results, see your counselor and ask for a copy from your file.

In January of Grade 11, many of you received results of your **PSAT** and included in the information was a web address for career information through My College Quick Start. If you haven't done so, check out the interest survey that can help you investigate some career possibilities.

<http://www.collegeboard.com/student/testing/psat/quickstart>

The internet has a variety of career search sites.  
See Appendix 5 for an extensive listing.

**Mapping your Future**

[www.mapping-your-future.org](http://www.mapping-your-future.org)

**Occupational Handbook  
Plan**

[www.stats.bls.gov/ocohome.htm](http://www.stats.bls.gov/ocohome.htm)

**My College Quick Start  
Family Connection**

[www.planstudent.org](http://www.planstudent.org)

[www.collegeboard.com/testing/psat/quickstart](http://www.collegeboard.com/testing/psat/quickstart)

**See Index 11**

## STEP 1: COMPILING A LIST OF COLLEGES

Keeping in mind variables such as: geographic location, size, academic programs, admission requirements etc., develop a list of schools you would like to study more closely. This initial list may contain as many as 30 schools. Take time to research these schools closely using some of the sources listed in this handbook.

If you remove institutions which do not meet your criteria (see Pages 7-13) you will reduce the list to a size that will be realistic in terms of your ability to obtain further information and to submit an application. Your eventual goal is to comprise a list of **NO MORE THAN 10** schools to which you will apply.

Resources to use in developing your list of colleges:

**In the HS Counseling Office, we have a wide range of reference materials.**

Come browse the shelves and file cabinets to see what kinds of publications we have.

Please note: Because of the many inaccuracies that exist in any general reference it is recommended that you use more than one reference book to verify information, or go directly to the college or university web site.

- **Access the World Wide Web.** We have two computers with internet access available for your college search use. Most colleges have excellent web sites that offer a wealth of information. There are general sites, as well, which help you search for colleges and expand or refine your list. See Appendix 5 for an extensive list of web sites to get you started.

### **Family Connection**

Open an account with ISKL's Naviance Family Connection and open the door to a world of resources at your fingertips. Among other things, Family Connection can help you **Research colleges** - Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.

See Appendix 11 for additional information and instructions about opening your (free) account.

- **It is important to talk with representatives of universities that visit Kuala Lumpur.** These professionals can not only give you first-hand information about their schools, but can sometimes give you ideas of other colleges, parallel programs or career opportunities after graduation. Keep an open mind and take advantage of the wide variety of university representatives that visit ISKL or Kuala Lumpur education exhibits. The counseling office will keep you informed of these events throughout the year. Check the Friday Flash for a listing of upcoming visits. On page 18 you will find a list of questions you might ask a visiting representative.

- **Talk with your counselor, teachers, parents, and friends of parents** to see if they know of colleges that may interest you. Be prepared to tell them the kind of school you are looking for so they

can make suggestions that match your criteria. But also keep an open mind about suggestions that might not completely match your idea of the perfect school or location. They may know things about you and particular colleges that might suggest a good match.

➤ For catalogues, CD's, applications and information on universities in these countries you may also contact:

EDUCATION CANADA	4253-2901
IDP-EDUCATION AUSTRALIA	2162-3755
MABECS- Malaysian British Educational Cooperation Services:	7956-7655
BRITISH COUNCIL	2723-7900
MACEE- Malaysian American Commission of Educational Exchange:	2166-8878
JGAM- Japan Graduates Association of Malaysia	7956-5886
NEW ZEALAND EDUCATION CENTER	5631-0322

*REMEMBER:* These organizations are primarily to serve Malaysian students wishing to study overseas. The information you may receive could be in the form of what is asked of a student from Malaysian schools. However, there is a wealth of information available in these offices.

## QUESTIONS TO EVALUATE YOUR UNIVERSITY PREFERENCES

1. **WHY DO YOU WANT AN EDUCATION?** Why are you going to university?
2. **WHICH INTERESTS DO YOU WANT TO PURSUE IN UNIVERSITY?** Consider ALL your interests in terms of fields of study, activities, community and cultural opportunities. Are you more interested in career preparation, technical training or general knowledge and skills of inquiry thinking?
3. **WHAT DEGREE OF ACADEMIC CHALLENGE IS BEST FOR YOU?** What balance of study, activities and social life suits you the best? How interested are you in the substance of intellectual life: books, ideas, issues and discussion? How important is it to you to perform at the top of your class or would you be satisfied to be in the middle or bottom of your university class? How well do you respond to academic pressure and competition from others?
4. **HOW WOULD YOU ENJOY LIVING IN A DIFFERENT PART OF THE COUNTRY/WORLD?** How often do you want to be able to go home? What kind of change in your lifestyle and perspective might be exciting, or distressing and overwhelming?
5. **WHAT KIND OF SURROUNDINGS ARE ESSENTIAL TO YOUR WELL-BEING?** Are there certain places, activities, environments or climates which make you happy? Do you prefer a fast-paced life where something is happening most of the time or would you rather be part of a more serene and relaxed environment?
6. **HOW WOULD YOU FEEL ABOUT GOING TO A UNIVERSITY WHERE THE OTHER STUDENTS WERE QUITE DIFFERENT FROM YOU?** Would you find it an exciting or intimidating environment? Would you prefer to be with people who share your viewpoints and lifestyles or who challenge and make you question your values?
7. **WHAT SATISFACTIONS AND FRUSTRATIONS DO YOU EXPECT TO ENCOUNTER IN UNIVERSITY?** What worries you most? What do you hope to gain from university? What is the overriding consideration in your choice of university?
8. **HOW DO YOU WANT TO GROW AND CHANGE IN THE NEXT FEW YEARS?** What kind of environment would stimulate or inhibit the growth you would like to see?
9. **HOW FREE DO YOU FEEL TO MAKE YOUR OWN UNIVERSITY DECISIONS?** Do you and your parents agree about your post-secondary plans? How important to you are the opinions of your parents and friends? Or considerations of familiarity, prestige or reputation in your community?

**Now ... ask yourself Question 1 again...**

## DECIDING WHICH COLLEGE IS RIGHT FOR YOU

In deciding which college is the right one for you, it is necessary to devote time and energy on research and self-analysis. While you may have personal preferences, keep in mind that there is no single college that is the only one for you. A number of colleges might be a near perfect fit for each student; thus, your goal must be to find a handful of schools that meet your needs and maximize your future options.

Listed below are several criteria and questions that you may use to determine the kind of school you would like to attend. Not all of the suggested criteria or questions will be important to you. Find those that are and use them to help you search for the schools that are right for you.

### Type of Institution

- ✓ **Would you prefer a private or a public institution?** Costs, diversity of students and range of programs. **Note: Private institutions tend to provide more support in the form of scholarships + loans. Don't initially rule out schools due to cost.**
- ✓ Are you considering a school other than a college/university, such as a professional or specialized school? Keep in mind that there are specific types of schools available to you including fine arts schools, conservatories, or technological universities.
- ✓ Will you consider a single sex or co-ed college?
- ✓ **Religious affiliation** of the school may be an important factor: Catholic colleges, Muslim Universities, or schools such as BYU with a large Mormon population.

### Location

- ✓ Try not to let the vision of ivy-covered walls and a rural setting unconsciously dominate your decision. Keep in mind that there are excellent colleges everywhere, even those you might not have heard about yet.
- ✓ **Urban**-How important is the city to you? Things to consider: cultural outlets, internships, work, transportation...
- ✓ **Rural**-Small town, somewhat removed from an urban center. Do you enjoy the outdoors? Possibly fewer activities "off-campus", but potential for a more bonded campus. Often, the town itself thrives on the college students.
- ✓ **Suburban**-Perhaps the best of both worlds, these schools usually have easy access to a city, major airports, or train transportation.

## Size

- ✓ While the quality of an institution is not determined by its size, your enjoyment of it may be. How important are class size, faculty contact, and involvement in activities to you? Would you prefer to be a "big fish in a small pond" or perhaps more autonomous in a larger environment. In large schools, you can find smaller communities (dorms, fraternities, sororities), club sports, and associations for people with your interests. Ultimately, you will take advantage of the opportunities and activities that hold the most interest for you, whether at a large or small school. You must be prepared to act as your own advocate wherever you decide to go.

## Culture/Environment

- ✓ What does the college look like? What does it feel like? Can you see yourself there for four years? Is there room to "grow"?
- ✓ What is the atmosphere on campus? Competitive? Cooperative? Intellectual? Conservative? Non-conformist? Socially aware/concerned? Experimental? Artistic? Supportive?
- ✓ Do many students work on campus or in the nearby area? Are jobs available for all students or only for financial aid recipients?
- ✓ Is there a "party" environment during the weekdays? How serious are students about their academic endeavors?
- ✓ What kind of entertainment is available on and off campus? Accessibility to movies, concerts, dancing, music, plays, exhibits, lectures, etc.? Cost?
- ✓ How safe is the campus? Security measures? Escort service? Campus police?

## Facilities

- ✓ How are the library facilities? More than one? Hours? Used for study or socializing? On-line? Accessibility to other collections? Research libraries by academic department?
- ✓ What types and availability are there of residence facilities? Percentage of students who live on campus? Remain on campus on weekends? Freshman dorms? Sororities/fraternities? Specialty housing areas by interest or major? Are all dorms co-ed? By floor? Is housing guaranteed all four years? Can you live off -campus?
- ✓ What are the health facilities like? Is there a staffed infirmary on campus?
- ✓ What are the dining facilities like? Are dining rooms in dorms? Variety of dietary options? Accommodations for special diets such as vegetarian or kosher meals? Flexible meal plans? Snack bars? Can you eat anywhere on campus with your meal card?
- ✓ What are the computer facilities like? MACs? PCs? How many? Where are they located? Easy access? Is the campus wireless?
- ✓ What is the college newspaper like? How active is the dialogue in the paper? What are the hot issues on campus?

## Competition for Admission

Talk with your counselor about the degree of competition that will provide you with a challenging yet comfortable college environment. Many college guides categorize colleges by their "competitive standing." Because diversity of students is increasing, selectivity at your parent's alma mater has probably changed. Even if a parent did well at a highly selective college, the pool of candidates at that college today might look differently. Admission policies may have changed, reflecting the nature of the applicant pool today.

- ✓ Is student competition high, average, or low in terms of competition for places? Are students admitted to a general program? By major? Does competition differ from one program to another? Be aware that the number of applicants and percent of students admitted will determine the level of competition.
- ✓ What criteria are used for admission? Importance of challenging academic program, academic performance, GPA? Does the college require SAT, ACT, Subject Tests? What emphasis does the college put on extracurricular activities, school involvement, strength of your academic program, and essays?
- ✓ Are interviews required? Offered? Optional? On-campus or by local alumnae? Will interview be evaluative or informative?

## Academic Program

- ✓ Your first concern should be the quality of the academic programs at the college. Try to evaluate the strength of the departments that interest you through the breadth and variety of courses offered, undergraduate research opportunities, and placement of graduates in professional/graduate school.
- ✓ If you are undecided about a major, look for the largest range of possibilities available to you. When are you required to "declare" a major? Examine each college for its independent study programs, semester abroad programs, internships, and cooperative plans.
- ✓ What degrees are offered (BA, BS, BFA ... combined degree programs?) Special concentrations or minors? Honors Program?
- ✓ Is there a core curriculum? What courses are offered to first year students? What elective options are available to you? What courses are you required to take?
- ✓ How are new students assigned an academic advisor? Can you choose your own at a later date? Are there special advisory groups for academic/professional interest areas?
- ✓ What does the academic calendar look like? Semester? Trimester? Quarter?
- ✓ What is the academic load? How many courses constitute full-time? Can you overload? Is there a summer term?
- ✓ Class size-what percentage of your classes will be "large lecture?" Are survey and seminar classes available? Size and frequency of labs? Are discussion sections available? How much work will be with "teaching assistants"? Do professors teach all classes?
- ✓ Is there difficulty getting the classes that you need and want? Can most students graduate in four years?

- ✓ What support services are available? Tutors? Services for learning-disabled students? Is there an extra charge for these services? Are writing centers and math centers available?
- ✓ Are there honor or professional societies on campus?
- ✓ Is there an opportunity for independent work? Can you design your own major? Is there support for this from the faculty?

### **Student Body**

- ✓ Who are the people who make up the campus and what does the student body look like? Percentage of international students, cultural, ethnic, socioeconomic diversity? Where in the US or abroad do the students come from?
- ✓ Is there a genuine commitment to multi-cultural education and a diverse student body?
- ✓ How many students go on to graduate school, medical school, law school, or business school?
- ✓ How many students are employed directly out of school? Do companies come to campus to recruit? What services does the Career Centre offer?
- ✓ What is the ratio of males to females?

### **Faculty**

- ✓ Number of full-time faculty? Are part-time/adjunct faculty used extensively? What is the faculty/student ratio? What percentage of faculty members hold PhDs?
- ✓ How many classes (if any) are taught by teaching assistants (TA's).
- ✓ Do faculty serve as academic advisors? Are professional counselors and advisors available?
- ✓ How accessible are professors? Do all maintain posted office hours?
- ✓ Percentage of female professors? Tenured female professors? Minority professors? Tenured minority professors?
- ✓ Is there an opportunity to work with faculty mentors in undergraduate research?

### **Extracurricular Activities**

- ✓ Are students encouraged to engage in extracurricular activities? Is there a means of introduction to the various groups during orientation? Are activities open to all students?
- ✓ Are there adequate gym, pool, and recreational facilities? Intramural sports? Interscholastic teams? Varsity sports? Division I, II, or III?
- ✓ What other activities are available? Are there student government opportunities? Is the student body considered to be socially/environmentally/politically conscious? To what degree? What organizations exist on campus and how active are they?
- ✓ How important are fraternities and sororities? Do they have houses on campus? What percentage of undergraduates are members? Are parties open? What is the social life for those who do not join?

- ✓ What role do the arts play on campus? What activities are available outside the classroom? What performance opportunities are there in theatre, music, etc? Are all facilities open to all students or just those enrolled in courses/majors?

## **Cost**

At American Universities, cost of tuition, room, and board may vary between \$20,000 for state residents enrolling in their state college and upwards of \$50,000+ for some private institutions. Keep in mind that you will also have to pay for transportation, clothing, fees, and books. In addition, you will need spending money,

Do not eliminate a college too early in the process if it seems too expensive. Check out what they offer in the way of financial assistance.

**Through research you will find that you are able to narrow down your list of schools. If you are able to visit schools, you will have a clearer idea of what you like and don't like. Carefully compare the features and environment particular to each school and your reaction to these campuses.**

**Remember, you know yourself better than anyone else. You know which environment best suits your needs. Believe in yourself and your ability to make decisions. Your counselor will work with you throughout the process: supporting, encouraging, questioning, and challenging you as you investigate all of your options. This is a very exciting time. Good luck!**

## STEP 2: REFINING YOUR LIST

Narrowing your list to **NO MORE THAN 10** schools to which you will eventually apply requires further investigation. Here are some ways to find out more about your schools and determine if they are the right schools for you.

Gather additional information:

Information and applications are available on each Universities website.

- ✓ If possible, **visit** a selection of colleges that you are considering. This is the best way to get to know a college and find out if you will be comfortable there. A detailed description of how to get the most from your college visit begins on page 16. In this section, you will also find information on ways to gather details and impressions about a prospective college if you are unable to visit.
- ✓ Either during your campus visit or even from overseas, **interviewing** with a college representative is an excellent way to gather first-hand information about a college **and** let a college know a little more about you. Many schools have alumni representatives living in the area or have admission personnel who visit KL who can conduct an "evaluative" and/or "informational interview." See page 20 for tips on successful interviewing.
- ✓ **Talk** to as many different sources as you can about each school. You may get very useful information from admission representatives, current students, alumni and faculty and their opinions may not all match! And that is okay; remember, these are opinions and even the fact that they vary can be useful to you.
- ✓ When you have worked your list of colleges down to a manageable size, **divide** your remaining college choices into three categories: REACH, AVERAGE FOR ME, and MOST LIKELY. Colleges' admission decisions are based on a variety of factors in addition to GPA (grade point average) and SAT scores. Strength of high school courses, essay responses, and recommendations to name a few. To get a general idea, however, if whether a school is a REACH, AVERAGE FOR ME, or MOST LIKELY, you can begin with your GPA and test scores. (To estimate your SAT scores, multiply your PSAT results by 10. For example, a PSAT Critical Reading score of 45 becomes a 450 on the SAT scale. A 58 in Math is equivalent to 580. See if your scores fit within the range of scores that admitted students generally have.
- ✓ [www.collegedata.com](http://www.collegedata.com) - is a good source of online help for determining your reach, average for me and most likely schools.

**\* Important: Use your own mailing address (not ISKL's). Important information can be missed if not sent to your own address. It is also important to use an appropriate email address (e.g. Your ISKL address or a personal address with an appropriate name.) You do not want a college to pass judgment on you for use of an inappropriate name.**

### Use the following as guidelines:

**REACH:** The average GPA or test scores and other admissions criteria of entering freshmen will be significantly higher than yours.

**AVERAGE FOR ME:** The average GPA, test scores and other admissions criteria will be similar to yours.

**MOST LIKELY:** The average GPA and SAT scores of entering freshmen will be lower than yours. The main question to ask is... "Is this a most likely school that is right for me?" AND "If accepted, would I be glad to attend?"

- ✓ In the fall of your senior year, refine your list of schools to which you would like to apply to about 6-8 colleges and universities (Perhaps 8-10 if you are an international student applying for need-based financial aid). A general rule of thumb is to apply to 2 to 3 REACH schools, 3 to 4 AVERAGE FOR ME schools and 1 to 2 MOST LIKELY schools. Be selective and know for certain that you would like to attend any one of them if you are accepted.
- ✓ **Applying to more than ten colleges will not be entertained by your counsellor.** It suggests you haven't done your research well and causes colleges to question your level of interest. Using the scattergrams in Family Connection and discussing options with your counsellor should help you choose a reasonable number of schools. It is difficult and very time-consuming to complete too many applications. Students rarely do a good job both filling out college applications and keeping up with school work/extracurricular activities.

### **RANKINGS AND RATINGS (How to determine a QUALITY school?)**

**Use caution when referring to sources that rank colleges.** The criteria used for ranking may not match your own and therefore be of little use in helping you select a college that is right for **you**. Also, a school may be ranked in the top ten on one list and not appear on another list. When using various rating scales be sure you understand the criteria used to rank the schools.

While there is no authoritative source that ranks colleges or departments the following list suggests clues to the quality of a college or department.

1. Accreditation by a regional accrediting agency, much like ISKL is accredited by WASC and CIS.
2. Degree of selectivity in admissions as indicated by average SAT /ACT scores, strength of academic coursework, IB requirements, GPA and additional admissions criterion (known as the freshman profile).
3. Specific courses required for graduation and/or specific major.
4. Extent of course offerings in the department of interest to you.
5. Faculty-student ratio (teaching faculty)/Average-class size
6. Academic qualifications of faculty (including whether or not underclassmen are taught by graduate assistants vs. full professors).
7. The success of the school in placing recent graduates in graduate school or in jobs related to their field of interest.
8. Types of degrees granted and percentage of graduates majoring in each department.
9. Retention Rate: How many freshman students returned for their sophomore year?

### **Limit of 10**

The following statement is included in ISKL's school profile, which accompanies each transcript sent to universities. We sincerely believe that this policy assists students in their application process.

*"ISKL seniors are allowed to send applications to no more than 10 colleges or universities worldwide. We hope that schools receiving applications from our students appreciate the level of selectivity and interest in their institutions."*

If you are applying to the University of California schools you can apply to several schools using one application. You can also apply to several UK schools by filling out one UCAS application. For example if you apply to 4 UK schools through UCAS that is considered one application.

## The Campus Visit

### **Why bother...**

One of the best ways to get to know a college is to visit. Seeing the campus and experiencing various activities first-hand allows you to make your own judgements about whether the college is the right one for you. It will provide a context for comparison and contrast and give you a chance to talk to students, faculty and admission personnel about the important issues currently under discussion on the campus.

### **What'll you do...**

Most colleges are well prepared with a variety of options available for you to consider during your visit. Typically, you will have an opportunity to tour campus and attend a group information session. At some schools you may have the opportunity to interview. In the best scenario you will also be able to sit in on a class, talk to professors, try out the food in the dining hall, and spend the night in a dorm. There is a lot to be learned from each of these activities and you should sign up for any and all that are offered.

### **When to go...**

The best time to visit a campus is during the school year while classes are in session. That way, you are assured of seeing how the campus looks and feels during the regular school year. It also increases your chances of being able to take advantage of the activities listed above. If you can only visit during the summer, do it anyway! Many colleges have summer sessions and/or offer much of the above during holidays and even on weekends. Check with the admission office to see whether your vacation time coincides with theirs, and what events you will be able to participate in during the time of your visit. In addition to regular visits, most colleges have special visit days with activities that will help you get to know the school. Advantages to visiting during one of these events are that you may gain additional information through special tours, panel discussions and planned activities. It also gives you a chance to meet other students who are considering the college. Disadvantages are that you may not get as much personal attention and you may not be seeing the school in its truest light. The programs are usually well thought out, however, and are designed to give you a good picture of the academic and social life on campus.

### **Making the most of it...**

The idea behind a visit is to see more than the buildings and beautiful grounds. You want to try and get a feel for the place and see if this is where you would like to spend the next several years of your life. Talk to everyone you can and take advantage of everything that is offered. This is no time to be shy! Ask lots of questions. Ask the same opinion-type questions of a variety of students, faculty and admission staff (and don't be surprised or dismayed if you get different answers!). Differing opinions can be a sign of a healthy, vital and exciting campus!

### **Remember...**

The success of a visit doesn't depend on you falling in love with the school and deciding you want to attend. It is great if that happens, and hopefully it will, but you will gain as much from a visit if you discover it is **not** the place for you, as well!

### **Setting it up...**

To set up a visit, contact the admission office before your planned arrival. Let them know when you would like to come and how long you are able to stay (half of a day at the minimum; a day and a night is ideal). Ask about which activities are available and sign up for as many as possible, but also leave yourself time to roam campus on your own. Be sure to receive confirmation of your visit plans **before** you make any flight reservations.

### A note to parents...

Parents are welcome and encouraged to visit campus with their son or daughter. Chances are, your questions may be very different and equally as important as those of your student. Please keep in mind, however, that there are certain activities that your son or daughter will gain more from by doing alone, specifically: interviewing, visiting smaller classes, and spending the night on campus. Give him or her some space and let them get a feel for the place as it might be when they are attending the school. If you can not, or choose not to, join your student on the visit, rest assured that most campuses are well equipped to accommodate student visits without parents. Some offer transportation to and from the airport and most are accessible by taxi or shuttle systems. If you can't go, there is nothing wrong with sending along your list of questions!

### **Some things to observe as you tour campus...**

- ❖ The Arts: Light, spacious studios; dance studios; practice rooms; variety of theatre spaces; library and museum with sizable collections?
- ❖ Classrooms: Pleasant, spacious, with visual aid capabilities; tables or desks? Arranged for discussions, conferences, or lectures?
- ❖ Grounds: Well-maintained, brightly lit, with pleasant places to walk and sit; botanical facilities, unified campus
- ❖ Security: Campus police or community safety personnel; escort service; "Blue-light" phones?
- ❖ Computers: How accessible are the computers? Hours available? Are there computers in the dorms? Will you have Internet access and/or an email address? Wireless capabilities?
- ❖ Labs: Do the labs have working space with sufficient equipment and computer access plus access to electron microscopes and other specialized equipment? State-of-the-art labs and equipment? Access for undergraduate students?
- ❖ Library: Comfortable study spaces; good reference facilities; network connection to other libraries; inter-library loan systems? Hours?
- ❖ Residence Halls: Security of residence hall; access to classroom areas; state of repair; food service/meal plan; accommodations. Is there quiet study space? Common living room; kitchen facilities; well maintained? Guaranteed housing for all or part of your years?
- ❖ Miscellaneous: Read the school newspaper. Check out the bulletin boards and kiosks. Have lunch in a campus dining area; talk to students about what they do to take advantage of the options both in and outside of the classroom, about their quality of life.
- ❖ ISKL alumni: Before you go, check to see if there are any ISKL graduates attending the school. They are probably the best resource to tell you about the transition from one place to the other. Contact Toni Mullen, Director of Alumni Affairs ([iskl\\_alumni@iskl.edu.my](mailto:iskl_alumni@iskl.edu.my)), for a list of ISKL Alumni who have volunteered to speak with interested students about their university experience.

## Suggested Questions during your visit, in an interview or to college representatives visiting ISKL

(Select those that are important to you and avoid those that you should have found answers to in the viewbook or catalogue!)

### TELL ME ABOUT YOUR PROGRAMS

- Tell me about the (your interest) department/major.
- What are some popular areas of study? What makes them so appealing?
- What programs, courses or features do you believe are most distinctive?
- When do I need to choose a major? What if I change my mind?
- What kinds of academic assistance or advising are available?
- If I am Undecided about a major, who can help me determine my major?
- What is the quality of student and faculty relationships? Is the faculty interested in and accessible to students after class? Do faculty members participate in student activities?
- Do you think that students are generally enthusiastic about their classes? Do people talk about their courses outside of class?
- How would you characterize the academic pressure and workload?
- Are there research possibilities with the faculty? In which areas?
- What academic support services are easily available -- things like study skills, tutoring, career counseling, etc.?

### TELL ME ABOUT YOUR STUDENTS

- What do students like most about the college?
- What's the biggest complaint from current students?
- What percentage of the freshman class return for their sophomore year?
- What political, social, or academic issues concerned students last year? How did the administration react? What was the resolution?
- What would students change about your college/university?

### TELL ME ABOUT CAMPUS LIFE

- Is housing guaranteed for students for all four years? Is there something I should know about housing that would help me in my choice?
- What is the role of fraternities and sororities on campus? If I didn't want to join, could I have a satisfactory social life?
- What do students do for fun? What happens on the weekends?
- What are the dominant social groups on campus? Do the groups get along with one another? Have there been any problems?
- Will I need a car to get around? What kinds of public transportation provide easy access to the campus and community?
- Is there a good balance of academics, social life, and extracurricular activities?
- What were the social or cultural highlights last year?
- Can you please share some campus traditions?

### QUESTIONS ON ADMISSIONS AND FINANCIAL AID

- What are the deadlines for admissions and/or scholarships?
- What are some of the general requirements for merit-based scholarship and how do I apply for them?
- How do I make arrangements to talk with someone further at your college to discuss enrollment opportunities?
- When and how do I apply for financial aid? (Ask specifically for International Student, if applicable). What percentage of students receive Financial Aid?
- What are the deadlines for admissions and/or scholarships?
- What do admissions officers look for in your institution? What weight do you give to activities, experience, and interests?

### **The visit is over, now what?**

Whether you are on a whirlwind tour of a dozen schools or simply talking to an alum over the phone about one, it is always a good idea to jot down your general impressions as soon as you can, and preferably before you visit the next school. Your memories will invariably run together as you go from place to place unless you take a few moments to write down your likes and dislikes of what you experienced. It is also a good idea to take along some stationery and write a quick thank you note to your interviewer and/or your dorm host. A little consideration goes a long way when those admission decisions are being made!

### **The next best thing to being there...**

Should time, distance or expense prevent you from visiting some or all of the schools that interest you, there are some alternative ways to gather information. Contact the admission office to find out which of the following opportunities are available to you:

- ❖ Interview with an alumni of the college who now lives in, or is visiting Malaysia.
- ❖ Meet with a representative of the college at an ISKL school visit or college fair.
- ❖ Set up correspondence with a current student via email.
- ❖ Take a virtual tour if one is available on the school's website.
- ❖ Watch a college CD.
- ❖ Checkout its location and surroundings on [googleearth.com](http://googleearth.com)
- ❖ Read every piece of literature the admission office will send you.
- ❖ Check out the guide books

**"A picture is worth a thousand words,  
But a carefully planned college visit is worth  
A thousand pictures."**

## The Interview

### What it is...

Some schools offer the opportunity for interested students to interview, either at the college or with a visiting college representative or local alum. While a few schools require an interview as part of the admission process, most treat it as an optional activity that can be of great value as the candidate and the school attempt to get to know one another. Many interviews are regarded simply as "informational" and do not weigh heavily in the admission decision. Others can be more "evaluative" and a write up of the interviewer's impressions will be considered as part of the application. Most are a combination of the two, and are used to allow each of you to share information that will be helpful to each other.

### What to prepare...

You should be prepared to answer questions about you - your interests, your academic history, your school and community activities, your summer activities, etc. The interview is also a good time to address issues in your academic record or personal life that you would like the college to know about. This may be one of the few opportunities to explain such issues face-to-face with a representative of the college. This is the person who can go to bat for you before the admission committee.

Also, be prepared to talk about why you are interested in attending this particular institution. This requires some research on your part, prior to the interview. At minimum browse the website and read the viewbook (make good use of that airplane time!) so you have a general idea about why the college appeals to you. Nothing impresses an interviewer more than knowing you put a little effort into finding out about the school before visiting or interviewing.

### What will be asked...

The questions you are asked will generally be straight-forward... they are not trying to "trick" you or put you on the spot. Rather, the questions should be open-ended in order to elicit the most complete answer possible. If they are not, take the initiative to expand upon your "yes" or "no" response without being asked. Skilled interviewers will strive to establish a dialog, where you have an active role. Be sure to carry your half of the conversation!

### Questions you may be asked in an interview:

- Are you enjoying your visit?
- Have you had any surprises (i.e. learned or seen anything different than you were expecting)?
- How did you become interested in this school?
- If someone recommended it to you, what is there about you that made them think you would like it here?
- Why are you interested in attending?
- What do you think you could contribute to this college?
- What other colleges are you considering, and why?
- Have you thought about a major?
- Tell me about your high school. What do you like and dislike?
- What are you looking forward to most about the upcoming school year?
- What classes are you taking?
- Which do you enjoy most? Least? Why?
- Is there anything special about your program that I should know?
- Is there a teacher you find particularly inspirational? Why?
- What activities are you involved with outside the classroom? Outside of school? Which are most meaningful to you? Why?

- How do you spend your free time?
- What did you do last summer?
- List some words that describe you.
- What do you consider to be your strengths and weaknesses?
- How would your friends describe you?
- What makes you laugh?
- What books or periodicals have you read recently? What were your reactions?
- What current events are of most interest to you?
- What is the greatest risk you have ever taken?
- Is there anything you would like me to convey to the admission committee?
- Is there anything of special interest to you that we haven't talked about?

### **What you should ask...**

You should be prepared with some questions of your own. If you have read about the school, your questions will have real context and you will not be asking about things you should have already learned from the literature. Don't be afraid, however, to ask for clarification or for the interviewer's opinion about things you have seen, heard, or read. This is a good way to demonstrate your level of curiosity and understanding. It is also appropriate to have a list of questions that are generic in nature and will work at any school you visit (i.e. academic program flexibility, advisor system, student concerns, study abroad opportunities, financial aid, admission requirements, etc.). Answers to these questions are especially helpful as you compare and contrast the features at each of the schools you are considering.

See the list of "Suggested Questions during your visit or in an interview" in the **Campus Visit** section for some suggestions.

### **What to keep in mind when you interview...**

- Be on time! Not only do you want to make a favorable impression, you want to take advantage of your entire allotted time. If you know you will be late or have to change your plans, be sure to call and let the admission office know...they will really appreciate it!
- Dress comfortably, cleanly, and appropriately. Know enough about the school to know what is appropriate. On some campuses, a shirt and tie or a nice dress are perfect, on others you may be the only person wearing one and feel a bit out of place.
- Politely ask your parents to wait for you in the waiting room. The interview should be a time for *you* and the school representative to get to know one another. Most interviewers will be more than happy to answer your parent's questions after your interview.
- Take along a summary of your grades, PSAT/SAT scores, and activities for your information. The interviewer may or may not ask to see this information (many will not), but it is a good idea for you to be familiar with it if asked to speak about your record, including your present and future courses.
- Since most schools are primarily concerned with the academic match between you and the institution, address academic issues first when asked about your interests or are given the opportunity to ask questions about the school.
- Answer questions fully and candidly. Don't be afraid to pause or say, "I am not sure about that," where it seems appropriate or necessary. Honesty is critical!
- If you are not asked about something that you want the interviewer to know, take the initiative and work it into the conversation.

- Speak clearly and use good eye contact throughout the interview. Show that you are engaged and interested.
- Be prepared with a list of questions you want to ask your interviewer. *Always* have questions. *This is part of the interview!* A few well thought out questions will make a favorable impression. If you have already had all of your questions answered by your tour guide, or in an information session, ask some of the same questions of your interviewer, especially those that require his or her opinion.
- It is perfectly fine to pull out a list to help you remember your questions. It is also fine to jot down a few notes as the interviewer answers.
- Be sure to listen to the answers. Don't be in such a rush to get through all of your questions that you cut off your interviewer's responses. A small list of well-crafted questions is better than a huge list of questions that are unimportant to you, or ones you should have found answers to elsewhere.
- Learn your interviewer's name (ask for a business card) so you can write a personal thank-you note. Also, it makes a good impression if you listened carefully enough, when the interviewer introduced him or herself, that you can thank them by name before they give you their card.
- Relax! College interviews are not meant to be gruelling tests of your stamina. Your presence on campus and your readiness to talk about your college plans are clear indications of your seriousness about the school.
- Remember that **you** are also interviewing the college to see if it is right for you. The exchange of information and the impressions gained on both sides - yours and the interviewer's - should be interesting and meaningful.

### **What about Alumni interviews...**

If you do not have the opportunity to visit or interview on campus, call the admission office and request an interview with a local alumnus or alumnae of the college. You might consider an "informational" interview even if you have visited and had a regular interview with an admission representative. While alumni may not be able to answer all your questions about the current issues on campus, they can provide a perspective that is completely different than a current student, faculty member, or admission representative. They have had the opportunity to step away from the college and see how the experience has affected their lives. They are perhaps the best resources to convey the true value of the education that the school has to offer.

## STEP 3: EXAMINATIONS

### 1. WHAT ARE THE COLLEGE ENTRANCE EXAMINATIONS?

A. **The SAT** is a three hour and 45 minute examination that measures the student's ability to communicate and to reason with words and abstract concepts. It provides separate critical reading, mathematical and writing scores and is intended to supplement the secondary school record and other information about the student in assessing competence for college work.

#### About the SAT:

<i><u>Math</u></i>	Includes topics from up through a third-year college preparatory math
<i><u>Critical Reading</u></i>	Reading comprehension, sentence completions, and paragraph-length critical reading
<i><u>Writing</u></i>	Multiple-choice questions (grammar and usage) Student-written essay

B. **The Subject Tests** are one-hour examinations which measure the student's level of achievement in certain subject areas. Subject Tests are offered in various subjects listed on the College Board website at [www.collegeboard.com](http://www.collegeboard.com). Colleges may require or recommend candidates to submit scores on certain subject tests for several reasons:

1. to aid in determining if a candidate has achieved in a subject the level of competence considered necessary for admission to the college;
2. to assist in placing students in courses and sections at different levels suitable to their prior achievement;
3. in combination with other information such as SAT scores and secondary school grades, to predict college performance.

Colleges that require or recommend Subject Tests usually ask for 2 or 3. Some prefer tests related to subjects in which you plan to major. It is the student's responsibility to know which exams are required by the universities that interest them.

C. **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL):** is a three hour examination that evaluates the English proficiency of people whose native language is not English. Scores are reported in three areas: Listening Comprehension, Structure and Written Expression, and Reading Comprehension and Vocabulary. Some colleges require this test of all international students. It is advisable to take the test if the language of your "passport country" is not English. ISKL students tend to do well on it & achieve satisfactory scores.

The TOEFL is now only offered as an Internet-Based format called TOEFL iBT. Students must contact the testing center and make an individual appointment at Prometrics for a testing time. See the contact information on the following page under Testing Specifics. Some Universities waive the TOEFL requirement if a student surpassed a specific score on the critical reading and/or writing section of the SAT exam. Some schools waive the TOEFL requirement for students taking the IB diploma program, have received over a certain score on the critical reading section of the SAT and/or have been attending an English speaking school for a certain number of years. Schools have different requirements. It is the student's responsibility to check with each school in which they are applying to for that school's TOEFL requirement.

**D. THE AMERICAN COLLEGE TEST (ACT):** The ACT is a 4-part, two-hour-and-forty minute test of abilities which students will need to succeed in college work. It deals more with the use of skills than with specific subject matter. In addition, the student is asked to complete a twenty-five minute Student Profile Section to indicate his grades, background, goals, personal needs and non-classroom achievements.

The areas tested are:

1. English - includes two sub-tests: Usage/Mechanics and Rhetorical Skills. Basically these measure the student's ability to understand and manipulate language.
2. Mathematics - measures the ability to reason with mathematical abstractions.
3. Reading - a test of reading comprehension skills.
4. Science Reasoning - the content is drawn from biology, chemistry, physics and other physical sciences. Advanced knowledge in these subjects is not necessary, but general science knowledge may be needed to answer some of the questions.
5. Writing- optional\*

\*The ACT plus writing is only offered on the October and April international test dates. **We highly recommend that the student take the writing option.** It is required by many US colleges and universities.

Students should carefully check the admissions requirements at prospective colleges to determine (1) whether ACT tests are required or (2) if prospective colleges require the SAT, is the ACT an acceptable alternative. Most universities in the United States accept the ACT in place of or in addition to the SAT.

## 2. TESTING SPECIFICS:

**A. SAT and Subject Test** examinations are administered at Metropolitan College. **The best way to register for the exams is online at [www.collegeboard.com](http://www.collegeboard.com) (must use a credit card).**

The tests are given at:

Metropolitan College  
1, Jalan Subang Utama,  
Subang Jaya  
47500 Petaling Jaya

Students who desire **bus transportation** to Metropolitan College from ISKL must sign up for the bus in the counseling office **by the Wednesday prior to your test date**. A minimum number of students (usually 16) are required before a bus is arranged. A fee is charged (usually 25RM) for the bus transportation. The bus departs ISKL at 6:30am and returns at about 2:00pm.

**B. ACT** is administered by the counseling staff at ISKL's Ampang campus. The ACT is given in October and April at ISKL. Students can register online for the exam at [www.actstudent.org](http://www.actstudent.org)

C . **TOEFL** examinations are administered individually by appointment at PROMETRIC. The phone number for registration information is 7628-3333 or you can register online at [www.ets.org](http://www.ets.org)

### **The Testing Location**

Prometric  
Suite 21A-15-1  
Faber Imperial Court  
Jalan Sultan Ismail 50250 Kuala Lumpur

**3. When should I take the exam?** It is advisable for juniors to take the SAT in MAY and/or JUNE. For students who will be applying to competitive colleges in the United States it is advisable to take the SAT in May and the Subject Tests in June. If students wish to retake either test, it should be done before January of the senior year. The ACT is usually taken in April of the junior year or October of the senior year. Please look at the ISKL activities calendar before you sign up for a test date. There are sometimes conflicts with holidays, school activities and IASAS events. Choose carefully.

### NOTE:

Since SAT and Subject Tests cannot be taken at the same time, it is important to plan carefully after checking the requirements of each college in which you are interested. Students have often had their **CHANCES OF ACCEPTANCE JEOPARDIZED by not meeting these requirements.**

Also, it is advisable for juniors to take the **TOEFL** in MAY or JUNE.

### **4. WHEN SHOULD SCORES BE REPORTED TO COLLEGES?**

If you know you are going to apply to a particular college it is advisable to put the appropriate code on the pre-paid part of the test registration forms. This saves time and money in the long run. On your last test registration form, be sure and include all universities to which you are applying.

\*\*\*\* Prior to May 2009, students who took the SAT more than once had to send all scores to colleges. "Score Choice" was announced by the College Board in 2008 with the goal of "reducing student stress." Score Choice permits students to send only their best overall score from a given test date. Score Choice is optional, and if students choose not to use it, all scores will be sent automatically.

However, Colleges can opt out of Score Choice and require applicants to report every SAT score. The College Board has enabled participating colleges to display their SAT score-use practices directly to students on collegeboard.com. It is the student's responsibility to check with each individual school in which they are applying for the school's testing requirements.

### NOTE:

To be certain the **College Board, ACT, and your university** keep all of your records in order, be sure to give your name **EXACTLY THE SAME WAY** on all forms and in all communications with Educational Testing Service, American College Testing Service, and the university admissions offices. 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 can result in the university not recognizing them as the same person.

### Important:

Keep a record of your registration number of each testing date. This will be most helpful if you have to contact Education Testing Service (ETS), ACT, or TOEFL at a later date.

## SAT TEST DATES

Spring 2011 Test Dates	Registration Date for Spring 2011 test dates*	Fall 2011 Test Dates
May 7th	April 8th	October 1
June 4th	May 6th	November 5
		December 3
SAT Prep Classes at ISKL April 23-29, 2011 and Sept '11 (TBA)		

\* It is **HIGHLY** recommended that students register well ahead of the deadline. Testing sites often fill up quickly in the year. It is possible to register months in advance.

## ACT TEST DATES

SPRING 2011	FALL 2011
April 9th  Registration deadline is February 27th	October 22, 2011 (Registration deadline Sept 16) December 10, 2011 (Registration deadline Nov 4)
Test is administered at ISKL	

**ISKL's HIGH SCHOOL CODE: 686170**

(You will need this code when you register for SAT, ACT and TOEFL exams)

## STEP 4: APPLYING FOR ADMISSION: WHEN AND HOW

Most students submit applications to universities during their 12th grade year. Deadlines vary from country to country.

### As a general rule:

**Australia** and **New Zealand** applicants will need to begin to work on applications in the spring of their senior year for March entry dates. Often, students find it helpful to start during the July holiday break by visiting the university admissions offices personally.

**Canadian** applications are usually due between January and April prior to the September entry date. Applications are usually available before Christmas break so many students choose to complete the process early.

**European** universities usually expect applications to be completed after school has finished in June. Make sure you have a clear understanding of what documentation will be needed prior to ISKL closing for summer vacation.

**Japanese** university application deadlines tend to be 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.

**Korean** university application deadlines tend to be due from July-September. The application process varies from university to university. Applicants must sit for the entrance examination (Tukrye) for most of the universities. It is highly advisable for students to regularly check for updated information on the application process of each university due to its frequent changes.

**United Kingdom** applications should be completed before January 15 unless it is to Oxford or Cambridge. These schools have an October 15th deadline. **Interviews for these two schools by way of the school's application must be submitted by mid September.** Students applying to programs in **medicine and veterinary** programs should observe the October 15 deadline for all UK schools.

**United States** university application deadlines vary greatly. The more selective schools expect applications to be completed by January. Some California schools prefer applications by November 1. Some schools have "rolling admission" accepting applications throughout the year (we recommend that you don't wait too long to apply). Check each school's deadline carefully to avoid disappointment.

### At ISKL

The Student

#### What you do:

- Complete Applications (available online)
- Carefully read all directions and make note of deadlines
- Complete forms and write essays (if applicable)
- Ask teachers of **two** academic subjects to fill out a recommendation form and/or write a letter of recommendation. Have them make a copy and give the signed original to the counselling office. (Provide them with recommendation forms and clear deadlines.)
- Ask your counsellor to write a letter of recommendation, if requested by the college.
- Submit Transcript Request Forms to the counselling office (forms are available in the counselling office and on the BBS.) See sample in appendix # 10
- Request official test scores to be sent to colleges from appropriate testing agencies

- Complete and send all financial aid applications (if applicable)
- Make copies of everything you have completed
- Complete your applications online before the application deadline

### The Counselling Office

#### What we do:

- Conduct essay workshops
- Complete counselor recommendation forms and write letters of recommendation
- Prepare transcripts including a high school profile
- Prepare IB predicted grades (where applicable)
- Make copies of everything prepared by this office
- Mail (via Naviance or DHL) counselor forms and recommendations, teacher recommendations, and transcripts to colleges
- Provide follow-up to any problems or questions that may arise

#### General Guidelines:

- ❖ Deadlines are crucial! Give your teachers and counselor plenty of advanced notice so your materials can be completed and sent in a timely fashion. Keep in mind the extra time needed for overseas mailing.
- ❖ Pay special attention to financial aid deadlines and requirements.
- ❖ **Transcript Request Forms for colleges with January and February application deadlines are due November 11th** (October 1 for November Early Decision deadlines, and November 1 for December deadlines)
- ❖ Complete requested forms from the counseling office and schedule appointments with your counselor.
- ❖ Register for all appropriate tests (SAT, Subject Tests, ACT, TOEFL/IELTS). See application materials for each college to find out which tests are required. Most students register online.
- ❖ Use an appropriate email address (e.g. ISKL address or personal address with appropriate name) when contacting and applying to schools.
- ❖ Be honest and realistic with yourself and with us.
- ❖ Ask for help with your application and essays, but the work must be your own.
- ❖ Your future is your responsibility; we are here to help.
- ❖ There are literally thousands of colleges & universities worldwide; there is at least one that is right for you!

#### More notes:

While the counseling office will help process applications at any time, we feel that it is wise to use November/December as the months in which ISKL materials should be submitted. For students that will complete the application process after graduation remember it is more efficient to complete as much of the process as possible prior to departure from Kuala Lumpur. Distance, both in time and miles, complicates the process!

#### Important!!!!

Please allow at least three weeks for materials to be compiled, prepared and sent by the counseling office. (See posted deadlines for materials to be mailed before midyear break). We recommend use of a courier service to ensure timely receipt and safety. If you would like materials to be sent DHL you must pay the mailing fee. Make payment for a standard DHL mailing (check current prices at the bookstore) to the ISKL cashier and present the receipt to the counseling office. Recommendations and other confidential materials must be sent directly from our counseling office and cannot be released to the students for mailing.

## The College Essay

**ESSAY QUESTIONS:** For some universities the essay questions may be an important factor in the admissions committee's decision. The committee is not only judging you by the content of your response, but also by your use of English and your ability to express yourself. After you have completed the first draft of each essay question, discuss it with your counselor or English teacher. The questions are admittedly difficult and frequently open-ended. Don't try to second-guess the admissions committee by writing an answer that you think the committee wants. Write honestly!

### WHAT ADMISSIONS PEOPLE SAY ABOUT ESSAYS"

"Clear and concise is the best way to go."

"Take creative risks with it, but be sure it's correctly written."

"Don't talk about why your SAT scores do not reflect your ability. (Don't whine in general.)"

"Don't be cute or melodramatic."

"We like it up close and personal."

"Subject must be creative and fresh, not trite."

"Looking for signs of life - intellectual curiosity, interesting experiences or perspectives."

"Don't be afraid to be unconventional BUT don't be weird for the sake of being weird."

"Avoid big topics or bigger words."

"It's not the most critical part of the process, but it's often the student's only connection with the admissions counselor, so present yourself fully."

PAY ATTENTION TO ANNOUNCEMENTS FOR THE ESSAY WORKSHOP HELD AT ISKL EVERY YEAR

**NOTE ABOUT SENIOR PORTFOLIO:** Sometimes the application does not allow you the freedom to give the university a complete picture of you. Take the time to write a well composed personal statement that will give them some insight into the real you. The English 12 classes create an individual Senior Portfolio as a class assignment early in the senior year. Take this assignment seriously; this can be a very useful document for gathering information needed for your applications. It is also a useful tool for your recommenders to use when writing letters about you.

**Application Fee:** Most universities require an application fee. Payment by credit card online is accepted by most schools.

**TEST RESULTS:** Most universities require that admission testing results are forwarded to them directly from the testing company. Requests for score reports are usually made online. When you test for the final time make sure you list all the universities you wish to receive your scores. (If you are not sure of all the schools you are applying at the time you take your final test you can request additional score reports at a later date. To request additional score reports go to [www.collegeboard.com](http://www.collegeboard.com))

\* Due to Score Choice options it is the student's responsibility to request the testing agencies to send their scores directly to the schools they are applying to.

### Important:

Each month read carefully  
the senior and junior checklist  
to be sure you have not forgotten  
anything!!

## **STEP 5: OBTAINING SCHOLARSHIPS AND FINANCIAL AID**

### **U.S. UNIVERSITIES**

Currently, higher education can cost anywhere from free to US\$45,000+ per year. Because of increasing costs, most colleges have as many as 40-50% of their students on some kind of financial assistance. Much of the financial assistance awarded to those seeking higher education today is being granted on the basis of financial need. Competitive scholarships for which you compete with others on the basis of merit, however, continue to be available. Because the two kinds of awards are so different, they are separated for discussion below.

### **COMPETITIVE OR MERIT BASED (NO NEED SCHOLARSHIPS):**

Competitive scholarships include those awarded for special skills in such areas as athletics, music, art and leadership as well as those awarded for academic accomplishments and ability. Several steps for locating and/or qualifying for such scholarships are listed below.

1. As a junior take the PSAT/NMSQT to qualify for the National Merit Scholarships. (Only U.S. citizens are able to qualify for a National Merit Scholarship.)
2. Contact the Financial Aid Office of each college to which you are interested & ask for information on competitive scholarships.
3. Contact the personnel office of parents' employers and ask if scholarships are available.
4. Ask about merit based and performance (the arts, athletics etc.) scholarships.
5. Contact any government agencies for special scholarships.
6. Check scholarship listings on the internet (Appendix 5) and [www.finaid.org](http://www.finaid.org)
7. Register for the "fast web" service ([www.fastweb.com](http://www.fastweb.com)) to receive notification and scholarship opportunities that match your criteria.

### **NEED-BASED FINANCIAL AID**

Financial need scholarships are awarded on the basis of the ability of the family to pay for a student's post-secondary education. As such, most of the universities offering such scholarships feel a need to document confidentially the financial need of each applicant's family. The result of this documentation is called a "needs analysis" and is usually computed from the Free Application for Student Aid (FAFSA) and CSS Profile. These must be completed by the parent in the student's senior year and submitted to the specified locations in the U.S. for processing. These forms can be completed and submitted online.

#### **Websites with good financial aid information:**

[www.collegeboard.com/finaid/fastud/html/proform.html](http://www.collegeboard.com/finaid/fastud/html/proform.html) This site calculates how much money your family will be expected to contribute.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) Official site for applying for US federal and need-based aid. (For US Citizens and Permanent Residents.)

[www.fastweb.com](http://www.fastweb.com) Excellent source for scholarship information. You will be sent information on scholarships for which you qualify. Sign up early since some scholarship programs begin in the 11th grade.

[www.finaid.org](http://www.finaid.org) Excellent site for financial aid information for International as well as US Students

See Appendix 5 for others

## **FINANCIAL AID FOR INTERNATIONAL STUDENTS:**

More and more universities in the United States are recognizing the value of international students on campus. As a result, more are making a financial commitment to these students. Currently it is still a competitive field but each year ISKL students that are not US citizens, receive various forms of financial assistance in U.S. universities. The format of this assistance varies greatly from scholarships to work study offers. The best advice the ISKL counselors can give is that if you will need financial assistance to attend university in the United States, make this clear in the beginning of the application process to the university. If the school has financial aid available for international students they will then outline what you need to do. If they do not, then you must evaluate the costs and decide if you want to continue your application anyway. Don't expect them to change their minds later.

**Please note some universities are not need blind for international students. Therefore, it may be more difficult to be admitted to a university if you are applying for financial aid.**

Many of the universities offering financial aid to international students are doing so on the basis of merit or special talents rather than pure financial need. However you will be asked to fill out forms such as the International Student Financial Aid Application and the Declaration of Finances. These forms are usually available at each university's website or by contacting the school's financial aid office.

\* Many schools require International Students to provide proof they can pay for their college education by providing parent's bank statements and specific financial aid forms at the time of application. It is the student's responsibility to check each school's requirements in which they are applying to.

### **INTERNATIONAL STUDENTS LOOKING FOR FINANCIAL AID TO ATTEND US SCHOOLS**

This website contains up-to-date information about everything an international student needs to know about studying and living in the United States. It covers every topic, from college admissions and financial aid to culture shock and clothing sizes.

[www.edupass.org](http://www.edupass.org)

### **Other Countries**

Many countries that formerly provided free post-secondary education for their students are now asking students to pay fees. Grants and scholarships are becoming more important to families as the cost of living plus the new fees are adding up to make the home country "free" education a concept of the past. In most cases, the university office that deals with fees will also have information about ways to finance your education. There may also be government agencies available to clarify what funds are available from what sources.

If you are an international student, you will need to check with the appropriate university about what funds are available and if there are any restrictions on what programs of study you can pursue. Your own government may also provide funding for overseas studies. Contacting your embassy or high commission in Kuala Lumpur could help start the process.

**The College Planning Calendar/Checklist**  
**Junior Year**  
**(Spring/Summer 2011)**

For specific dates please check the HS Counseling Activities and Events section of the Friday Flash, your class folder and your ISKL e-mail. It is your responsibility to check your e-mail account frequently. If you do not you may miss out on very important information!

**FEBRUARY**

- ❑ Compile a list of important factors (criteria) for your college search
- ❑ Begin to investigate colleges by using the resources in this handbook
- ❑ **Attend North America University Information evening, February 28th 7pm**
- ❑ Register for May and/or June SATs at [www.collegeboard.com](http://www.collegeboard.com)
- ❑ Register to take the April ACT. Register online at [www.actstudent.org](http://www.actstudent.org)

**MARCH**

- ❑ **Register to take the May SAT. Register online at [www.collegeboard.com](http://www.collegeboard.com)**
- ❑ **Open you Family Connection account (See Appendix 11)**
- ❑ Check Friday Flash and Your Class Announcements on PantherApp's (HS Counseling Activities and Events) for updated listing of visiting college representatives. Attend as many as you can.
- ❑ Continue to work hard in your classes. Your high school courses and grades are the most important credentials you will present. Many colleges consider the spring of your junior year and fall of your senior year as the most important parts of your record
- ❑ Attend junior class college workshops during prep periods
- ❑ Continue to investigate colleges by using the resources presented at the University Information Evening and in this handbook
- ❑ Visit the counseling office to review the guidebooks, college materials and recommended websites.
- ❑ Talk with your teachers about the level of courses they feel you are ready for next year
- ❑ Beginning of High School Course Registration. Register for senior year courses.
- ❑ Review graduation requirements
- ❑ Make an appointment to meet with your counselor to discuss your senior-year program and college possibilities
- ❑ Look into interesting and challenging summer courses, internships, jobs, travel or other activities

**APRIL**

- ❑ **SAT Prep Course, April 23-29<sup>th</sup>. Registration materials available in the counselling office**
- ❑ **Register for June SAT or Subject Tests. Register online at [www.collegeboard.com](http://www.collegeboard.com)**
- ❑ Continue to work with your counselor and expand your college list
- ❑ Research your schools. Read the information you are receiving in the mail. Request additional information from the schools that interest you
- ❑ Register for the TOEFL if you are from a non-English speaking country and are thinking about attending an English-speaking school. Ask your counselor about TOEFL Prep opportunities.

## MAY

- **Take the SAT**
- **Register for the June SAT/Subject Test. Register online at [www.collegeboard.com](http://www.collegeboard.com)**
- The end of the semester approaches. Finish with your strongest effort
- Take AP or IB exams if appropriate
- Meet with counselor to finalize initial list of colleges/universities that interest you
- If a teacher (who you would like to write you a recommendation) is leaving ISKL, ask him/her to write it before they go.
- Finalize your summer plans: summer school for enrichment or to make up missed work, language advancement, university visits and interviews, jobs (for pay or volunteer), review university materials as they arrive, take a class for fun, advance your hobby or favorite sport by classes, practice for the SAT/ACT/TOEFL, budget your time.
- Attend an essay writing workshop from the counseling office

## JUNE/JULY

- **Take SAT or Subject Tests**
- Visit some colleges if possible, schedule interviews
- Use guidebooks, college publications, the Internet and Family Connection to continue researching colleges.
- Begin to narrow down your college list
- Work on early drafts of some essay questions. Work on Common Application questions. (Questions available at [www.commonapp.org](http://www.commonapp.org))

**The College Planning Calendar/Checklist**  
**Senior Year**  
**2011-2012**

For specific dates please check the HS Counseling Activities and Events section of the Friday Flash, your class folder and your ISKL e-mail. It is your responsibility to check your e-mail account frequently. If you do not, you may miss out on very important information!

### SEPTEMBER

- Senior Seminar
- Register for October and November SAT or Subject Tests. Register online at [www.collegeboard.com](http://www.collegeboard.com)
- Deadline for Oxford and Cambridge applicants desiring an interview
- Register for October ACT. Register online at [www.actstudent.org](http://www.actstudent.org)
- SAT Prep Course. Dates TBA
- Receive information on the college application process during prep. workshops
- Review transcript for accuracy (with counselor during prep. workshops)
- Make appointment with your counselor to review your college choices
- Make sure you have current college application forms
- Decide on date for TOEFL and register online at [www.ets.org](http://www.ets.org) or call Prometric at 7628-3333
- Early decision applicants should acquire & fill out necessary forms for applications & financial aid
- Request letters of recommendation from 2 teachers
- Meet college representatives visiting ISKL from September to December

### OCTOBER

- SAT and Subject Tests at Metropolitan College, KL
- Send UCAS applications to Oxford, Cambridge, and UK medical/veterinary programs
- ACT at ISKL in October
- Register deadline for December SAT or Subject Tests
- Send early applications, if appropriate
- Send state university applications with early deadlines (i.e. California State Schools)
- Early decision/early action transcript requests and recommendations due to the Counseling Office for colleges with November early deadlines (Please submit transcript requests to the Counseling Office at least *3 weeks in advance of deadlines.*)

### NOVEMBER

Narrow your list of schools you would like to apply to. **NO MORE THAN 10 schools.**

- Early decision/early action transcript requests and recommendations due to Counseling Office for colleges with December early deadlines
- SAT or Subject Tests at Metropolitan College
- UK Assessment Tests (BMAT, TSA, etc) for top UK universities (Oxford, Cambridge, UCL, etc.)
- Transcript and recommendation requests due by November 11, 2011 to the Counseling Office for universities with February 28<sup>th</sup> and earlier deadlines! **NO EXCEPTIONS!**
- Fill out and send applications (the earlier the better at most state universities and any universities with rolling admission). Make copies of everything you send.
- SAT and Subject Tests at Metropolitan College
- Register deadline for January SAT or Subject Tests
- Make sure applications are complete
- Register for CSS Profile if applying for financial aid at U.S. Universities that require the form. The form can be found on [www.collegeboard.com](http://www.collegeboard.com)

## DECEMBER

- ACT at ISKL in December
- SAT and Subject Tests at Metropolitan College
- Register for January SAT or Subject Tests
- Make sure that your applications are complete
- If you are an US citizen applying for financial aid, visit the FAFSA website [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and check with your state and individual university financial aid offices about other forms you may be required to complete

## JANUARY

- Go online [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for a financial aid form for US citizens applying to American Universities. File the Free Application for Federal Student Aid. Some schools also require the CSS/Financial Aid profile available online [www.collegeboard.com](http://www.collegeboard.com).
- Deadline for UCAS application to UK schools
- Deadline for many Canadian Universities
- SAT or Subject Tests at Metropolitan College
- Regular admission deadlines begin: January-March
- Midyear transcripts and reports sent to all universities by the Counseling Office

## APRIL

- Colleges announce admission decisions
- If appropriate review a copy of "Waiting for the Call: What to do if you are placed on a waiting list" (Appendix 12)
- Make final decisions concerning where you plan to attend
- Notify counselor of all admission decisions

## MAY

- Candidate standard reply & deposit date MAY 1<sup>ST</sup> (for US schools)
- Notify counselor of your final college decision
- Attend Korean University Info Session at ISKL

## JUNE

- Counseling Office mails final transcripts
- Enjoy your summer!

### Glossary of Abbreviations:

GPA = Grade Point Average

SAT = SAT Reasoning Test

IELTS = International English Language Testing System

MACEE= Malaysian American Commission on Education Exchange

TOEFL= Test of English as a Foreign Language

ISKL=International School of Kuala Lumpur (of course!)

UCAS= University and Colleges Admissions Service

UK= United Kingdom

ACT= American College Test

FAFSA= Free Application for Federal Student Aid

TBA= To Be Announced

BMAT = BioMedical Admissions Test

TSA = Thinking Skills Assessment

### **COUNTRY SPECIFIC INFORMATION:**

The following includes information about some of the countries that ISKL students apply to regularly. The counselors attempt to update this information as soon as it becomes available. If you have more recent information about any system, please pass it on to counselors.

### **AUSTRALIA**

The basic guideline for Australian University admissions is the following:

**Non-Australian Citizens:** Contact each Individual University. Apply to each one separately. You can also contact International Development Program (IDP) Education Australia, a semi-private company established by the Australian schools and government, which serves as a "one stop shop for Australian education." IDP has knowledgeable counselors in addition to materials and view books. The mission of IDP is to recruit international students, so not all counsellors can help Australian citizens. For more information on IDP go to [www.idp.com/malaysia](http://www.idp.com/malaysia)

**Australian Citizens:** Contact The Central Admissions organization of the state you are applying:

#### **UNIVERSITIES ADMISSIONS CENTRE (UAC) - (NSW & ACT)**

Locked Bag 500  
Lidcombe NSW 2141

#### **VICTORIA TERTIARY ADMISSIONS CENTRE**

40 Park Street  
South Melbourne, Victoria  
3205 Australia  
Tel: 613-690-7977  
Fax: 613-696-1310

#### **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 Australia

#### **TERTIARY INSTITUTION SERVICE CENTRE**

16 Stirling- Highway  
Nedlands, Western Australia 6009

**OVERVIEW:** With the current high demand on spaces at universities in Australia the counselors at ISKL recommend that students planning to return to Australia for universities enroll in and complete the International Baccalaureate Program. Where this is not possible, the recommendation is to take the strongest academic program offered at ISKL taking advantage of honors courses. Advanced Placement courses and International Baccalaureate certificates should be taken where appropriate. SAT scores will also be required for students applying without the IB diploma.

### CANADA

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) [www.ouac.on.ca](http://www.ouac.on.ca) as a central application agency. The rest of Canadian universities and colleges should be contacted individually.

One very important factor and very confusing one for ISKL students is the **need for SAT & Subject Tests**. Some representatives tell us that if a student is doing the full IB Diploma, they will waive the SAT requirement, so it is best to check the requirements for the universities that interest you.

Although a student may be a Canadian he/she **MUST** follow the application process as if they were applying from an American High School. This is because the Canadian tertiary institutions interpret ISKL credentials as if we were at school in the United States. The same is true for a non-Canadian passport holder. One Canadian college representative recently told us, that unless an applicant had SAT Scores, they could not use the American transcript in the admission process. Always check the university catalogues for the information pertaining to "American high school graduates."

### 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 credentials of such applicants, and classify these credentials as either Class I, II, or III. "Class I" credentials are considered the equivalent of the Abitur. Classes II and III are not equivalent (III being "less equivalent" than II).

Although the Advanced Placement (AP) Program is increasingly recognized, the IB diploma is more widely accepted and is recommended for ISKL students wishing to attend university in Germany. There are many specific requirements even for IB students. Contact the ISKL IB Coordinator for the most recent interpretations of the IB as it relates to German University admissions.

German requirements have changed recently and may vary from one geographical region to another. Please stay in close touch with regional educational offices. Also, to find out information about classes offered at individual universities, visit the following web site: [www.studieren.de](http://www.studieren.de)

Sekretariat Der Standinoen Konferenz  
Der Lander in der Bundesrepublik Deutschland,  
Nassestrasse 8  
D-5300 Bonn 1, GERMANY

Non-German citizens should write to the DAAD in Bonn:  
Deutscher Akademischer Austauschdienst  
Kennedy Allee 50  
D-5300 Bonn 2, GERMANY

**IMPORTANT!!! PLEASE READ BELOW IF YOU ARE A GERMAN STUDENT WHO IS PLANNING ON RETURNING TO GERMANY FOR UNIVERSITY**

Currently, ISKL recommends German nationals intending to go to German University to follow a full IB program. There are certain restrictions on the course selection. These are listed below:

- students must do a math or a science as a higher level. Math Studies SL is not recognized; students taking Math as a standard course must take Math Methods SL
- students must meet their Individual and Societies requirement by studying either History or Economics
- students must do one foreign language at higher level.
- students must study a second foreign language continuously and progressively for four years during high school (defined as 7-12 grade by the German Ministry of Education).
- all six subjects must be taken during one exam period. **Therefore, German students cannot take the standard level exams in Grade 11.**
- The six subjects must be studied for the two consecutive years of the diploma certificate.
- German IB higher level with a grade of 5, 6, or 7 will satisfy the German language entrance requirement for German universities according to the EB office.
- After completing the IB program, transcribe your IB Diploma into a German Abiturzeugnis through contacting the following agency:

**Zentrale Anerkennungsstelle  
Frau Schriever  
Postfach 300865  
40408 Dusseldorf**

### INDIA

Applications are processed individually by each university. Applicants must sit for entrance examinations in India. The examination dates are usually announced only in the local paper. It is helpful to have someone there to watch for announcements and in some cases gather information to send to us. Addresses are available in "Commonwealth Universities Yearbook" in the Counseling Office.

The ISKL counseling office will help students and parents with these inquiries. We will also contact the Indian High Commission for current information.

### JAPAN

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

1. Students in Japanese school (overseas or in Japan)
2. Returning students (*kikokushijo*)

Most of the ISKL 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 involve the following components:

APPLICATION FORM:	Filed by students
TESTS:	SAT /Subject Tests/TOEFL
RECOMMENDATIONS:	Number varies, most of the time 2 or 3
SCHOOL RECORD:	transcript and profile clarification if courses are Honors, AP or EB explanation of activities like NHS
ESSAYS:	1 in Japanese 1 in English- for <b>ISKL students</b> this counts twice as much as the Japanese essay
EXAMINATION:	at least 1 "in-house" examination

INTERVIEW:

at each university

The traditional time for admissions/enrollment is February or March.

Universities such as International Christian University (ICU), Sophia University and Keio University (new Campus at Fujisawa) all accept students for September enrollment dates. These are very competitive schools.

The ISKL students applying to Japanese Universities are responsible for:

1. Filling out the applications
2. Taking the examinations in Japan (usually October, November and December).
  - Notifying ISKL of pending test dates in Japan
  - Making up missed work
3. Taking SAT and TOEFL at appropriate times
4. Asking the teachers for a recommendation
5. Turning in Teacher Recommendation forms to the Counselor as early as possible
6. After graduation, provide counseling office with a copy of diploma for the file.

The Counselor/School is responsible for:

1. Providing the recommendation forms for the teachers
2. Writing a school recommendation (Counselor)
3. Provide a transcript of grades
4. Provide a school profile
5. Documentation of graduation
  - A letter stating expected graduation date prior to graduation
  - A sealed copy of the diploma after graduation
6. Provide all the documentation from the school in a sealed envelope

The most difficult part of this process occurs when the student is in Japan. The records are here and the communication comes via friends or relatives. Please plan ahead if you are leaving Kuala Lumpur immediately after graduation. Make sure your file is complete and includes letters of recommendation, copy of diploma, accurate transcript and a contact address and fax number in Japan.

University addresses are available in "Japanese Colleges and Universities" in the Counseling Office.

**ATTENDANCE POLICY:** The International School of Kuala Lumpur has an attendance policy requiring students to be present at least 85% of each class to receive credit for the semester.

Exceeding the ISKL attendance policy compromises the ISKL program as so much emphasis is placed on in-class discussion, group work and cooperative learning. It is even more difficult for students who are taking two English classes. In some cases extended absences have resulted in students failing to graduate.

Students who receive permission for December graduation, will be expected to limit the number of applications that require a pre-December interview and exam so that the ISKL attendance policy can be followed. Students must plan their absences when they schedule their flights to sit examinations in Japan.

**SPECIAL NOTE TO STUDENTS RETURNING TO JAPAN TO ATTEND UNIVERSITY:** ISKL Counselors spoke with Counselors at the International Students Education Center of Kawaijuku in Tokyo. This organization specializes in advising *kikokushijo* (returning students) and *ronin* (students that have failed exams).

The Counselor stated that there is no longer a stigma attached to *kikokushijo* or *ronin* in waiting one year before entering university.

ISKL encourages students to graduate in June, allowing time to attend a *juku*, make applications and take exams without conflicting with an existing school program. Since exams in English (SAT, Subject Tests, and TOEFL) are all an important part of the admissions process, this will allow them time (in fact almost 2 semesters) to gain strength in English prior to taking those exams. It will also decrease the need to "double-up" in English to complete the graduation requirements.

## KOREA

The application process in Korea varies from University to University. The traditional time for admission/enrolment is July and/or September. Applicants must sit entrance examination (Tukrye) for most of the universities. It is highly advisable for ISKL students to get the most current information on the application process for each university due to its frequent changes.

There are 3 types of students:

- Domestic students in Korea
- Korean students temporarily living abroad (minimum 3 years with one or both parents)
- International students applying from overseas (this includes Korean nationals who have lived overseas for 12 years or more)

Most ISKL students apply through "Korean students temporarily living abroad", called Tukrye in Korean. This involves applications, examination, recommendations, transcription, certification of graduation and interviews.

The admission process to most Korean universities involve the following:

**Application Form:** completed by student. Most of the forms are available online via the institution

**Required Documents:** Application fee, recommendations, transcripts, certification of graduation/diploma, self-introduction statement (for some universities), copies of passport, proof of financial capability.

Test reports/scores - TOEFL, TOEIC, TOPIK, IELTS, TEPS, SAT, IB, GCE-A level, KPT

All required documents need to be official and notarized.

**Examination:** The subjects vary from the major you choose and/or university to university.

**Korean Proficiency:** Check the requirements for each institution. Most institutions require students to have Korean language proficiency up to a certain level.

**Interviews:** These are conducted on the university campus and dates vary from school to school.

Attend sessions from the Korean Universities that visit ISKL and Korean University Information Session!

## NEW ZEALAND

NEW ZEALAND currently has 7 Universities, 25 Polytechnics, and 5 Colleges of Education that are all government sponsored.

For a comprehensive overview of schools in New Zealand go to [www.newzealandeducated.com](http://www.newzealandeducated.com)

GENERAL: KNOW THE DATES TO APPLY and APPLY EARLY! Apply for accommodation early, even before you receive word about the university admissions. It is not too early to begin FEBRUARY 2011 application inquiries now.

Applicants usually apply through the Universities Entrance Board:

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

In talking with the representatives at ISKL, we were lead to believe it would be best to write directly to the university after receiving the applications from the Universities Entrance Board.

**More information is available at:**

**NEW ZEALAND EDUCATION CENTRE  
No 7 Lalan SS 15/7  
Subang Jaya 47500  
Selangor**

**5631-0322**

[selset@streamyx.com](mailto:selset@streamyx.com)

## SOUTH AFRICA

Quite often, universities in South Africa want to see that you have been accepted by an accredited university in the United States. Therefore, you are advised to apply to a few USA schools so you will have a letter of acceptance to present to your South African University.

## UNITED KINGDOM

**(Important: See Appendix 10 for updated information on UCAS and the Application Process for UK Universities)**

### **I Finding the right course**

- a. The British Council's Educational Counseling Service has a full list of courses available and where they are offered.
- b. The following are a list of questions you may wish to ask:
  - Is the qualification I will receive recognized in Britain or Malaysia, and in what other countries is it recognized?
  - What qualifications will I need to be accepted to the course?

- Does the college/university provide special access courses to bring me up to the required level of qualification if necessary? What will this cost and how long are the courses?
- What are the English language requirements? Do I need to take an English Language test? Will the college/university help with English Language courses, and what do they cost?

## **II. Finding the right institution**

The choice of institution offering the course that you are interested in may be quite large. To try and help you decide which one is best for you, you may wish to ask the following questions.

- Where is the university? Is it in a town or in the countryside?
- What sort of sports and recreation facilities are available?
- What are the tuition fees for the full year of my course and are there any other fees I would have to pay? Are the fees same for all courses?
- What are the arrangements for fees payment?
- Does the university have any scholarships that I can apply for?
- Are there any opportunities for casual work on campus?
- How much will I need to cover the cost of maintenance (food, housing, clothes, travel, books)?
- Will I be able to stay in my accommodation over the vacation?
- How many overseas students are there at the university compared with UK students?
- How many students are there from my country?
- Is there any alumni organization I can contact here?
- What health care services does the institution have?
- What sort of information will be provided before I leave home?
- Will I be met at the airport by a representative of the university?
- Is there an overseas advisor?

## **III. Making an application**

See Appendix 9

## **IV. Sources of Help:**

MABECS (Malaysian British Ed. Cooperation Services)

No 9, 2<sup>nd</sup> floor

Jalan Barat 46200, Petaling Jaya

Phone: 03-756-7655

British Council Education Counseling Service

Jalan Bukit Aman

50916 Kuala Lumpur, Malaysia

Phone: 03-298-7555

## WHAT IF I DON'T WANT TO GO TO UNIVERSITY OR COLLEGE?

A large number of people do not know what they want to do after they graduate. For some it's just a matter of not being sure what it is that they want to study. For others it is a question of whether they feel ready for further study or whether they would be better doing something else for a year or two before resuming their studies.

If you think that you don't want to go on studying next year, consider which of these categories you fit into:

### 1) I don't know what I want to study, so I am not going to study anything.

How much research have you really done? Have you looked thoroughly through such publications as Index of Majors or Which Degree in Britain? There are a large amount of suggestions in these books for areas in which study is possible, and many these subjects can be studied anywhere in the world.

### 2) Should I take a year or two out before I go on to university or college?

The answer to this question is not automatically no, of course, because it is the perfect path of action for some people. Do ask yourself why you want to take a year off, and what it will gain you. There is no real point in just taking a year off if you have no specific plan for how you will spend the time. What about learning a language? Participating in an exchange program? (We have information on these in the Counseling Office) Or even working in a field related to one that you think that you might like to study. You are going to have to make some inquiries into all this to see what is possible and how you would go about doing it (and those inquiries might be just as exhaustive and time-consuming as applying to college would be), but if something appears feasible then it is certainly worth discussion and consideration.

If your year off is only to give you an academic respite - it could be worth your while to apply to university in any case and then have your entry deferred for one year. Some universities will do this and some won't, but it is certainly worth finding out from those in which you have an interest. It is a good feeling to go off and do what you want for a year secure in the knowledge that you already have a place to go to the following academic session.

### 3) What if I know that I definitely don't want to go to college or university?

Then what are you going to do? There are a lot of alternatives to post-secondary education, and certainly college or university is not for everyone. The first and most obvious choice is to look for some form of employment, but there are certain drawbacks to this. Consider first what kind of a job you are likely to get with only a high school diploma and what the prospects are likely to be in that job? Are you totally satisfied with where that job could lead you? If so, good for you, but, if you are not satisfied; maybe it is time to rethink your decision not to go to college.

What if you don't even know what you want to do or where you want to do it? Obviously the first thing is to take some kind of steps to find out, but don't be too upset if you don't know where to start. Statistics prove that an increasing number of people make three or four false starts in their occupational choice before they eventually settle down to one profession, so it is not a matter of sink or swim, the first time. You might find it useful to spend some time with a computerized career program such as PSAT/My College Quick Start Program to see what it suggests that you might do. Or you might want to do a self-analysis of where your strengths and weaknesses lie, and how these might be used to develop an appropriate career pattern.

**But don't just do nothing!**- Inspiration (sad to say) will not drop down on you from the sky. "God helps those who help themselves", the saying goes and you should have a plan of some sort - even if it later proves to have been the wrong one! If you really don't know what to do, talk it over with someone: your counselor, your parents or your friends, but don't leave school with only a vague idea of what you are going to do. Your time is far too precious to waste and far too valuable not to use positively.

**A GREAT RESOURCE:**

**The Lonely Planet Guide to a Gap Year**

**This book gives descriptions and program information for gap year opportunities around the world.**

**ACCEPTANCE PROCEDURE**  
**YES! YOU WERE ACCEPTED!!!**

As soon as universities send their letters of acceptance to you and you decide which school you would like to attend, be prompt in replying.

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

1. Payment of fees at specific times
2. Selecting courses for your freshman year
3. Housing reservations
4. Personal information data sheets

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

At the same time, you should write or e-mail to the other universities which accepted you. Thank them for their consideration and ask them to withdraw your name from the rolls. You should explain that you have decided to attend another college and should name the college you have chosen. (Universities are always interested in the competition.) 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 A VERY IMPORTANT PHASE OF THE APPLICATION PROCESS. IT SHOULD BE COMPLETED AS CAREFULLY AND ACCURATELY AS THE ACTIVITIES WHICH PRECEDED IT.

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

Important: Inform your counselor that you have been accepted, waitlisted\*, or denied at the universities where you applied. This will help us in offering further assistance at the appropriate times, and will help us to help other students in the future by providing us insights into how universities make their admissions decisions.

NOTE: Your final transcript will be sent to the school you indicate as your final choice.

\*If you have been waitlisted at a school that you would really like to attend, read "Waiting for the Call: What to do if you are placed on a waiting list" (see Appendix 12) It offers a variety of suggestions that might help you gain an acceptance.

## Appendix 1

<b>TERMS AND ABBREVIATIONS USED IN ADMISSIONS</b>
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UCAS	Universities and Colleges Admissions Service (United Kingdom)
CEEB	College Entrance Examinations Board (called College Board) It is the governing unit of SAT and Subject Tests
AP	Advanced Placement. College level courses offered at high schools world wide.
TOEFL	Test of English as a Foreign Language
IELTS	International English Language Testing System
OXBRIDGE	The special admissions procedures of Oxford & Cambridge
OUAC	Ontario Universities' Application Centre
OSO	Overseas Students Office (Australia)
CAO	Central Applications Office (Ireland)
PSAT/NMSQT	Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test
CAP	Continuing Application Procedure (U.K.)
ACT	American College Testing Program - university admissions test
UCAC	Universities and Colleges Admissions Center (Australia)
SATAC	South Australia Tertiary Admissions Center
QTAC	Queensland Tertiary Admissions Center
IB	International Baccalaureate Diploma - a secondary level diploma that is accepted in most countries world wide for matriculation to university.
ASAT	Australian Scholastic Aptitude Test

## Appendix 2

### KINDS OF COLLEGES

COLLEGE: An institution that offers educational instruction beyond the high school level in a two year or four-year program. In the United States the terms college and university are fairly interchangeable.

UNIVERSITY: An academic organization which grants undergraduate and graduate degrees in a variety of fields and which supports at least two degree-granting professional schools that are not exclusively technological (such as medicine, journalism, or agriculture). It is composed of a number of "schools" or "colleges" each of which encompasses a general field of study.

LIBERAL-ARTS COLLEGE: Four-year institution which emphasizes a program of broad undergraduate education. Professional or pre-professional training may be available but is not stressed.

JUNIOR COLLEGE: Two-year institutions of higher learning which provide vocational training and academic curricular

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.

TECHNICAL SCHOOL: A two-year institution 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. degree upon completion of their training. At schools affiliated with four-year colleges, students receive both a B.S. degree and a R.N. and have possibilities of entering the field of nursing administration.

BUSINESS SCHOOL: Business schools fall into two categories. At some colleges 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 the business or secretarial courses and may or may not be regionally accredited.

MILITARY SCHOOL: Federal military academics prepare officers for the Army, Navy and Air Force. These institutions (West Point, Naval Academy and Air Force Academy) require recommendation and appointment by members of Congress. Private and state supported military institutes, however, operate on a university application basis.

## Appendix 3

### AMERICAN COLLEGE TERMS

FRESHMAN:	The first year of college. Other names are "Fresh", "Frosh"
SOPHOMORE:	The second year of college. In Latin, Sophomore means "young fool."
JUNIOR:	The third year of college. Considered by some to be the most fun because you aren't worrying about graduating yet, but know enough about college to have fun.
SENIOR:	The last year of college.

#### ACADEMIC CALENDAR:

The academic year will be slightly different for each university or college, but will normally run from early September to the end of May. It may be divided into two terms of 16 weeks each in which case they are called "semesters" or three terms of 12 weeks each, in which case they are called "quarters". Universities very often provide summer courses, but these are optional.

#### AMERICAN DEGREES:

B.A. Bachelor of Arts - The title denotes a degree in the Liberal Arts.

B.S. Bachelor of Science - Students who take a degree with a major in Business, Engineering, Math, and Science area, or Education will have a B.S. degree.

COURSES: The courses making up the degree divide into three kinds:

#### 1. CORE COURSES:

(Also called General Education Requirements, or Distribution Requirements). These provide the broad base from which the student will develop his or her degree. They almost always require 2 or 3 courses in English, and the rest are typically spread evenly between humanities, science and mathematics, and social sciences.

#### 2. MAJOR COURSES:

This is the specialized study in the field in which the student is taking his or her degree. For example, if the student is a Chemistry major, the Chemistry classes would become increasingly more difficult & complex each year.

#### 3. ELECTIVE COURSES:

These are courses which the student chooses, although his or her degree may impose certain requirements on his or her choices, and they may be chosen for quite a number of different reasons. In the first place, many junior and senior level classes (often called 'upper division' classes) can only be taken when the student has completed specified pre-requisites.

#### CREDIT SYSTEM:

An university or college usually states their degree requirements in terms of credits or hours or units. Each course taken earns a specified number of credits/hours/units. Typically a course which earns 3 hours would meet for 3 hours a week per semester.

**COLLEGE GUIDES & PUBLICATIONS**

Books in the counseling office are available for ISKL students and parents.

Please return them promptly so that others may use them as well.

**THESE ARE JUST SOME EXAMPLES. THERE ARE MANY MORE AVAILABLE.**

**A. U.S. COLLEGES & UNIVERSITIES**

COLLEGE BOARD PUBLICATIONS: -COLLEGE HANDBOOK - Organized by state, this reference book offers an abundance of data about colleges that are members of CEEB. (College Entrance Examination Board).

INDEX OF COLLEGE MAJORS - This is a good reference book for determining which colleges offer a particular major.

COLLEGE COST HANDBOOK- Gives a tabular summary of costs.

FOREIGN STUDENT SUPPLEMENT-Gives information on schools, tests requirements, deadlines for applications and financial assistance available. It is specifically designed for the Foreign Student applicant's needs in the U.S.

PETERSON'S GUIDES:

2 YEAR & 4 YEAR COLLEGES -REGIONAL GUIDES- Similar to the College Handbook these guides offer general information about all colleges and universities in the US.

PETERSON'S GUIDE TO COMPETITIVE COLLEGES

PETERSON'S GUIDE TO COLLEGE PROGRAMS FOR STUDENTS WITH LEARNING DISABILITIES

PETERSON'S SPORTS SCHOLARSHIPS AND COLLEGE ATHLETIC PROGRAMS

THE FISKE GUIDE TO COLLEGES- Edited by Edward Fiske of the New York Times, this guidebook provides both anecdotal and statistical information in an easy to read format.

THE BEST 311 COLLEGES- A "students perspective" compiled by the Princeton Review. This guide includes amusing and informative list of recommended colleges.

BARRON'S TOP 50- Another "inside" look at American universities, similar to Fiske and Princeton Review with a slightly different perspective.

INSIDERS GUIDE TO THE COLLEGES- Written by students about colleges in the U.S.

SCHOLARSHIPS FOR FOREIGN STUDENTS

RUGG'S RECOMMENDATIONS ON THE COLLEGES: This provides lists of schools by program of study or major. It is a good starting point for compiling the initial list.

HOW TO GET AN IVY LEAGUE EDUCATION AT A STATE UNIVERSITY:

Comprehensive profiles of America's outstanding public colleges.

LOOKING BEYOND THE IVY LEAGUE: FINDING THE COLLEGE THAT'S RIGHT FOR YOU and COLLEGES THAT CHANGE LIVES- Two books by Loren Pope which describe the advantages of small liberal arts and sciences colleges.

### **B. U.K. Universities:**

UCAS HANDBOOK - A cross-referenced list of all universities by majors and a list of each university's programs. We receive new updated ones each September.

NOTE: The Polytech's have changed status and names in the UK. Most of the former polytechnics have gained university status or have joined existing universities. Parents may need to refer to appendix for the new names.

THE BIG OFFICIAL UCAS GUIDE TO UNIVERSITY AND COLLEGE ENTRANCE

- Similar to the UCAS Handbook, but with greater detail.

WHICH DEGREE IN BRITAIN -A comprehensive guide to full-time courses & institutions.

HOW TO CHOOSE YOUR DEGREE COURSE- A survey of degree courses in British Universities and Colleges.

HOW TO CHOOSE YOUR HIGHER NATIONAL DIPLOMA COURSE- A guide to U.K. universities organized by degrees offered.

BRITISH UNIVERSITY & COLLEGE COURSES- The "essential" guide for overseas students.

THE COMPLETE DEGREE COURSE OFFERS- This publication gives students an idea of who was accepted and what type of scores were needed for entry.

THE NATWEST STUDENT BOOK- A guide with valuable information on school facilities, social opportunities, and "life style" information on over 300 U.K. universities and colleges.

### **C. CANADA Universities:**

CANADIAN UNIVERSITIES HANDBOOK- Listing of universities & majors of study.

GUIDE TO UNIVERSITY PROGRAMMES IN CANADA

THE COMPLETE GUIDE TO CANADIAN UNIVERSITIES-HOW TO SELECT A UNIVERSITY AND SUCCEED WHEN YOU GET THERE

MACLEAN'S GUIDE TO CANADIAN UNIVERSITIES - Ranking and information resource available in digital format in the Library and Counseling Office

SPECTRUM- Regional guides to the universities and colleges in Canada -Atlantic -Ontario -Quebec -Western

GUIDE TO CANADIAN UNIVERSITIES - Written by Linda Frum. A guide to what's hot and what's not in Canadian higher education.

THE ASSOCIATION OF CANADIAN COMMUNITY COLLEGES DIRECTOR

#### **D. AUSTRALIA Universities:**

QUEENSLAND TERTIARY COURSESSATAC GUIDE (SOUTH AUSTRALIAN TERTIARY ADMISSIONS CENTRE GUIDE

VTAC GUIDE TO COURSES IN COLLEGES & UNIVERSITY (VICTORIA)

AUSTRALIA STUDY OPPORTUNITIES - A directory for Overseas Students

UNIVERSITIES ADMISSIONS CENTRE- New South Wales and Australia Capital Territory guide to tertiary studies.

TAFE HANDBOOK (NSW)- What programs are offered by the NSW TAFE's and how to apply.

AUSTRALIA UNIVERSITIES- A publication from Australian International Development Assistance Bureau and International Development Program of Australian Universities and Colleges Limited (EDP). This lists and describes all Australian universities.

CES JOB GUIDES- we currently have them for Victoria, Queensland and New South Wales.

THE GOOD UNIVERSITIES GUIDE TO AUSTRALIAN UNIVERSITIES- Ratings and student reports on Australian Universities

#### **E. JAPAN Universities:**

JAPANESE COLLEGES AND UNIVERSITIES - A guide to institutions of higher education in Japan for Kikokushijo. (Printed by Japan Overseas Education Service, in Japanese)

ABC'S OF STUDY IN JAPAN - This book contains virtually all information necessary for study at Japanese colleges and universities. Prepared for students from abroad who wish to enter Japanese institutions.

SPECIAL "AIM FOR GLORY" A series of publications with campus information including programs of study and lifestyles (Published by Kawaijuku in Japanese)

#### **F. EUROPE/WORLDWIDE Universities:**

HIGHER EDUCATION IN THE EUROPEAN COMMUNITY: HANDBOOK

A guide to courses in 10 countries in Europe.

ENTRY TO HIGHER EDUCATION WORLDWIDE: ECIS Handbook with thumbnail sketch and important addresses.

COMMONWEALTH UNIVERSITIES YEARBOOK

In addition, there are many other publications for specific schools available. More are being ordered on a regular basis. If you know of a publication that you think might be helpful to students and parents please give the information to the counseling office.

We also have many video tapes and CD ROMs available of universities world wide. These forms of information are popular because it allows the students to "see" the campus.

**PLEASE CHECK OUT THE COUNSELING REFERENCE LIBRARY. UNIVERSITY AND CAREER INFORMATION IS AVAILABLE.**

COLLEGE/CAREER WEBSITES

**Exploring College**

College Data	<a href="http://www.collegedata.com">www.collegedata.com</a>
Colleges that Change Lives	<a href="http://www.ctcl.com">www.ctcl.com</a>
College Board	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
Collegesurfing	<a href="http://www.collegesurfing.com">www.collegesurfing.com</a>
College Net	<a href="http://www.collegenet.com">www.collegenet.com</a>
College View	<a href="http://www.collegeview.com">www.collegeview.com</a>
Foundation for Indep. Higher Ed.	<a href="http://www.fihe.org">www.fihe.org</a>
International Student Advisor	<a href="http://www.i-studentadvisor.com">www.i-studentadvisor.com</a>
My College Quick Start	<a href="http://www.collegeboard.com/student/testing/psat/quickstart">www.collegeboard.com/student/testing/psat/quickstart</a>
NACAC	<a href="http://www.nacacnet.org">www.nacacnet.org</a>
Peterson's	<a href="http://www.petersons.com">www.petersons.com</a>
Princeton Review	<a href="http://www.princetonreview.com">www.princetonreview.com</a>
American Colleges Abroad	<a href="http://www.aaicu.org">www.aaicu.org</a>
World Wide Study	<a href="http://www.worldwidestudy.net">www.worldwidestudy.net</a>
Online program search	<a href="http://www.i-studentenquiry.com">www.i-studentenquiry.com</a>
Online student life	<a href="http://www.i-studentlife.com">www.i-studentlife.com</a>
Unigo	<a href="http://www.unigo.com">www.unigo.com</a> (popular student site for "inside scoop")

**Online Applications**

College Link	<a href="http://www.collegelink.com">www.collegelink.com</a>
Common Application	<a href="http://www.commonapp.org">www.commonapp.org</a>
Apply Texas	<a href="http://www.applytexas.org/adappc/gen/c_start.WBX">www.applytexas.org/adappc/gen/c_start.WBX</a>
University of California Pathways	<a href="http://www.ucop.edu/pathways">www.ucop.edu/pathways</a>

**Financial Aid/Scholarships/Loans**

CSS Profile On-line	<a href="http://www.collegeboard.com/finaid/fastud/html/proform.html">www.collegeboard.com/finaid/fastud/html/proform.html</a>
FAFSA	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
Fastweb	<a href="http://www.fastweb.com">www.fastweb.com</a>
Finaid Info Page	<a href="http://www.finaid.org">www.finaid.org</a>
Parent Soup FA Calculator	<a href="http://www.parentsoup.com/edcentral/calculator">www.parentsoup.com/edcentral/calculator</a>
Paying for School	<a href="http://www.adventuresineducation.org">www.adventuresineducation.org</a>
Peterson's FA Page	<a href="http://www.petersons.com">www.petersons.com</a>
Go College	<a href="http://www.gocollege.com">www.gocollege.com</a>
American Student Asst.	<a href="http://www.amsa.com">www.amsa.com</a>
eStudent Loan	<a href="http://www.estudentloan.com">www.estudentloan.com</a>
Loans MEFA	<a href="http://www.mefa.org">www.mefa.org</a>

**AP & IB Info**

[www.collegeboard.com/AP/colleges/international](http://www.collegeboard.com/AP/colleges/international)

AP information galore. Also lists the schools around the world that accept AP courses.

[www.ibo.org](http://www.ibo.org)

Great resource for all your IB questions including which colleges accept IB and what scores are required.

### Summer programs

[http://www.internationalcounselor.org/summer2/Summer\\_Omnibus/Omnibus.html](http://www.internationalcounselor.org/summer2/Summer_Omnibus/Omnibus.html)

### Links to College Home Pages

College Board	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
All About College	<a href="http://www.allaboutcollege.com">www.allaboutcollege.com</a>
Indep. Higher Ed. Netw.	<a href="http://www.fihe.org">www.fihe.org</a>
International College Dir.	<a href="http://www.yahoo.com/education">www.yahoo.com/education</a>
Links to Coll. Home Pages*	<a href="http://www.clas.ufl.edu/CLAS/american-universities.html">www.clas.ufl.edu/CLAS/american-universities.html</a>
Virtual Campus Tours	<a href="http://www.campustours.com">www.campustours.com</a>
Collegiate Choice Walking Tours	<a href="http://www.collegiatechoice.com/">www.collegiatechoice.com/</a>

### Test Prep (ISKL's CEEB Code for both ACT & SAT: 686170 )

College Board-SAT	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
Peterson's	<a href="http://www.petersons.com">www.petersons.com</a>
Free SAT Test Prep	<a href="http://www.number2.com">www.number2.com</a>
ETS	<a href="http://www.ets.org">www.ets.org</a>
Princeton Review	<a href="http://www.review.com">www.review.com</a>
ACT	<a href="http://www.actstudent.org">www.actstudent.org</a>
TOEFL	<a href="http://www.ets.org">www.ets.org</a>

### Athletics

NCAA	<a href="http://www.ncaa.org">www.ncaa.org</a>
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### Careers:

About Work	<a href="http://www.review.com/birkman">www.review.com/birkman</a>
Career Choices	<a href="http://www.umanitoba.ca/counselling/careers.html">www.umanitoba.ca/counselling/careers.html</a>
Career Information	<a href="http://www3.dist214.k12.il.us/guidance/careerinfo.html">www3.dist214.k12.il.us/guidance/careerinfo.html</a>
Career Mosaic	<a href="http://www.careermosaic.com">www.careermosaic.com</a>
Career page: College View	<a href="http://www.collegeview.com/careers">www.collegeview.com/careers</a>
Career Resource Center	<a href="http://www.careermosaic.com/cm/crc">www.careermosaic.com/cm/crc</a>
Find Your Career	<a href="http://www.usnews.com/bccguide">www.usnews.com/bccguide</a>
IPL Teen Career Pathways	<a href="http://www.ipl.org/teen/pathways">www.ipl.org/teen/pathways</a>
Kiersey Temperament Sorter	<a href="http://www.keirsey.com/cgi-bin/keirsey/newkts.cgi">www.keirsey.com/cgi-bin/keirsey/newkts.cgi</a>
Mapping your Future	<a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>
Occupational Handbook	<a href="http://stats.bls.gov/ocohome.htm">stats.bls.gov/ocohome.htm</a>
Occupational Information Plan	<a href="http://www.umanitoba.ca/counselling/occupations.html">www.umanitoba.ca/counselling/occupations.html</a>
Plan	<a href="http://www.planstudent.org">www.planstudent.org</a>
Technology Careers	<a href="http://www.ta.doc.gov/go4it">www.ta.doc.gov/go4it</a>
The Career Interests Game	<a href="http://www.missouri.edu/~cppcwww/holland.shtml">www.missouri.edu/~cppcwww/holland.shtml</a>
What to Major in	<a href="http://www.overview.com/colleges">www.overview.com/colleges</a>
UK/ Internat'l Careers	<a href="http://www.get.hobsons.co.uk">www.get.hobsons.co.uk</a>
X-AP Career Page	<a href="http://www.xap.com/xapWWW/Cool/careers.html">www.xap.com/xapWWW/Cool/careers.html</a>

### Other Useful College Links

Campus Newspapers	<a href="http://www.asa.utk.edu/resources/papers">www.asa.utk.edu/resources/papers</a>
College Base	<a href="http://www.wshs.fcps.k12.va.us/career">www.wshs.fcps.k12.va.us/career</a>
2 yr colleges	<a href="http://cset.sp.utoledo.edu/twoyrcol.html">cset.sp.utoledo.edu/twoyrcol.html</a>

## CANADA

### Application & General Information

[Ontario University Application Center](#) online application system for all institutions in the province.

Apply Alberta - online application system for the 19 institutions in the province.

[Macleans](#) - Articles, blogs, rankings, student finance and news on Canadian universities

[www.studyincanada.com](http://www.studyincanada.com)

[Council of Ontario Universities](#) - A central source of comprehensive and detailed information about each universities

[www.electronicinfo.ca](http://www.electronicinfo.ca) - a guide to Ontario's universities for secondary school students.

[www.aucc.ca](http://www.aucc.ca) - represent 95 Canadian public and private not-for-profit universities and university-degree level colleges.

[www.educationplanner.bc.ca](http://www.educationplanner.bc.ca) - Information on undergraduate program availability, application dates, tuition costs, admission requirements at institutions throughout BC.

[www.bccat.bc.ca](http://www.bccat.bc.ca) - British Columbia Council on Admissions

### Scholarships and Financial Aid

[www.canlearn.ca](http://www.canlearn.ca) - Information on grants, loans and scholarships

[www.canlearn.ca](http://www.canlearn.ca) - Information on grants, loans and scholarships

[www.studentawards.com](http://www.studentawards.com) - Some information on scholarships, grants and awards

### Country Specific

Canadian Universities

[www.studyincanada.com](http://www.studyincanada.com)

Australian Universities

[www.studyinaustralia.com.au](http://www.studyinaustralia.com.au)

New Zealand Universities

[www.newzealandeducated.com](http://www.newzealandeducated.com)

American Colleges Abroad

[www.aaicu.org](http://www.aaicu.org)

Video Tours of Canadian U.

[www.utours.ca](http://www.utours.ca)

Online country guides

[www.i-studentadvisor.com](http://www.i-studentadvisor.com)

USA Universities

[www.educationusa.state.gov](http://www.educationusa.state.gov)

## Appendix 6

### A LIST OF AMERICAN AND CANADIAN INTERNATIONAL COLLEGES

Boston University 58 Harley House Marylebone Road London NW 1 5HL, England	Vrije Universiteit Brussel Pleinlaan 2 1050 Brussels, Belgium Tel: 32 2 6412821
Webster University in Vienna Marokkanergasse 16 1030 Vienna Tel: 75 75 92	Harlaxton College (Univ. of Evansville, Indiana) Grantham Lincolnshire NG32 1 AG England
Boston University Brussels 17A Ave. de la Toison d'Or, Bte. 69 1060 Brussels, Belgium Tel: 322 511 18 06	The American College in London 100 Marylebone Lane London W 1 M5FP, England
Vesalius College	The American University of Paris 31 Avenue Bosquet 75007 Paris, France

International Univ. Foundation Warnborough College Boars Hill Oxford OX1 5ED, England	51-55 Waterloo Road London SE1 8TX, England Tel: 01928 1372
Ithaca College 35 Harrington Gardens London SW7 4JU, England Tel: 01370 1166	US International University in Europe, The Avenue Bushey, Herts WE2 2LN England Tel: 0923 49067
Lansdowne College 43 Harrington Gardens Kensington, London SW7 4JU, England	European Business School 8 rue de la Paix 75002 Paris, France Tel: 142610336
New England College Tortington Park Arundel Sussex BN18 ODA, England Tel: 0903 882259	International Univ. College 27 Place de l'Universite 13625 Aix-en-Provence Cedex, France
Columbus International College 213/215 Tottenham Court Road London W I, England	University Of Maryland Munich Campus Postfac 900 760 8000 Munich 90 West Germany
European Business School Regent's College Inner Circle Regents Park London NW 1 4NS, England Tel: 01935 5794	Deree College 6 Gravias Street Aghia Paraskevi GR- 153 42 Athens, Greece Tel: 65 93 250-9
Richmond University The American Int'l Univ. of London Kensington Campus 1 St. Albans Grove London W8 5PN, England	ECBS College Via Cimone 110 00141 Rome, Italy
Schiller International Univ. Royal Waterloo House	Regent's College Rockford College (Rockford, Ill.) Regents Park London, NWI 4NS, England Tel: 01486 7661 00 162 Rome, Italy Tel: 06 839 5519
University of Southern Europe State Louis II Entree B Monaco, 98000 Monte Carlo	Netherlands School of Business Nijenrode Breukelen The Netherlands
European Business School (Rome) Via Capole Le Case 3 Rome, Italy Tel: 06 678 9486	European Business School (Madrid) Orfila 8 - bajo D 28010 Madrid, Spain Tel: 012316999
John Cabot International University Via Massaua 7	

The American College of Switzerland  
CH-54 Leysin, Switzerland  
Tel: 025 34 22 23

Webster University in Geneva  
15 Route de Colex  
1293 Bellevue  
Geneva, Switzerland  
Tel: 022 74 24 52

American University of Rome  
Via Marche 54  
Rome, Italy

Webster University  
Bookmarkt 1  
2311 EA Leden  
The Netherlands

Columbus International College  
Avenida de la Victoria  
Seville, Spain

Franklin College  
Via Tesserete 10  
6900 Lugano, Switzerland

Hosta  
CH-1854 T  
Leysin, Switzerland

European Business School  
Scholob Reichartshausen am Rhein  
6227 Oestrich-Winkel Germany  
Tel: 06723 5065

Lebanese American University  
Admission Officer  
PO Box 36, Byblos, Lebanon  
Tel: +961 9 547254/547262  
Email: admissions@byblos.lau.edu.lb

Saint Louis University  
Madrid, Spain Campus  
Avenida del Valle 34  
38003 Madrid, Spain  
Email: www.spain.slu.edu

Franklin College

Via Ponte Tresa 29  
6924 Lugano/Sorengo  
Switzerland  
Tel: + 41 91 985 22 84

American University of Sharjah  
Office of Admissions  
PO Box 26666  
Sharjah, UAE  
Tel: +971 6 505 5002  
Email: wwwaus.ac.ae

Haigazian University  
Office of Admissions  
PO Box 11-1748  
Beirut, Lebanon  
Tel: +961 1 349 230  
www.haigazian.edu.lb

The American University of Thessaloniki  
Office of Admissions  
PO Box 21021  
GR-555 10 Pylea  
Thessaloniki, Greece  
Tel: +30 310 398 239  
Email: rleb@ac.anatolia.edu.gr

Association of American College and  
University Programs in Italy (AACUPI)  
AACUPI  
Corso Vittorio Emanuele II, 110  
00186 Rome. ITALY  
Tel: +39 06 688 04752  
Email: aacupi@mclink.it

The American University in Kyrgyzstan  
205 Abdumomunova  
720040 Kyrgyzstan  
Admissions Office  
Tel: +8 996 312 66 10 89  
Email: admissions@elcat.kg

The American University of Beirut  
PO Box 11-236  
Beirut, Lebanon  
Tel: +961 1 350000/340460  
+961 1 374374/374444  
www.aub.edu.lb

John Cabot University  
Via della Lungara, 233  
00165 Rome, Italy  
Tel: +39 06 687 8881

Email: [jcu@johncabot.it](mailto:jcu@johncabot.it)  
[www.johncabot.edu](http://www.johncabot.edu)

The American University in Bulgaria  
Admissions Office  
Blagoevgrad 2700  
Bulgaria  
Tel: +359 73 88 233  
Email: [admissions@aubg.bg](mailto:admissions@aubg.bg)

The American University in Cairo  
Office of Admissions  
113 Sharia Kasr El Aini  
PO Box 2511  
Tel: +20 2 797 5199  
Fax: +20 2 794 4728  
Email: [enrolauc@aucegypt.edu](mailto:enrolauc@aucegypt.edu)

The American International  
University in London  
Undergraduate Enquiries Queen's Road  
Richmond TW10 6JP, England  
Tel: +44 20 8332 9000  
Email [enroll@richmond.ac.uk](mailto:enroll@richmond.ac.uk)

Institute for American Universities  
27, place de l'Universite  
13625 Aix-en-Provence Cedex1  
France  
Tel: +33 4 42 23 39 35  
[www.iaufrance.org](http://www.iaufrance.org)

The American College of Greece  
Deree College  
Aghia paraskevi Campus  
Office of Admissions  
6 Gravias Street  
GR-153 42 Aghia Paraskevi  
Athens, Greece  
Tel: +30 10 600 9800/9  
Email: [acgadm@hol.gr](mailto:acgadm@hol.gr)

University of La Verne  
PO Box 51105  
Kifissia 145 10  
Athens, Greece  
Tel: +30 10 620 6188  
Email: [ulv@laverne.edu.gr](mailto:ulv@laverne.edu.gr)

## Appendix 7

### Post Secondary Programs in Southeast Asia

#### Sunway University College

5 Jalan Kolej  
Bandar Sunway  
46150 Petaling Jaya  
Selangor Darul Eshan, Malaysia  
Phone: 03-5635-8622 Fax: 03-5635-8630  
email: info@sunway.edu.my

Has links with the following : Western Michigan U, U.S.; Leicester University, England, Victoria University Australia, Manchester Business School UK, University of Melbourne and the University of Western Australia

#### Kolej Damansara Utama

Kampus Utama,  
Lebuhraya Petaling Jaya  
SS 22/41 Damansara Jaya  
47400 Petaling Jaya, Selangor  
Telephone: 03-7728-8123 (5 lines)  
Website: [www.kdu.edu.my](http://www.kdu.edu.my)

Provides accommodation service to assist students in getting accommodation in the college vicinity. KDU also a campus in Penang.

#### Unity College International (UCI)

Block B, Bangunan Sri Kemajuan  
Persiaran Barat, off Jln Barat  
46505 Petaling Jaya  
Selangor  
Telephone: 7955-8611  
email: Christina@unity.edu.my

#### Metropolitan College

1 Jalan Subang Utama  
47500 Subang Jaya  
Selangor Darul Eshan  
Phone: 03-5634-4711  
email: vinsontam@metropolitancollege.edu.my

Has a "twinning" program with Curtin University of Technology (Perth, Australia), RMIT (Melbourne, Australia). Offer a Foundation program and then proceed to Curtin U. or RMIT

#### Stamford College PJ

Wisma MCIS Annexe Jalan Barat  
46200 Petaling Jaya  
Selangor Darul Eshan  
Phone: 03-7956-2366  
e-mail: scpj@stamford.edu.my

Has agreements with University of East London, University of Southern Queensland (Australia) and University of Alberta (Canada).

**Inti College**

3 Jalan SS 15/8  
47500 Subang Jaya  
Tel. 5634-3244  
e-mail: excel@int.edu.my

Has a transfer agreement with the U of Missouri-Kansas City and Michigan, U.S., Coventry U (UK), U. of Strathclyde, U. of Hertfordshire (UK), and LLB degree with INTI International University College in Nilai, Seremban.

**Mara Community College**

Km. 8 Jalan Gambang  
25250 Kuantan, Pahang  
Tel. (09) 5366-701, 5366-513, 5366-514  
Fax: (09) 5366-515  
e-mail: www.kptm.edu.my

Offers 5 programs: business mgt., accounting, IT and civil and electrical engineering (with UITM, Shah Alam)

**Rima College, KL**

54 Jalan Ampang  
50450 Kuala Lumpur  
Tel. 2072-3412/3413  
e-mail: info@rima.edu.my

Rima College claims to have articulation agreements with 63 U.S. universities which guarantee transfer credit of approximately 60 credit hours.

**University College Sedaya International (UCSI)**

No. 1, Jalan Menara Gading  
UCSI Heights  
Cheras, 56000 KL  
Tel: 603-9101-8880  
Enquiry: www.ucsi.edu.my/onlineenquiry

UCSI has campuses in Kuala Lumpur, Kuala Terengganu and Kuching

**Higher Education Learning Program (HELP University College)**

BZ-2, Pusat Bandar Damansara  
50490 Kuala Lumpur  
Tel: 2094-2000  
e-mail: marketing@help.edu.my

HELP has partnerships with London School of Economics, University of Queensland, University of Melbourne, Australian National University, University of Western Australia, Hong Kong University of Science and Technology and Beijing University.

**SAL Group of Colleges**

**SAL Campus (Head Office)**

No. 1, Jalan 9/27<sup>a</sup>

Seksyen 5, Wangsamaju

50300 KL

Tel: 03-4142 6217/6466/6306/6592

Email: enquiries@salkl.edu.my

SAL offers undergraduate programs and a degree in Information Technology program.

**KBU Internacional Collage (KBU)**

No. I Pesiaran Bukit Utama

Bandar Utama

47800 PJ, Selangor Darul Ehsan

Tel : 7727-3200

Fax: 7727-2733

email: enquiry@kbu.edu.my

**Taylor's University College**

No.1 Jalan SS 15/8

47500 Subang Jaya

Selangor Darul Ehsan

Tel: 603-5636-2641 Fax: 603-5634-5209

e-mail: admissions@taylors.edu.my

**I-System College (Miri, Sarawak)**

Lot 2842, Lorong 8

Jin G4 Krokop

98000 Miri, Sarawak

Tel: 085-439 079

Fax: 085-439 078

e-mail: marketing\_miri@i-system.edu.my

**Kinabalu Commercial College (KCC)**

<http://www.kcc.edu.my>

**Ocean Institute of Audio Technology**

241B Lorong Nibong (off Jalan Ampang behind Hock Choon's supermarket)

50450 Kuala Lumpur

Tel: 2144-4339

e-mail: oiat@po.jaring.my

**LimKokwing Institute of Creative Technology**

23, Jalan Sultan Ismail

50250 Kuala Lumpur

Tel: 603-2143-0005

Fax: 603-2143-0002

e-mail: enquiry@limkokwing.edu.my

LimKoking has several campuses around the world.

**International College Of Music**

(Managed by KRIS Education Services Sdn Bhd) (354928-X)

Wisma ICOM, Lot 126, Section 85A, Lorong Setapak,  
53000 Kuala Lumpur,  
Malaysia.  
Tel : 603-4023 6000  
Fax : 603-4023 4344  
Email Address: [admissions@icom.edu.my](mailto:admissions@icom.edu.my)

**POST SECONDARY PROGRAMS  
SINGAPORE**

**American College**  
237 Upper Seragong Road  
Singapore 1334  
(has student housing)

**South East Asian College Singapore**  
Block A, 25  
Paterson Road  
Singapore 0923  
Telephone: 65-235-9537  
Fax: 65-732-570

**POST SECONDARY PROGRAMS  
THAILAND**

**Mahidol University**

The Admissions Office

International Students Degree Program

Mahidol University

Salaya Campus

Nakornpathom, 73170

THAILAND

Phone: (034)-441-9325

Mahidol is an English language university program in Bangkok. It has Associates and Bachelors degree programs offered. It has dormitories on the campus in Salaya.

**Webster University**

Admissions Office

[www.webster.ac.th](http://www.webster.ac.th)

American degree, very international student body, US students on campus, Thai studies, Media-Communications, Computer Science, International Business Programs, Psychology, International Relations, Theater, music and performing arts. No pre-med or pre-engineering programs. Main Camous-Saint Louis; 4 other campuses: London-Regents Park, Geneva, Vienna & Leiden, Netherlands. IB diploma earns up to 1 year of college.

COLLEGE ADMISSION LOG

<b>COLLEGE NAME:</b>				
Required Tests SAT SUBJECT TESTS ACT TOEFL				
APPLICATION DEADLINE				
Teacher Recs: 1. 2. 3. counselor rec?				
REACH AVERAGE FOR ME MOST LIKELY				
Transcript Request done?				
PROS WHAT I LIKE				
CONS WHAT I DON'T LIKE				
ADMISSION CONTACTS				
NOTES:  Follow-ups				

## UCAS & THE UK APPLICATION PROCESS

UCAS is the central organization that processes applications for full-time undergraduate courses at UK universities and colleges.

Visit [WWW.UCAS.COM](http://WWW.UCAS.COM)

A comprehensive online database of over 50,000 Higher Education courses available at the 329 universities and colleges that are members of UCAS. This covers about 95% of all full-time HE undergraduate courses in the UK.

More than a quarter of the courses have what are known as 'entry profiles', which gives extra information, such as:

- the content of the course
- who it might be suitable for
- what the entry requirements are
- how it is assessed
- potential career opportunities.

### Check "The Big Guide"

Known as The Official Universities and Colleges Entrance Guide. It provides information on the individual universities and colleges, such as: student mix and numbers, accommodation costs; interviewing policy; campus locations.

Visit [WWW.TIMESONLINE.CO.UK](http://WWW.TIMESONLINE.CO.UK)

It features unique university league tables and even more advice on how to choose the right university. Read for

- extended subject tables ranked according to teaching, articles
- Times Top 100 universities
- top universities listed by subject.

When using ranking systems like these, keep in mind that they are based on criteria that the editors feel are important. Your personal criteria for what would make a good college for *you* may differ from theirs, so if you use rankings in making your choices, it is recommended that they are just **one** of many resources available to you.

### Make a Shortlist

Students should aim to put together a shortlist of potential courses and places to apply to.

Remember you can have as many as five course choices in your application. But you should be aware of the following restrictions:

- No more than four choices in any one of the following areas: medicine, dentistry, veterinary medicine or veterinary science
- No more than three choices for Route B Art and Design courses
- No more than one choice at either Cambridge or Oxford University

Avoid too great a mix of courses in your choices. While there is now invisibility of choice (in other words, universities cannot see the other universities you have chosen) you only have one personal statement in which to justify your course selection. If you have too broad a range of courses, it will be very difficult to reason clearly; indeed you may end up sounding confused. This may well be close to the truth, but it's the last thing you want an admission officer to think!

## Deadlines

- 20 September closing date for Oxford & Cambridge applications forms for students wishing to be interviewed in Malaysia. International interviews take place in October and November
- 15 October for those applying to Cambridge, Oxford, Medical or Veterinary Schools and Dentistry
- 15 January for standard UCAS courses and Route A Art and Design courses
- Between 1 January and 24 March (but before 7 March if possible, advised by UCAS) for Route B Art and Design applicants.

An early application is always worth aiming for. UCAS will start accepting and processing applications from September 1<sup>st</sup> onwards.

Although UCAS will accept applications from international students until the end of June, January 15 is the deadline to meet (October 15 for Oxbridge and medicine, dentistry and vet science). Students leaving it beyond that date risk disappointment if they are applying for popular courses.

## Registration

Go to: <http://ucas.com/students/>

On the left hand column select APPLY

Apply is a secure, web-based application available 24 hours a day. You can find an overview of Apply, information on how to register and pay the application fee, guidance for the personal statement and reference and a list of frequently asked questions.

ISKL is registered with UCAS to use Apply (electronic application). You will need ISKL's "buzzword" which is: **iskl83974**. The code changes every year and this is the buzzword for students applying in 2011-2012.

Barbara Samy is the UCAS Coordinator in our office and she can be reached at 4259-5693 or email at [Barbara@iskl.edu.my](mailto:Barbara@iskl.edu.my). It's a good idea to connect with Barbara early in the process so she knows to expect your application. She can also offer advice about the UCAS system. Your counselors are also available for assistance.

When you register, you provide all your personal details, including first names, surname, title, gender, date of birth, address, telephone numbers and email address.

You need a username and password to log on to Apply. The registration process generates your username and you create your own password. You do not have to complete your application when you register. You may log on as many times as you want to provide all the different information.

*It is advisable to make a note of your username and password and keep them in a safe place.*

## Personal Statement

The personal statement is your invaluable opportunity to influence the admissions tutors and explain your motivation. It is likely to be about 500 (some reach 550) words, though going beyond this would be too lengthy.

## Hints to help you get started

- Reasons for choosing your course at university and the background to your interest in the subject. This is the most important part of your personal statement and the section that admissions tutors are most interested in, so it usually forms the opening paragraph and can fill up to half of the finished essay.
- List particular interests you have in your current subjects, i.e. evidence that you enjoy aspects of your current studies and any skills you have developed from such study if relevant (problem solving, for example)
- What do you do outside of your studies? What you do in your own time when not working at your studies? Demonstrate that you are self disciplined, motivated, hardworking, committed & sociable. E.g. Sporting, Social, other activities
- Leadership/community service, etc
- Interests/Hobbies: be specific & imaginative but honest. Show you have an interesting personality
- Career aspiration can be included but usually keep this to a sentence, often at or near the end.
- Likewise a phrase about how you are looking forward to gaining from and contributing to university life will not go amiss and will serve to round off your statement

### Referee

- The UCAS application requires and accepts just **one** teacher recommendation
- Choose a teacher who is familiar with you (likes you) and knows what kind of student you are or might be in your chosen course of study (at university)
- Give the teacher plenty of warning and let him/her know that the recommendation should be emailed to Barbara Samy in the counseling office before your specific deadline.
- Make sure they know that this is a UCAS application so they can concentrate on your academic skills in relation to your chosen field of study.

### Completing the application

- If you have questions about how something should be listed, bring them, along with a printed copy of the application to the counseling office for advice.
- Once you have completed your application, print it, and bring it to High School Counseling Office to finalize your reference before it can be sent to UCAS.
- We will check it for accuracy, add the teacher recommendation, and hit the send button, ensuring a timely arrival at UCAS!

### Follow-Up

- After your application is sent you will receive a Welcome letter containing your Personal ID, Username for Tracking and a list of your choices. Please check the information carefully. If you notice any errors you should contact UCAS immediately with the corrections. You can use Track to keep up-to-date with your progress and reply to your offers.
- UCAS will distribute your applications to your chosen universities and the individual university admission departments will make decisions on your admissibility. Each university has their own criteria and ways of working. Expect to hear from them at different times. You may be contacted within a short amount of time or it may take months before you hear anything.
- Universities may request a copy of your predicted IB results and those will be provided by ISKL.
- When offers are made, they will be conditional, based on your successful attainment of required point totals in your IB exams. You can keep two offers. One of the schools will be your top choice and one will most likely will be a safety choice (one with a lower

required point total). Your final choice must be made after you receive your IB results in July and before August 31.

- If you receive no offers from your five choices, you will be eligible for Extra, which will allow you another choice without having to wait for Clearing. In September, if you still do not have an offer, you can enter Clearing where schools with remaining places recruit eligible candidates.
- Additional information about all of these issues will be found in a booklet *Advice for Applicants*, which will be included with your welcome letter.

#### **Notify the Counseling Office**

- As you receive your conditional offers and when you make your final decision, please notify the Counseling Office of your options and choices. We may have some suggestions for you and we like to keep a record of all of our students' decisions. At minimum we will want to congratulate you on your successes and throw confetti in your hair!

**Appendix 10**  
**TRANSCRIPT REQUEST FORM 2011-2012**

Please complete this form for **each college** to which you are applying.  
PRINT clearly & return this form to the Counseling Office at least **THREE weeks** before the college application deadline.

*Transcript requests for applications with **January & February** deadlines must be submitted to the Counseling Office no later than **November 11, 2011**.*

- ◆ Official transcripts **MUST** be sent directly by ISKL to the recipient.
- ◆ Unofficial transcripts may be given directly to students.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please send the following information (check items requested or required by the colleges):

- Official ISKL High School Transcript & Copy of previous school transcript(s)**
- Counselor recommendation**
- Teacher recommendation(s)**

Names of teachers: \_\_\_\_\_

**We will also send the High School Profile and Mid-Year Grades (Grade 12 Semester 1)**

**IMPORTANT:** It is the student's responsibility to send any required or recommended test scores, such as SAT, Subject Tests, ACT, or TOEFL to the colleges. This must be done through the appropriate testing agency to make the scores official.

**Please circle one:**

- Do not send school materials until (Date)\_\_\_\_, so I can include additional information (such as: paper application, application fees, financial statement, etc.)
- Send all school materials when ready (I have no additional materials to include in this mailing.)

**Please check if applicable:**

- I would like to send all materials requested **via DHL**. I have attached a copy of **my receipt** of payment from the ISKL cashier and I will complete the DHL forms in the Counseling office. (Check Bookstore for current prices. Performing and Visual Art students must indicate if a DVD is to included.)
- I am applying to this school as an Early Decision or Early Action Candidate and have indicated this on the back of this form.
- I am a full IB Diploma Candidate. (If checked, your predicted IB results will be included.)  
List IB subjects and teachers:
- I am taking IB Certificates and I would like my predicted results included. (List IB subjects and teachers above.)

I authorize my transcript and the other requested information to be sent to the colleges I have listed on the back of this form.

**YOUR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE TURN FORM OVER**

Please read these directions carefully before listing your colleges:

- 1) List your colleges in the order of their application deadlines (earliest to latest).
- 2) List the colleges using their full name
- 3) In the margin, indicate if the college is an early decision (ED), Early Action
- 4) (EA) or Rolling Admissions. Only one school can be ED and some schools allow only one choice for EA (EA Single-Choice). Check your schools' ED and EA policies.
- 5) If sending your materials via DHL, you must use a street address (P.O. Box addresses are not allowed).
- 6) ISKL will process a maximum to 10 application packets for each student.

College 1: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 2: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 3: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 4: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 5: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 6: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 7: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 8: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 9: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

College 10: \_\_\_\_\_ Application deadline: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Family Connection

We are pleased to introduce Family Connection from Naviance, a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that you can use to help in making decisions about courses, colleges, and careers. Family Connection is linked with Counselor's Office, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Family Connection will allow you to:

- **Get involved in the planning and advising process** - Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** - Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Sign up for college visits** - Find out which colleges are visiting our school and sign up to attend those sessions
- **Career Assessment**

Family Connection also lets us share information with you about up-coming meetings and events and other Web resources for college and career information. You can also use the site to send us an e-mail message.

We will provide you with a personal access code and instructions for accessing Family Connection. You will use that code to create your own Family Connection account.

We hope that you will find this resource helpful. If you have further questions about Family Connection, please contact your counselor.

### Getting Started with Family Connection

To access the Family Connection website for college planning, go to:

<http://connection.naviance.com/iskl>

Each student will be assigned their own personal password protected account. After your initial visit to the Family Connection web site, you can personalize your password. You will have the ability to see individualized displays of your personal academic information and test scores. You can send and receive emails from your counselor and get automatic email reminders 24hrs ahead of time for colleges visiting ISKL. You'll be able to search colleges and start a list of potential schools you'd like to explore more in depth.

Once in the system, you'll find at the left side of your screen a column of options. Explore freely. Under **About College**, we think you may find it most useful to begin with these:

<b>College Search</b>	Here you can conduct your own extensive searches. Start broadly by limiting your preferences to a few important factors (e.g. size, location, and selectivity, major or sporting interest.) Later you can specify major and sport and choral group and study abroad....The pickier you get, the fewer the matches.
<b>College Look Up</b>	Furnishes a basic profile of the college, including a link to its homepage on the web. Enter part or the college's entire name, and then double click the blue hyper-link which appears on the next screen. (If you type "Whit" for example, you'll get a list showing Whittier, Whitman and Whitworth, among others.)
<b>College Compare</b>	Here you pick two or more colleges and Naviance produces a table of data based on recent ISKL applicants to the college you selected.
<b>Scattergrams</b>	These charts show how recent ISKL students have fared when applying to specific colleges.
<b>Visit Schedule</b>	This link offers an up to date calendar of college visits to ISKL. This schedule is fluid—it may change at any time as colleges adjust schedules, so check back often.

Once you have checked out these sites, continue on to **About Me**. This is where your personal information is stored and can be updated at any time throughout the college search process. Please review:

<b>My Profile</b>	Lists personal Information, address, phone, email, parents information, test scores, etc. Check for accuracy.
<b>My Checklist</b>	Allows you the opportunity to select areas of interest and list your talents and accomplishments.
<b>My College</b>	After going through the college search, look up and match areas, My College helps you start to develop your list of prospective colleges. This list can be modified at any time as you add and subtract schools you're interested in applying to.



## Waiting for the Call: What to do if you are placed on a waiting list

First and foremost, recognize that being offered a position on a waiting list is not a sign that the admission committee thinks you will not do well at that school. If they had serious doubts about the academic or social match between you and the college, they would have denied your application for admission. Sometimes applicants are waitlisted because the committee wants to gather additional information and/or see another quarter of grades. More often than not, however, a waiting list is merely a reflection of how competitive the applicant pool is in a given year. While you can not do anything about that, you can use some of the following suggestions to maximize your chances of gaining admission at this point.

Before you begin, decide if this is a school you really want to attend. If you have already been accepted by your first-choice college... go there, and politely inform the school offering you a place on the waiting list that you are no longer interested. If it is a school that still interests you (i.e. you really want to go there and you can afford it if you are admitted), then do the following:

- Find out from the school exactly what being on the wait list means. Some questions you might ask include:
  - ✓ Do you rank order your waiting list candidates?
  - ✓ How do you decide whom to take off of the waiting list?
  - ✓ When will you begin to notify students of their waiting list status?
  - ✓ How will I be notified? By phone? Mail? Email? Fax?
  - ✓ If I am admitted from the waiting list, is there still a chance of receiving financial aid? (Ask this only if you have applied for need-based aid.)
  - ✓ Do you accept or encourage any additional materials to add to my application?
- Return whatever they ask for (i.e. the card indicating your interest in being on the waiting list, a letter, phone call, etc.) Do this as soon as possible! Fax or email your response if you can. Some colleges go to the waiting list right away, so the sooner you reply, the sooner you may be considered.
- If they request additional information or suggest you send something extra... do it! An additional letter indicating your continued interest and (IF IT IS TRUE) a statement indicating that this is your first-choice college. Other items you might send: An additional letter of recommendation, any new grades you have received (a copy of your third quarter report card, if it is good) and any awards that were not mentioned in your original application.
- If you do not already know your regional representative in the admission office, get to know him or her now. Call them, let them know this is your first-choice college (if it is) and that you intend to enroll if admitted (if you do!). Do not make these statements if they are not true, and do not use them with more than one school. If you are trying to get off the

waiting list at several schools, be truthful with those that are not your first choice. You might say, "You are among my top choices and I am still seriously considering you if I am admitted." Honesty always pays off in the end.

- Call periodically to let them know of your continued interest, but not too often (no more than once a week, and for some, that might be pushing it). It is okay to ask, "Do you mind if I call again next week?" If they reply, "Well, we DO know that you are very interested and we are keeping you in mind," you may want to back off a bit and go with a nice thank-you note to the person who has been helping you. Make your calls brief and meaningful.
- It is okay to let them know the other schools to which you have been accepted, but do it in a nonchalant way. "I just thought you might like to know that I have been admitted to... but I am really interested in (name of the school you are talking to) so I am waiting to hear from you before I decide." This works better than, "So and so and so and so admitted me, why didn't you?!" If schools know you have been admitted to other schools whom they see as their equal or better, they may think twice about your waiting list decision. (Don't expect them to say as much to you, however!)
- Be easy to get a hold of. Make sure they have your current phone number, address, email address and fax number if you have them. Let them know it is okay to call you collect (if it is) as some schools may have a policy about overseas calls. The call could come at any time and you want to be able to be reached when it does. If you are going to be at a friend's house, make sure the person at home has the number of where you will be. If someone at home is taking messages for you, make sure they take down accurate information, especially the specific name and number of the person you should call. This will streamline things considerably when you do call back. And DO call back.
- Be kind to the schools you ultimately say "no thank you" to. You never know, you may want to transfer there some day!
- If you have been admitted to some schools, but are still on the waiting list for your top choice(s), ask for an extension of the May 1<sup>st</sup> reply date. Cover your bases though. If you can't get an extension or if the extension is close to expiring, you may need to make a deposit at your second choice school. If you get off the waiting list at your first choice and decide you want to take it, you may have to forfeit your deposit at the second choice. That is a small price to pay, however, for making sure you have a place to go.
- In sum: Be proactive, be tactful, and hang in there! Good things come to those who are "actively" patient.