



College Counseling Handbook

Kang Chiao International School

College Counseling Office

2017.9



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General Information

I. Introduction

This handbook is designed to help college-bound students and their parents navigate the college admission process. The process takes a lot of planning and decision making so this book will provide information and a comprehensive road map to guide students through college applications. "The Best" College in the nation according to rankings may be the worst for a particular student. College Counseling in our school is a four-year process. We will provide:

- ✚ Individual and Group Counseling
- ✚ Workshops for Students
- ✚ Individualized Interview
- ✚ Meetings with Parents
- ✚ Hosting of college admission representatives every semester

Much of the information here is general. Each college has its own requirements and each student has his or her own interests or passions. Students, parents, and the school should be involved in good communication as each has his/her individual role.

Responsibilities of students

- ✚ Complete the Interest Assessment and Career Interest Profiler
- ✚ Attend group workshop and college admission representative lectures
- ✚ Request recommendation letters from subject teachers
- ✚ Inform college counselor of individual college search process
- ✚ Apply to colleges through application web and keep track of the application process
- ✚ Take standardized test: TOEFL, IELTS, SAT, SAT Subject Test, ACT, etc; Send official scores from the test organization to possible colleges

Responsibilities of parents

- ✚ Complete parent questionnaire
- ✚ Communicate with students about the college search process
- ✚ Interview with college counselors

Responsibilities of college counselors

- ✚ Guide students through college admission process
- ✚ Provide on-going guidance
- ✚ Write official school letter of recommendation
- ✚ Submit official documentation
- ✚ Invite college admission officers to visit our school and host relevant workshops
- ✚ Assist students in creating school lists and give advice

II. What Colleges are Looking for

College admissions decisions are not predictable and it becomes harder to get into some colleges than ever before. Colleges are now looking for a complete package, which includes:



| | |
|--|---|
| <p>Academic Record</p> <ul style="list-style-type: none"> ● Grades ● A rigorous curriculum ● Rank <p>Test Scores</p> <ul style="list-style-type: none"> ● TOEFL/ IELTS ● SAT/ACT ● SAT Subject Tests ● AP/IB <p>Personal Qualities</p> <ul style="list-style-type: none"> ● Letters of recommendation ● Essays ● Interview report | <p>Engagement Outside the Classroom</p> <ul style="list-style-type: none"> ● Extracurricular activities ● Community service ● Work experience <p>Institutional Priorities and Hooks</p> <ul style="list-style-type: none"> ● Exceptional talent ● Recruited athlete status ● Socioeconomic and geography ● Underrepresented race or ethnicity ● Legacy connection ● Donation potential |
|--|---|

Colleges expect students to challenge themselves academically. High Schools often offer Honors Courses, Advanced Placement (AP) courses or International Baccalaureate (IB) program. Strong performance in courses indicates that students can do college-level work quite well. Selective colleges would like to see candidates intending to take challenging courses offered by school and make the most of those courses.

III. Curriculum Planning

◆ Courses to Take in High School

One of the most important parts in college application is submitting your four-year transcripts from 9th to 12th grade. Students' academic performance in high school weighs greatly on the college admission process. In this case, we strongly suggest students take more challenging courses such as Honors and AP classes, with a goal of obtaining a minimum B average. Most advisors would agree that students achieving a B in an honors, AP, or IB course is much better than receiving an A in an easier course.

Generally colleges like to see consistent progression in English, Math, Lab Sciences and Social Studies plus additional languages (i.e., Chinese, Spanish, French). It is generally better to take several years of one language, rather than to try a different one each year.

And now you'll ask questions like: "How do I improve my four-year academic performance?" By taking the following steps you will be able to maximize your grade potential: minimize absences, sit at the front of each class, make a great effort to complete all coursework, participate and take good notes and get to know your teachers well. Make sure that all teachers know you really care about your grades and performance in class.

Kang Chiao International School Graduation Requirements

The School's Graduation Requirements are designed to meet accreditation standards and entry requirements into a wide variety of top colleges worldwide. To be eligible for our KCISEC high school graduation, a student must complete the following minimum requirements:

- Earn a minimum of 30 semester hour credits
- Attend 8 semesters of high schools from Grade 9 to 12 (no student can graduate early)
- 1 credit = 5 lessons per week which last a year
- If students did not attend Kang Chiao for Grade 9, we admit credits from their previous school.



Subject Area -- Minimum Credit Requirements:

- ✚ English -- 6 credits
- ✚ Math -- 4 credits
- ✚ Science -- 3 credits
- ✚ Social Studies -- 4 credits
- ✚ Visual and Performing Arts -- 2 credits
- ✚ Chinese Literature -- 4 credits
- ✚ PE/Health and Swimming -- 2 credits
- ✚ Required Electives -- 3 credits
- ✚ Electives -- 2 credits or more credit

Notes: If you take above 5 periods a week on one subject, you can achieve one credit for this subject

◆ **GPA (Grade Point Average)**

GPA stands for Grade Point Average. It is a standard way of measuring a student's academic achievement at school; calculated by dividing the total number of grade points received by the total number attempted. Kang Chiao International School calculate GPAs following a standard 4.0 scale for standard level courses, for example, an A = 4, B = 3, C = 2, D = 1. Some advanced courses, such as Honors courses, Advanced Placement (AP) or International Baccalaureate (IB) courses, we calculate weighted GPAs. For example: A = 4.5, B = 3.5, C = 2.5, D = 1.5. Details are listed as follows table:

| Grade | Numerical | Honor/ IBHL/AP | Percentage |
|-------|-----------|----------------|------------|
| A+ | 4 | 4.5 | 97-100 |
| A | 4 | 4.5 | 93-96 |
| A- | 3.7 | 4.2 | 90-92 |
| B+ | 3.3 | 3.8 | 87-89 |
| B | 3 | 3.5 | 83-86 |
| B- | 2.7 | 3.2 | 80-82 |
| C+ | 2.3 | 2.8 | 77-79 |
| C | 2 | 2.5 | 73-76 |
| C- | 1.7 | 2.2 | 70-72 |
| D+ | 1.3 | 1.8 | 67-69 |
| D | 1 | 1.5 | 63-66 |
| D- | 1.0 | 1.0 | 60-62 |
| F | 0 | 0 | 59-below |

We can calculate GPA according to formula: $GPA = (\text{Credit} * \text{Single Subject GPA}) / \text{Total Credit}$

For Example, student K's scores during 2016-2017 academic year are as follows:

| Course | Credit | Average | | GPA |
|-----------------|--------|---------|----|-----|
| Bio | 1 | 83.5 | -> | 3.0 |
| Chinese | 1 | 88 | -> | 3.3 |
| Computer | 1 | 90 | -> | 3.7 |
| Fine Art | 1 | 87.5 | -> | 3.3 |
| Honors Geometry | 1 | 95 | -> | 4.5 |
| LA | 1 | 85 | -> | 3.0 |
| Literature | 1 | 90 | -> | 3.7 |
| PA | 1 | 77 | -> | 2.3 |
| PE | 0.5 | 93 | -> | 4.0 |
| Swimming | 0.5 | 70 | -> | 1.7 |
| History | 1 | 84.5 | -> | 3.0 |



$$\text{GPA} = (1 \times 3.0 + 1 \times 3.3 + 1 \times 3.7 + 1 \times 3.3 + 1 \times 4.5 + 1 \times 3.0 + 1 \times 3.7 + 1 \times 2.3 + 0.5 \times 4.0 + 0.5 \times 1.7 + 1 \times 3.0) / (1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 0.5 + 0.5 + 1) = 3.265$$

Academic Plan Option

Kang Chiao International School offers students three academic path options to study:

- ✚ IBDP Classes in 11th and 12th grade only
- ✚ Advanced Placement (AP College Level Classes)
- ✚ Honors and Elective Classes

IV. Resume

◆ Introduction to Resume Writing

A resume is a brief description of your experiences and your skills. It is crucial to have a good resume, not just for college applications, but for jobs or internship applications. As a high school student, you need to provide the names of schools you have attended, your GPA, language test results, awards, extracurricular activities, experiences of voluntary service, summer programs, working/internship, any foreign languages you have learned and the level, and personal or intellectual interests. You should try to be as concise as possible and limit the resume to one page.

◆ Honors

Honors refers to any awards you received or achievements that are worth mentioning. Academic competitions, sports, technology, arts, team achievements, (even the competition of computer games) can all be listed in this section. Sometimes the evidence of making a great effort to participate in a competition can also an honor. For example, if you have been a representative of a school, (city/province, nation), to attend an international competition, the experience should always be recorded, regardless of achievement of ranking.

Some students have a full collection of honors and wonder what to list, in this case the most challenging and competitive ones are the priorities. Always consider the balance and do not miss other fields you have done very well.

For students who haven't achieved any impressive accomplishments or received any awards, it is important to find your strength and develop it with confidence. After all, honors and achievements don't come easily. Your strengths may be highly relative to your personal interests and aptitude. It is your duty to find them.

◆ Summer Programs

Summer programs refer to the activities held by various academic institutes. During summer vacations, students usually have free time and choose a summer program hosted by universities or other academic facilities. Please note that a lot of programs held by universities require students to meet the minimum

language requirement; some programs offer official credits but they often ask their candidates to achieve certain GPA points before the application. We recommend that students start to search for summer programs as early as possible. To get more information, please come to Activity Section Office (Rm 1351) to see Mr. Hu (0512-82699650).

◆ **Voluntary Service**

Voluntary service, independent from general activities, stands for offering your time and help to your community or a charity. It is unpaid and beneficial to people. Voluntary service usually broadens students' horizons and enables them to reflect on different issues and think about what contribution they can offer to the society. Volunteers need to have goodwill, be self-disciplined with good time management skills and have a dynamic personality. Students who have done voluntary service often stand out from those who haven't done any.

Please remember that there is no perfect answer for what you do and where you do the voluntary service. Again, you must be devoted to the service for as long as possible. If you intend to do any voluntary service during the summer/winter vacations, it is recommended that you stay with the same service every year so it shows your devotion and persistence.

◆ **Extracurricular Activities**

Extracurricular activities refer to all you have done outside of classes. What matters is whether it can represent you in a beneficial way. Generally, sports, arts, or music stand as activities that show your devotion, persistence, commitment, and discipline. Examples like academic research, student union, participation in afterschool clubs, internship, or management experience could be associated with the development of ability and personality.

The constant devotion to a certain activity is essential. It is recommended that your activities last at least one year or more to be considered effective. The easiest way to achieve this is to participate in the clubs inside or outside of school. Again, we suggest you choose ones that strengthen your abilities in areas such as leadership, teamwork, or creativity. Debate, humanities subjects, and elite clubs are highly recommended. For more information, please ask the activity team in Student Affairs Office.

V. Test

◆ **TOEFL iBT / IELTS**

Both TOEFL iBT and IELTS are English proficiency language tests. The score of TOEFL iBT and IELTS only lasts 2 years, so please make sure your score is valid when you apply to universities. Generally speaking, if you plan to apply to universities in the US or Canada, you should take TOEFL; as for Australia, New Zealand, Europe, or the UK, please take IELTS. Some universities accept both of the test scores.

For the TOEFL iBT, the total score is 120. There are over 50 test dates and 113 test centers in China each year. Yet we highly recommend you register for a test 2 or 3 months prior to the test date to secure a place on your preferred date. To register for the test or to get more information, please go to the official site: <http://toefl.etest.net.cn/cn> (updated in June 2017)

For the IELTS, the total score is 9.0. There are 48 test dates and 76 test centers in China each year. To register for IELTS or to get more information, please go to the official site: <http://ielts.etest.edu.cn/> (updated in June 2017)

The sending time of TOEFL or IELTS result usually takes more time to deliver to your destination. Usually you have to allow 7–10 days after the mailing date for delivery in the United States, and 4–6 weeks for locations outside the United States. For IELTS the situation is similar; you have to allow 7-10 days after the mailing date for delivery in the UK, and 4-6 weeks for locations outside the UK. But you will be able to check the score online for both tests 13 days after you take the test.

◆ SAT / SAT Subject Test / ACT

SAT tests your knowledge of reading, writing and mathematics. It takes 3 hours and 45 minutes. The reading section includes reading passages and sentence completions. The writing section includes a short essay and multiple-choice questions on identifying errors and improving the usage of grammar. The mathematics section includes questions on arithmetic operations, algebra, geometry, statistics and probability.

As for the SAT subject test, each test is one hour long. There are 20 subjects across five general subject areas: history, mathematics, science, English, and foreign languages. You should choose which subject test to take based on your interests and academic strengths. You should also consider whether the colleges you want to apply for require or recommend subject tests. Some colleges will grant an exemption from or credit for a freshman course requirement if a student does well on a particular SAT Subject Test.

For the SAT test, there are 4 times per year outside the United States. The 4 test dates are March, May, October, and December. For the SAT subject test, there are 5 times per year outside the United States. The 5 test dates are May, June, October, November, and December. Be aware that SAT Subject Tests cannot be taken on the same day as SAT. Please note that usually the colleges will check the number of times you take the test, so do not take the test more than 3 times as it may affect the impression the colleges have on you. Check with College Board for more information: <https://sat.collegeboard.org/register/sat-international-dates>.

You cannot take the SAT or the subject tests inside of China as there are no test centers, but there are test centers in Taiwan, Hong Kong, Macao, Singapore, or the rest of East Asia.

The test centers in Taiwan:

| Test Center Name | Test Center Address |
|---------------------------------|---|
| DOMINICAN INTERNATIONAL SCHOOL | 76 TAH CHIH STREET 104 |
| HSINCHU AMERICAN SCHOOL | NO.2, YIH-SHUH ROAD, NATIONAL ART PARK, 30067 |
| IVY COLLEGIATE ACADEMY | 320 LANE 165 SEC 1 TAN HSING ROAD 42743 |
| KANG CHIAO INTERNATIONAL SCHOOL | NO. 800 HUACHENG ROAD 23153 |
| MORRISON ACADEMY KAOHSIUNG | 42 CHIA-CHENG ROAD 81546 |
| PACIFIC AMERICAN SCHOOL | 3F NO 151 SECTION 2 GUANGFU ROAD |



| | |
|--|--|
| | 30071 |
| TAIPEI EUROPEAN SCHOOL (SECONDARY) | 31, JIANYE ROAD, YANG MING SHAN, SHILIN DISTRICT, TAIPEI 11193 |
| TAIPEI FUHSING PRIVATE SCHOOL | 262 SECTION 1 DUN-HUA SOUTH ROAD |
| TAIPEI WEGO PRIVATE SENIOR HIGH SCHOOL | NO. 50, CHU-HAI ROAD 112 |
| GRACE CHRISTIAN ACADEMY | 67 DONG-XIN STREET 115 |
| I-SHOU INTERNATIONAL SCHOOL | NO 6, SEC 1, XUECHENG ROAD 84001 |
| HSINCHU INTERNATIONAL SCHOOL | NO. 290 NIU PU EAST ROAD 30091 |
| KAOHSIUNG AMERICAN SCHOOL | NO. 889 CUEI-HUA ROAD 81354 |
| NATIONAL EXPERIMENTAL HIGH SCHOOL, (BILINGUAL DEPT) | 300 JIE-SHOU ROAD 300 |
| WASHINGTON HIGH SCHOOL | NO. 26 BUZAIKENG ROAD 411 |
| INTERNATIONAL BILINGUAL TAINAN | NO.6, LANE 12, DASHUN 6TH ROAD 74146 |
| TAIPEI KUEI SHAN SCHOOL | 200 MINGDE ROAD 11280 |

The SAT test centers in Hong Kong:

| Test Center Name | Test Center Address |
|----------------------------|------------------------|
| ASIA WORLD - EXPO ZONE A-U | HONG KONG INTL AIRPORT |

The test centers in Singapore:

| Test Center Name | Test Center Address |
|--------------------------------|--------------------------------|
| ANDERSON JUNIOR COLLEGE | 4500, ANG MO KIO AVE 6 569843 |
| ANGLO-CHINESE JUNIOR COLLEGE | 25 DOVER CLOSE EAST 139745 |
| CANADIAN INTL SCHOOL | 7 JURONG WEST STREET 41 649414 |
| FUREN INTERNATIONAL SCHOOL | 345 OLD NELSON ROAD 758692 |
| HILLSIDE WORLD ACADEMY | 11 HILLSIDE DRIVE 545926 |
| HWA CHONG INST COLLEGE | 661 BUKIT TIMAH RD 269734 |
| HWA CHONG INTERNATIONAL SCHOOL | 663 BUKIT TIMAH ROAD 269783 |
| NPS INTERNATIONAL SCHOOL | 10 + 12 CHAI CHEE LANE 469021 |
| STAMFORD AMERICAN INTL SCHOOL | 1 WOODLEIGH LANE 347691 |
| INTERNATIONAL COMMUNITY SCHOOL | 27 A JUBILEE ROAD 128575 |

The test centers in Macau:

| Test Center Name | Test Center Address |
|--------------------------------------|-----------------------------------|
| CITY UNIVERSITY OF MACAU-SCS | AVENIDA XIAN XING HAI NO. 81-121 |
| UNIVERSITY OF MACAU, ENG LANG CENTER | E7-2016 (CTB), AVE DA UNIVESIDADE |

ACT is a national college admission examination that consists of subject area tests in English, mathematics, reading, and science. The ACT includes 215 multiple-choice questions and takes approximately 3 hours and 30 minutes to complete including a short break (or just over four hours if you are taking the ACT with writing). Actual testing time is 2 hours and 55 minutes (plus 40 minutes if you are taking the ACT with writing). ACT is administered 5 times per year: April, June, September, October and December. It is recommended to take the test in either Hong Kong, Taiwan, Macao, or Singapore as there are no test centers inside of China.



ACT test centers in Taiwan:

| Test Center Name | Test Center Address |
|---|---|
| NATIONAL EXPERIMENTAL HIGH SCHOOL | NO.300, CHIEH-SHOU ROAD, HSINCHU CITY |
| I-SHOU INTERNATIONAL SCHOOL | NO. 6, SEC. 1, XUECHENG ROAD, DASHU COUNTY, KAOHSIUNG CITY, 840 |
| KANG CHIAO INTERNATIONAL SCHOOL TAIPEI, | NO.800, HUACHENG ROAD, XINDIAN DIST., NEW TAIPEI CITY, 231 |
| IVY COLLEGIATE ACADEMY, | LANE 165, SEC. 1, TAN-HSING ROAD, TAN-TZU SHIANG, TAICHUNG, 320 |
| MORRISON ACADEMY, TAICHUNG | 136-1, SHUI NAN RD., BEITUN DISTRICT, TAICHUNG CITY, 40679 |
| DEGUANG CATHOLIC HIGH SCHOOL | NO.106, DEGUANG ST., EAST DIST., TAINAN CITY, 701 |
| TAIPEI AMERICAN SCHOOL | 800 CHUNG SHAN NORTH ROAD, SECTION 6, TAIPEI CITY, 11152 |
| TAIPEI EUROPEAN SCHOOL (SECONDARY) | 31, JIANYE ROAD, YANG MING SHAN, SHILIN DISTRICT, TAIPEI 11193 |
| TAIWAN ADVENTIST COLLEGE - TAIS | 39 CHUNG WEN LANE, YU CHIH, NANTOU COUNTY, 555 |

The test centers in Hong Kong:

| Test Center Name | Test Center Address |
|---|--|
| HKEAA SAN PO KONG OFFICE | 17 TSEUK LUK STREET, SAN PO |
| HKEAA CHE KUNG TEMPLE ASSESSMENT CENTRE | SHA TIN METHODIST COLLEGE-AMPLE CAMPUS |
| MAN KIU ASSOCIATION PRIMARY SCHOOL | ON SHIN ROAD |
| TSUEN WAN TRADE ASSOCIATION PRIMARY SCHOOL | PHASE 1, TSING YI ESTATE |
| BUDDHIST LIM KIM TIAN MEMORIAL PRIMARY SCHOOL | PHASE 5, KWAI FONG ESTATE, KWAI CHUNG, N.T. |
| SKH HO CHAK WAN PRIMARY SCHOOL | 3 TSING LUK STREET, TSING YI, N.T. |
| BUDDHIST CHI KING PRIMARY SCHOOL | 12 KAI LAI ROAD, KOWLOON BAY |
| BISHOP WALSH PRIMARY SCHOOL | 150 JUNCTION ROAD |
| KOWLOON TONG BISHOP WALSH CATHOLIC SCHOOL | 39 INVERNESS ROAD, KOWLOON |
| LST LAU TAK PRIMARY SCHOOL | PO LAM ESTATE, TSEUNG KWAN O, N.T. |
| ST BONAVENTURE CATHOLIC PRIMARY SCHOOL | 4 FUNG LAI ROAD, FUNG TAK ESTATE, DIAMOND HILL, KOWLOON, |
| CARMEL ALISON LAM FOUNDATION SECONDARY SCHOOL | 4 WAH KING HILL ROAD, KWAI CHUNG |
| HK & KLN CHIU CHOW PUBLIC ASSN SECONDARY SCHOOL | 150 SAI YEE STREET MONG KOK KOWLOON |



| | |
|---|--|
| PAOC KA CHI SECONDARY SCHOOL | 273 WU CHUI ROAD, TUEN MUN, N.T. |
| SHUNG TAK CATHOLIC ENGLISH COLLEGE | NO.1 HUNG TAK ROAD, HUNG SHUI KIU, YUEN LONG.N.T |
| MKMCF MA CHAN DUEN HEY MEMORIAL COLLEGE | 2 WAN LUNG ROAD, TSEUNG KWUN |
| PUI SHING CATHOLIC SECONDARY SCHOOL | 9 TIN HO ROAD TIN SHUI WAI , YUEN LONG NEW TERRITORIES |

The test centers in Singapore:

| Test Center Name | Test Center Address |
|---------------------------------|---------------------|
| INTERNATIONAL COMMUNITY SCHOOL | 27A JUBILEE ROAD |
| SINGAPORE AMERICAN SCHOOL | 40 WOODLANDS STREET |
| STAMFORD AMERICAN INTL SCHOOL | 1 WOODLEIGH LANE |
| US EDUCATION INFORMATION CENTER | 25 PATERSON RD |

The test centers in Macau:

| Test Center Name | Test Center Address |
|-----------------------------------|--|
| THE INTERNATIONAL SCHOOL OF MACAO | AVENIDA WAI LONG, MUST CAMPUS, BLOCK K |
| UNIVERSITY OF MACAU | E7-2016 (CTB), AVE DA UNIVESIDADE |

For more information about test centers, please go to this link: <http://www.actstudent.org/regist/outside/>

For the SAT test, when you register for the SAT and for 9 days after you take the test, you can also send out 4 free score reports to colleges and scholarship programs – but without first seeing your score.

As for the ACT test, ACT delivers regular reports to colleges and agencies you've selected depending on their preferred schedule—at least every two weeks. If you use the priority service, please allow at least three to four working days after you make your request.

For the SAT test, when you register for the SAT test, you need to fill in 4 colleges/institutions you intend to send the score report to. This service is free of charge and the report will be sent out after 9 days from the test date. You can see your score through the SAT registration website. However, if you decide to send your score to other colleges that are not on your initial list, you need to pay \$11.25 per school for regular service. For priority service, you need to pay \$42.25 for the first report and the second one for the price of \$11.25 per school. Through this service, your report will arrive your designated colleges after 2 working days.

As for the ACT test, the situation is similar. When students register for the ACT test, they need to fill in 4 colleges/institutions they intend to send score report to. ACT delivers regular reports to colleges and agencies you've selected depending on their preferred schedule—at least every two weeks. If you use the priority service (\$16.5 per school), please allow at least three to four working days after you make your request.

◆ AP / IBDP

Advanced courses present students with greater academic challenge and rigor. Two of the most common advanced course programs in high school currently are College Board's Advanced Placement (AP) classes and the International Baccalaureate (IB) Diploma Program. Our school offers both AP and IB courses so students should take advantage of these challenging programs.

AP Exams will be administered once in May each year. While IBDP curriculum is made up of six subject groups and

the core modules, comprising theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay. Students should study IBDP programs for two years.

The AP Exams are usually administered over two weeks in May. AP scores are released by July 10. When you go online you will be able to see your entire score and score sending history. On the first AP answer sheet, students fill out (the “registration” answer sheet), they can indicate a college or university to receive their score report for free. If you wish to send additional score reports to colleges, universities and scholarship programs you can do so online for a fee, but please allow at least 15 working days for standard delivery. When you designate a college/university to receive your scores, they will receive your entire score report from all AP Exams you have taken throughout high school unless you have requested score(s) to be withheld or canceled.

IBDP (International Baccalaureate Diploma Programme)

The IBDP uses both external and internal assessment. The external assessment are held in May each year and students usually receive grades in July. Senior students in high school often provide predicted IB scores when applying to universities and they will send the official report once they receive.

For the IB examinations, transcripts can be sent directly to six designated universities requested by test takers. This service is free of charge. All requests must be submitted by the program coordinator of the school where the student is taking the program. Please allow at least 10-14 working days after your request is made, and please check with the admissions/registrar's office at the university/college after 10-14 working days to make sure that they have received your transcript in the mail or by electronic download. If the university/college has not received the transcript please e-mail to ibid@ibo.org for further assistance.

VI. Getting Ready to Apply

Kang Chiao International School East China Campus's CEEB code is 694587.

◆ Essay

Colleges frequently require an essay or personal statement as part of the application. The essays will consist of anything from responding to a quote to the most general "tell us about yourself" type. It is a chance for the college to gain insight into you as an individual. This is your one opportunity to tell a story about YOU and try to make yourself stand out.

Start your essay:

Brainstorm first! Take a blank sheet of paper and let your mind roam freely through your past up to the present and jot down anything that comes to mind. A person, an experience, a hardship, an accomplishment (not already covered), a life lesson learned, etc. The more freely you brainstorm the better.

After brainstorming, go back over your list and try to envision some stories. Pull out the ones that offer you the most "story telling potential".

Remember to reread the essay question. Before you get too excited over the great story you came up with, remember that some of your colleges may have worded a very specific question or used a quote. Can your story address that quote? You may be lucky enough to be able to modify one essay to work for several schools, but you may need to develop several separate ones to use for different questions.

Your essays should not contain any mistakes in spelling, grammar, or word choice. Reviewers will expect to see

near-perfect essays. Do NOT get carried away with trying to use impressive vocabulary. Express yourself as YOU, not someone you think they are looking for. Extensive use of synonyms will be obvious to the reader. Invite teachers, counselors, parents, or peers - to read over your essays to see if your message is conveyed well to the readers.

◆ Letters of Recommendation

Not all colleges require letters of recommendation. If they are required or accepted, please take them seriously. The more competitive the admission process of your target school, the more a letter can make a difference and set you apart from other applicants. Generally speaking, students should ask their college counselor for a letter of recommendation and their subject teachers for two other letters. Usually, students will ask for math/science and English teachers for the recommendation letters. Some colleges might even specify that a recommendation come from a teacher of a specific subject or a coach, though this is not common. Equally important, if the college does not want letters of recommendation, you don't have to provide them.

Tips:

1. Ask the teacher first (in person) if he/she would be willing to write on your behalf. Do not assume that the teacher will be comfortable doing a recommendation for you.
2. Allow plenty of time for the teacher to complete the letters. Please remember that giving them a "rush assignment" is hardly fair and reflects poorly on you.
3. Make sure you provide letters in the requested form. Some colleges ask for electronic version while others want printed version. When colleges provide you a form for recommendation letters, please follow their rules and use their form. It is YOUR responsibility to provide the teachers clear instructions to submit the letters; you may need to provide the link for teachers to upload the letters or e-mail to.
4. Provide your resume to teachers so they have materials to write about. You would want a letter that mentions your achievements and strengths instead of a general one that focuses on nothing else but you being an "okay" student in class. This is where all that hard work on your resume pays off. It works perfectly for this purpose.
5. Write a thank-you note properly to teachers who help you with letters a few weeks after you make your request. This serves two purposes. First, you owe them a thank-you. Secondly, sometimes teachers may be too busy and have forgotten about your request or haven't started yet; a thank-you note serves as a gentle reminder.
6. Keep teachers who write recommendation letters for you informed of your positive results once you ultimately get accepted by colleges. They like to know and appreciate hearing good news from you.

◆ Types of Admission

There are tens of thousands of colleges all over the world. Not all colleges have the same application deadlines and admission types. If you wish to apply to the US colleges, you should understand the following three types of admission.

Regular Admission (RA):

This is the standard admission, whereby students submit applications by the college's regular deadline. Usually January 1st would be the deadline for most of colleges within the United States. Students applying under regular admission will generally receive admission results in March or April.

Early Decision (ED):

Early decision is binding, which means if the college accepts you, you MUST attend. If you are applying under ED, you can only apply to one college. The deadlines are usually in October or November. Usually you will sign a contract stating that you understand the binding nature of this admission process. Failure to abide by the restrictions can jeopardize your acceptance to that college and others. Some students think applying through ED gives them more advantages to get accepted, but please be very cautious when using this option.

Early Action (EA):

Early Action is also an opportunity to apply early (usually by November) and the results will be released by mid-December or January. Under this plan, you can be accepted early, rejected, or deferred to the regular admission pool, but chances of getting in later are generally low. If you get accepted through Early Action, you are NOT obligated to attend and you still have until May 1st to make your decision. You may generally apply for Early Action to more than one college; however, some colleges specify that theirs is a "single school Early Action program". This has been true, for example, at Stanford and Harvard. So make sure to search for the options carefully as you may be making some sort of promise.

However, not all the students need to apply for EA or ED. Students should make their own application decision based on their strengths. If you require further information or explanation regarding of types of admissions, please contact your college counselor.

The Application Form

College application usually starts from August each year. Filling application forms carefully is the first thing to be done. Most colleges prefer or even require online applications instead of paper-based applications. Students should pay close attention to the online instructions and if your browser blocks pop-ups, you will need to disable that function for online application. You should start your application procedure as early as possible; don't wait until the last minute before deadlines as application websites may work more slowly. This may not just stop you from completing the application process smoothly, but put yourself under risks of making mistakes.

Generally, for US college application, students will use Common App, UC Application, or the specific on-line application system provided by the university itself. The following two links direct you to Common App and UC application system:

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

<https://admissions.universityofcalifornia.edu/applicant/login.htm>

The Common App opens on August 1st each year. Do not start before this date because this website shuts down for maintenance and upgrades in July, and all accounts are deleted during this process.

To apply to universities in the UK, students need to apply through UCAS system. This link will direct you to UCAS website: <https://wwwucas.com/ucas/undergraduate/login>

If students want to apply for colleges in other countries, please go to the college's website and look for the application method.

Please pay attention to the application deadlines. Bear in mind that universities in other countries do have different application deadlines. Remember to record these dates for further planning and scheduling.

Additional Requirement for Some Majors

Pay close attention to majors with additional requirements, such as portfolios, certain high school course scores, video recordings, or additional recommendation letters from relevant areas. Usually, to fulfill the portfolio requirement, students need to submit at least 12 to 16 or more artworks you have created within two years to show your talent and devotion in visual art and design. Colleges prefer to see a diverse range of 2D and 3D media. We highly recommend that students who wish to apply to Fine Arts to talk to their arts teachers as early as possible and begin to build up the portfolio as soon as possible.

◆ Transcripts

To demonstrate your academic strength, colleges will ask for an official transcript from your high school. Please note that different colleges will have different requirements for the transcripts. Some colleges do not want students to submit their transcripts in the beginning, but to do this after students are accepted. As for other colleges, especially the private ones, they want students to submit transcripts when they start their application.

For US college application, the Kang Chiao International School will use Naviance system to upload students' transcripts. For universities from other countries, students should inform the school to e-mail or mail their transcript to places they intend to apply to. For students who do not attend the Kang Chiao International School from Grade 9, they will need to request their G9 transcripts from their previous schools.

◆ Financial Statement

A financial statement is to demonstrate that you or (your family) have the economic means to support the tuition and living costs of studying abroad.

Before you submit your application, you need to complete a Financial Statement (form) to show evidence of adequate financial support to cover the costs of one full year of study at a college. Also, a financial verification document should be submitted as well. Usually the bank certificate of deposit will be a document submitted to accompany the financial statement form.

VII. Interview

◆ Interview

A college interview is a part of the college application process at many colleges, but not every college requires an interview. How colleges set up interviews differs from college to college. Some colleges encourage students to have a conversation with admission officers or alumni interviewers, while other colleges have partnered with a third party (InitialView, Vericant) to provide an interview for international applicants. We strongly recommend you to take advantage of an interview, prepare for it, and take it seriously.

Colleges hope to gain some of the following information from the interviews:

Why is the student applying?

What are the student's intellectual qualities?

How has the student demonstrated commitment and personal motivation outside the classroom?

How does the student exhibit character and personal qualities such as initiative, responsibility, resilience, and maturity?

◆ Some Frequently Asked Interview Questions

1. What are you looking for in a college? What attracts you to this college?
2. What are your top two extracurricular activities, and why do you like them?
3. What sort of challenges have you faced in your life so far?
4. What is your favorite subject in school, and why?
5. How would you describe yourself to a stranger?
6. What is your favorite pastime?
7. How did you spend last summer, and how did you grow from it?
8. Can you name a book you have read that left a lasting impression?



9. What have you enjoyed most about high school?
10. Do you have any questions I can help answer?
11. What do you do best?
12. What do you hope to do after graduation?
13. Who do you most admire?
14. What is your biggest weakness?
15. What makes you special?
16. What high school experience was most important to you?
17. What subject in high school did you find the most challenging?
18. Who in your life has most influenced you?
19. Recommend a good book to me.
20. What can I tell you about our college?

Interview Checklist

- ✚ Make sure you know the interview time and location
- ✚ Do a mock interview with your teachers, friends or family if possible
- ✚ Review required materials; prepare a resume to give to the interviewer
- ✚ Think about answers to possible questions
- ✚ Dress appropriately
- ✚ Be nice to everyone you meet
- ✚ Be confident and maintain eye contact throughout the interview
- ✚ Send a thank-you note in a few days

VIII. Once You Are Accepted

◆ Confirm/Pay the deposit

When you receive your Acceptance Letter

After application, you can track your application results with your username and password through the website you used for application. If you are accepted, you will receive a letter or e-mail to inform you of this. Pay special attention to the information in these letters as it will contain deadlines and housing forms. Weigh your decision carefully by talking to your parents, counselors, and anyone else with insight that might be helpful.

Checklist for Admitted Students (USA Colleges)

The following checklist informs you what you need to do after you are accepted by a college.

1. Pay Enrollment Deposit

US colleges:

When you decide which college to study at, you need to pay the enrollment deposit no later than May 1st, or your offer may be canceled. Once you pay your enrollment deposit, you'll be guaranteed a space in that major. You will also be able to access your email account and sign up for orientation, housing, etc.

Universities in Australia:

When you receive an unconditional offer, you can log into the school with the same user name and password you used at the start of the application process. As an international student, you may be asked to submit proof of English language proficiency and evidence of your grades or qualifications. When you complete your acceptance offer online, the exact amount that you need to pay to confirm your place will be determined based on the Overseas Student Health Cover (OSHC). Pay your deposit as soon as possible!

UK universities:

From early summer onwards you will start to receive further information from UCAS. Your confirmation letter should appear in Track (<https://trackucas.com/>) 5 to 7 days after your place is confirmed. Please note, your letter is not emailed or posted to you. Make sure you read your confirmation letter carefully because it may be either:

- an unconditional offer, which means you have met the entry requirements and have a place to study there. However, you may need to provide a DBS check (to check whether you have any criminal record), financial and medical report. Be sure to check if there is anything else you need to do when you receive the offer.
- a conditional offer, which means you need to meet some conditions before the university can confirm your place.

If you receive all the decisions from universities by 31 March, you must reply to any offers by 4 May. If you receive all decisions by 8 June, you must reply by 30 June, or else the offers will be declined.

2. Request Your Final High School Transcript

Your final admission to a college depends on your performance in the last semester at high school. Request your counselor to send your final transcript to your college before graduation. Electronic version is recommended.

3. Visa and Passport

To be able to study abroad, all international students need to make sure their passport and student visa are valid for at least 1 year.

◆ VISA Application

Students entering Australian universities, after paying the deposit, your school will send you an electronic Confirmation of Enrolment (eCoE), which you can use to apply for your Australian student visa. To apply for the Australian Department of Immigration and Border Protection visa, you may refer to <http://www.border.gov.au/>

If you are attending a UK foundation course or university, you need to apply for Tier 4 visa. Complete your visa application process three months prior to the course starting date through *Visa4UK* website. For more information, please consult with your college counselor.

For international students attending a college in the U.S, you will need to apply for F-1 Student Visa from United States Consulate or Embassy. For Embassy information, you can refer to www.usembassy.gov

Before applying for F-1 Student Visa, you need to pay your enrollment deposit and provide your college with the Financial Statement. If you have received an I-20 from your college, you should apply for an F-1 Visa stamp. There are four steps in the process.

Step One: Pay SEVIS Fee

You have to pay the SEVIS fee and keep the receipt so you will be able to proceed to the next stage.

Step Two: Schedule a VISA Appointment at the U.S. Embassy

Contact the U.S. embassy near you as soon as possible to set up an interview appointment.

Step Three: Get Your Documentation Ready

The checklist for VISA application:

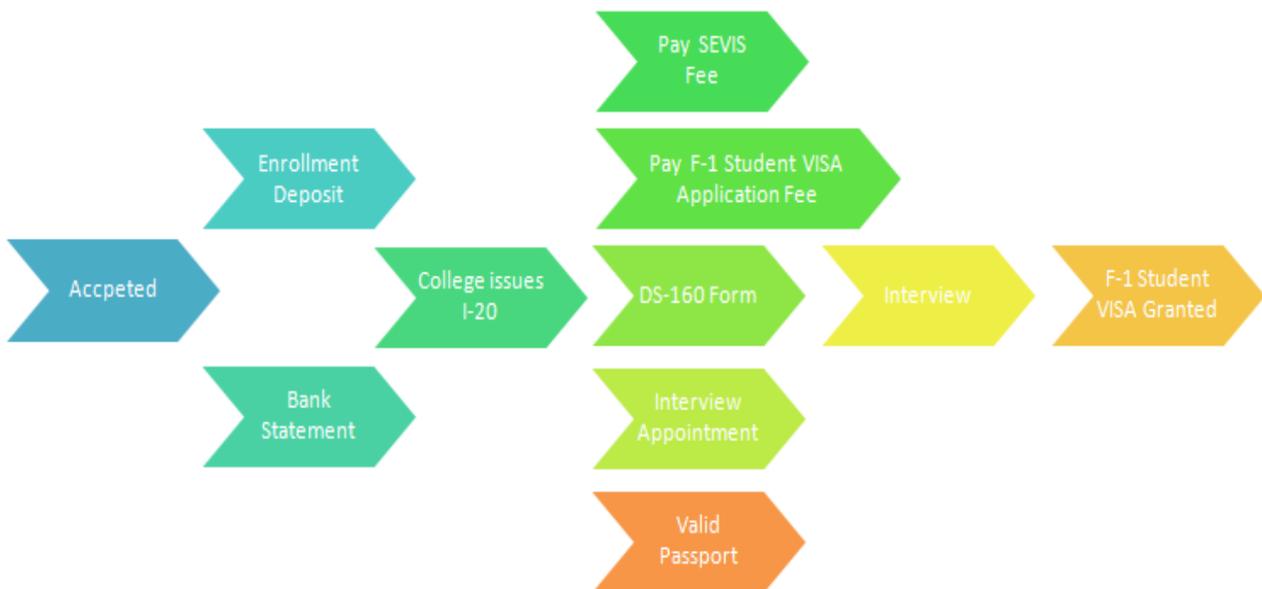
- ✚ I-20
- ✚ Valid passport
- ✚ A SEVIS payment receipt printed from your online payment confirmation
- ✚ DS-160 forms

✚ Current financial statement that lists the sources and amounts of financial support you have secured for the upcoming two academic years. It must match the information listed on your I-20, your financial report and any other documents to prove for you are sufficiently funded. You may also refer to the embassy's website for further documentation you may need to provide.

Step Four: Prepare for Your Interview

As you are applying for a nonimmigrant visa, you will need to prove to a consular officer that you do not intend to immigrate to the United States. In other words, you need to show that you have definite plans to return home after you finish your study in the U.S.

The visa process is shown below:



Vaccination Requirement

Students new to a college and/or all students residing in university housing must meet vaccination requirements. For more information, you can visit website: <http://www.sithc.com/MEC/login>

Applying for University Housing

Many colleges require all undergraduate freshmen students to live on campus for their first year, which is good news because it's the best way to move into a community and start making friends. We suggest you start to apply for housing as soon as possible after your acceptance as you may not be able to secure your preferred accommodation if you apply late.

Universities in Australia

After paying the deposit, the university will send you an electronic enrolment confirmation, which you can use to apply for your student visa. To apply for the student visa, check the following link: <http://www.border.gov.au/>.

UK Universities

If you are studying a foundation or undergraduate degree in the UK, you need to apply for a Tier 4 student visa no earlier than 3 months prior to your course starting date. You can check Visa4UK (<https://www.gov.uk/apply-uk-visa>) for more information on how to apply.



Additional Resources

Sample Resume

Sample Expanded Resume

Freshman Admissions and Honors Program Applications

Bevo Longhorn

123 University Station
Austin, Texas 78713
Longhorn4Life@email.com
UT EID: HOOKEM

EDUCATION

8/23/06-5/30/09

Longhorn Central High School

Austin, Texas

WORK EXPERIENCE

2/01/07-5/15/08

McBevo's(Austin, Texas)

Cashier

3 hrs/week

- Took customer orders and prepared feed bags for drive-thru
- Managed day-shift herd and prepared weekly schedules

6/11/08-8/01/09

Angus, Holstein and Angus, L.L.P.(Dallas, Texas)

Intern

15 hrs/week

- Assisted with preparation of civil rights motions related to the banning of cattle branding and sheep sheering practices

ACTIVITIES

10th-12th

(Includes extracurricular, community, religious and volunteer activities)

Longhorn Central High School Student Council

Member (10th-11th), Lead Horn (12th—Elected)

3 hrs/week

36 weeks/year

- Organized special movement of Longhorns to tutor horses, goats and sheep
- Represented the elder cattle in a "Eat More Chicken" leadership consortium

9th-12th

Longhorn Football Team

Water Bearer (9th-11th), Senior Water Bearer (12th—Elected)

10 hrs/week

18 weeks/year

- Provided crystal clear water for fellow steers

10th-12th

Save Our Skins Foundation

Member

1 hr/week

12 weeks/year

- Organized an anti-skinning rally involving 250 cows
- Picketed a local leather manufacturer for 24 hours

HONORS & AWARDS

9th

Texas' Shiniest Horns Award

- Selected from more than 850 longhorns in Central Texas

10th

All-District Horse Shoe Pitching Team

12th

Eagle Scout

SKILLS, TALENTS & ACHIEVEMENTS

Languages

- Fluent in mooing, huffing and stomping

Musical Instruments

- Played various horns since 3rd grade

Communication Skills

- Extensive experience mooing to large herds



Essay

To help you start your essay, here are some essay prompts provided by Common App.

2017-2018 Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story. [No change]
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience? [Revised]
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome? [Revised]
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution. [No change]
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others. [Revised]
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more? [New]
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design. [New]

[\[http://www.commonapp.org/whats-appening/application-updates/common-application-announces-2017-2018-essay-prompts\]](http://www.commonapp.org/whats-appening/application-updates/common-application-announces-2017-2018-essay-prompts)

Please note, **NEVER** copy or plagiarize when writing the essays. To ask someone else to write a few lines or paragraphs for you is definitely not allowed. For sure, plagiarism will ruin your applications in all colleges.