



College Preparation Handbook 2023-24

MOUNTAINVIEW CHRISTIAN SCHOOL
PO Box 142, Salatiga 50711 Jateng, Indonesia
Main Office Phone: 0298-311673 // Elementary Phone: 0298-311673 // Fax: 0298-321609
E-mail: office@mtview.id Website: <http://www.mtview.id>

Elementary Principal: Pam Berglund, pberglund@mtview.id
Secondary Principal: BJ Armstrong, bjarmstrong@mtview.id
Director of Administration: Yohanes Soeharto, yohanes@mtview.id
Academic Guidance Counselor: Laura Salvadora counselor@mtview.id



MCS College Preparation Handbook

I. 9th Grade & 10th Grade

- A. Understanding Western Education
- B. Curriculum Planning
 - 1. Standard vs. Merit Diploma
 - 2. Courses to Take in High School
 - 3. Transcript, GPA and why it matters
- C. SAT, ACT, and AP (what they are for and how to do well)
- D. Extracurriculars
- E. Test out interests (what subjects appeal more than others)
- F. Timeline & Checklist

II. 11th Grade

- A. Discussions to Have
 - 1. Financial Resources
 - 2. College Expectations
- B. What type of school do you want and why?
 - 1. Secular vs. Religious
 - 2. Big vs. Small
 - 3. Cold Weather vs. Warm Weather
 - 4. Near family?
- C. Narrowing it Down
- D. Quick Guide to:
 - 1. Indonesian Universities
 - 2. American Universities
 - 3. Korean Universities
 - 4. European Universities
 - 5. Australian Universities
 - 6. United Kingdom
- E. Applying to Universities
 - 1. Timeline

III. 12th Grade

- A. Applying to Universities
 - 1. Contacting Universities
 - 2. Completing the Application
 - 3. Writing the University Essay
 - 4. Letters of Recommendation
 - 5. Entrance Examinations
 - 6. Transcript of Grades and GPA
 - 7. Additional Information
 - 8. Application Timing (USA)
 - 9. University Decision-Making Process
 - 10. Acceptance
- B. Gap Year

RESOURCES

APPLICATION CHECKLIST

This handbook has been written for students and parents of Mountainview Christian School. Please read it carefully. There are many topics discussed which will be vital for you to have useful, effective guidelines with regard to the practices, procedures, and current trends in university admission. Hopefully, we are able to assist you in the decision-making, application, and preparation process to attend college or university.

A word to parents

Parents, the beginning of your child's high school years is both an overwhelming and exciting experience. In terms of university considerations, now is the time to encourage and assist your child in discussing their decisions and analyzing the information they research and collect. You are the most important figure in your child's life; keep them on track and teach them how to manage their time effectively so that they have time to prepare and complete the numerous application tasks.

A word to students

This is an exciting season but also a great time for you to prepare and challenge yourself academically where learning should also be your focus. However, it is never too early to start preparing for your college application, starting with being involved in extracurricular activities and exploring what you are interested in, researching, asking for recommendations, and taking ownership of your future. Remember, this is your future, to build your personal brand for colleges, it is best to explore your interests and dreams to pave the way for university life.

A word from the Counselor

You are welcome to reach out to the guidance counselor for questions or concerns regarding post-secondary education, scholarships, resources to help select universities and majors, as well as testing. The counselor is here to help support you throughout the application process. However, you need to be an active student. My goal is to meet with students individually three to four times during the school year. We will use this time to set a plan of action and check your progress and pray with you. Official documents and recommendation letters on behalf of the school will be submitted by the guidance counselor.

NINTH AND TENTH GRADE

A. Understanding Western Education

Mountainview Christian School (formerly Mountainview International Christian School) was founded in 1981 to serve the families of expatriates living in Indonesia, primarily those involved in the work of various service organizations. Mountainview is a K-12 boarding and day school with a current enrollment of approximately 230 students from a number of countries and backgrounds, with the largest number of representatives from the United States, South Korea, and Indonesia.

ACCREDITATION

Mountainview is accredited by the Association of Christian Schools,



International ([ACSI](#)) and Western Association of Schools and Colleges ([WASC](#)) . Our students are provided with a quality Christian education and are tested regularly using NWEA's Measures of Academic Progress (MAP) or other standardized testing to ensure that their performance level is comparable to that of their



American peers. Our 10th and 11th grade students participate in the [PSAT exam](#), a CollegeBoard assessment. Our graduates go on to attend universities and colleges in America, South Korea, Europe, Canada, Australia, and elsewhere.

CURRICULUM

Mountainview's curriculum is based on an American system with a Christian foundation, an intentional integration of biblical worldview within all content areas, and uses materials from both Christian and secular publishers. United States' Common Core State Standards (<http://www.corestandards.org/>) are used to guide learning objectives in English/Language Arts and Mathematics. The Next Generation Science Standards (<http://www.nextgenscience.org/>) contain the learning objectives for science courses. The framework for social studies learning objectives is based on National Council of Social Studies standards (<https://www.socialstudies.org/standards>). In addition to the core curriculum of English, Maths, Science, Social Studies, and Bible, we offer fine arts, physical education, computers, and various elective classes to broaden our students' knowledge and experience. One of our "distinctive" at Mountainview states that we will always seek to prepare students for entry into English instruction higher educational systems.

B. Curriculum Planning

a. Standard vs. Merit Diploma

Graduation Requirement

Mountainview awards two types of diplomas to students who spend their entire senior year at the school.

1. **Standard Diploma** qualifies the graduated student to apply for admission to a college or technical school in the United States.
2. **Merit Diploma** includes more challenging course requirements and is considered the college or university preparatory course of study. Students working toward the Merit Diploma must earn a 3.0 cumulative GPA or higher in grades 9-12, and must not earn any F's on their report cards in grades 11 or 12.

Mountainview Graduation Requirements of Class 2021 and beyond

	STANDARD	MERIT
Ethics ¹	40 credits (4 years)	40 credits (4 years)
English	40 credits (4 years)	40 credits (4 years)
Social Studies ²	40 credits (1-year Ancient History, 1 year of Modern history, 1 year of US History, 1 Year of World Government)	40 credits (1 year World History, 1 year Economics/Civics, + 1 year of Contemporary Issues and 1 other pre-approved Social Studies Classes)
Science*	30 credits [1 Year of Biology, 1 year of Physical Science (either a Chemistry or Physics) 1 year of any pre-approved elective Sciences]	40 credits [1 Year of Biology, 1 year of Physical Science (either a Chemistry or Physics) 2 years of any pre-approved elective Sciences]
Math	20 credits (1 year Geometry & 1 year Algebra 2)	40 credits (1 year Geometry, 1 year Algebra 2, 1-year Pre-Cal & 1 year of another pre-approved Math class)
Foreign Language	10 credits (1 year of Indonesian Language Class)	20 credits (2 years of Indonesian Language Class)
Health/ Physical Education	15 credits (1 year PE & 1 Semester Health)	20 credits (1.5 years PE & 1 Semester Health)
Fine Arts	15 credits (1.5 years FA)	20 credits (2 years FA)
Minimum³ Credits	210 credits	260 credits
Community Service ⁴	20 hours (5 hours per year/4 years)	80 hours(20 hours per year/ 4 years)
Minimum G.P.A.	Not applicable	3.0 (no Fs)
¹ Transfer students may request an exemption from meeting the full requirement. ² Includes a required Contemporary Issues course. ³ Electives & other classes will be needed to meet minimum credit requirements. ⁴ Not counted as academic credits *updated June 2018		

b. Courses to Take in High School

In High School, there are “regular”, honors & AP Classes. Regular classes are all the subject areas that you need to meet the graduation requirements in four years.

One of the most important choices you will face in your first year of high school is whether to take normal or honors classes. It is important to begin planning for this high level of academic achievement as early as your freshman year. If taking AP classes in high school is your goal, you can begin taking honors classes in 9th grade. Honor classes will demand more of you and will include a more in-depth investigation of the subject.

AP Classes are taken during your junior and senior years. These are college-level classes, and they give enormous advantages to those who do well. Not only will you save time and money, but you will impress college admissions officers with the fact that you're taking AP classes.

Usually, when you look at university websites, you will be able to find specific requirements for what courses you need for admission. So, if you already know which schools you want to apply to, doing research ahead of time would be helpful.

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

- English – 4 years required
- Math – 3 years required, 4 preferred
- Laboratory Sciences – 3 years required, 4 preferred
- History/Social Science – 3 years required, 4 preferred
- Language (other than English) – 2 years required, 3 recommended (of the same language)
- Visual and Applied Arts – 1 year required

(Note: The curriculum illustrated above is merely an example. Each school can issue different instructions.)

Here is a typical course schedule for MCS Students

7th grade: <ul style="list-style-type: none">• Language Arts/English• Life Science• Math (Pre-Algebra)• Indonesian Geography• Moral & Ethics• Indonesian or ALP• Study Skills• Art• Music• PE	8th Grade: <ul style="list-style-type: none">• Language Arts/English• Physical Science• Algebra 1• World Geography• Moral & Ethics• Indonesian or ALP• Drama• Music• Art• PE
9th Grade: <ul style="list-style-type: none">• English 9• Biology 1	10th Grade: <ul style="list-style-type: none">• English 10• Chemistry 1 & Physics 1

<ul style="list-style-type: none"> • Geometry • Ancient History • Old Testament History • Indonesian or ELL • Fine Arts • PE • Electives – PE, Fine Arts, AP Class, Worship Team 	<ul style="list-style-type: none"> • Algebra 2 • Modern History • New Testament History • Indonesian or ELL • Fine Arts • PE • Electives – PE, Fine Arts, AP Class, Worship Team
11th Grade: <ul style="list-style-type: none"> • English 11 • Science – Anatomy; Earth, Space Science; Psychology; Physics 2 • Pre-Calculus or Business Math • US History • Moral & Ethics • Indonesian or ELL • Fine Arts • PE • Electives – PE, Fine Arts, Yearbook, AP Class, Worship Team 	12th Grade: <ul style="list-style-type: none"> • English 12 • Science –Anatomy; Earth, Space Science; Psychology; Physics 2 • AP Calculus AB or Business Math • Contemporary Issues • Worldview • Indonesian or ELL • Fine Arts • PE • Electives – PE, Fine Arts, Yearbook, AP Class, Worship Team

c. Transcript, GPA and why it matters

Transcript

Your transcript is a record of all grades achieved during each semester of high school (grades 9-12). It is an indicator of your high school achievements and performance and is the most important piece in your application. This document will display the credits earned as a student as well as additional SAT/ACT scores and service hours. The transcript is based on semester grades only and uses a four-point scale [A=4; B=3; C=2; D=1; F=0]. If a student repeats a class, only the higher grade will be calculated in the GPA.

GPA

GPA is the average of all your grades starting from 9th grade. GPA plays a big role in your future. It helps with college applications, what kind of AP classes you can take, scholarships, or special programs you may qualify for. We do not give extra quality points for A.P. classes. Classes are only weighted based on the number of credits per class. Here is an example of how we figure GPA for a student's semester grade:

Subject	Credits	Grade	Quality Points
English	5 credits	A	4 (quality points) x 5 (credits) = 20 quality points
Math	5 credits	B	3 x 5 = 15 quality points

Science	5 credits	A	4 x 5 = 20 quality points
History	5 credits	C	2 x 5 = 10 quality points
Ethics*	5 credits	A	4 x 5 = 20 quality points
PE	5 credits	A	4 x 5 = 20 quality points
Music	5 credits	B	3 x 5 = 15 quality points
Total: 120 quality points			
That's a total of 120 quality points, divided by 30 credits, which equals a GPA of 3.43.			

You are able to request your transcript copy to the Guidance Counselor or the Registrar.

For university application purposes, an official transcript will be signed by the school administrator. Usually this the Guidance Counselor will also include the School Profile with each transcript.

If you wish to request a transcript, please fill out the form that states the date the transcript is needed and they can be picked up at school or mailed to a certain address.

C. SAT, ACT, and AP (what they are for and how to do well)

Standardized tests are required by almost all universities. Make sure you take the appropriate tests that are specific to your university of choice.

The CEEB/SAT School Code for Mountainview is **672095**. Please put this code on your registration form for all SATs and ACT. If you don't we will not receive official reports of your score.

a. PSAT/NMSQT ([Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test](#))

This test is taken in the first semester of your sophomore and junior year. This test gives you a taste of what the SAT looks like. The scores are valuable in giving you and your counselor an indication of the type of university you would like to apply for. The scores are also used to determine the candidate for the National Merit Scholarship.

In Mountainview, you can find the schedule of the test [here](#). This test is mandatory, whether or not you plan to take the SAT. We use this for the purposes of data tracking and curriculum decisions. Students will need to create an account with the [College Board](#) to receive the results electronically.

b. SAT ([Scholastic Aptitude Test](#))

The SAT assesses how well students analyze and solve problems. The SAT includes a Critical Reading, Math, and Writing section. In addition, it also predicts how well students are likely to do at university.

You should take this test in the second semester of your junior year and/or in the first semester of your senior year. You are allowed to take this test several times because it will help you increase your scores if you didn't perform well on the first one.

c. ACT

The ACT is one of two exams, the other being the SAT. It is a three-hour exam, measuring achievement in English, Math, Reading, and Science. There is an optional writing component as well. There is no penalty for wrong answers, as it is based on correct answers only. Harder questions are worth the same as the easy ones.

You may take this test in your junior and senior years, or both if students desire to have a practice run. You can register and pay for the test online at www.act.org.

d. AP ([Advanced Placement](#)) Exams

AP is a program that offers high school students the opportunity to take college-level courses during high school. Courses are taken during the year and the exams are given in May. Students enrolled in AP courses are not required to take the test, although they are highly encouraged to do so. These exams are administered on campus.

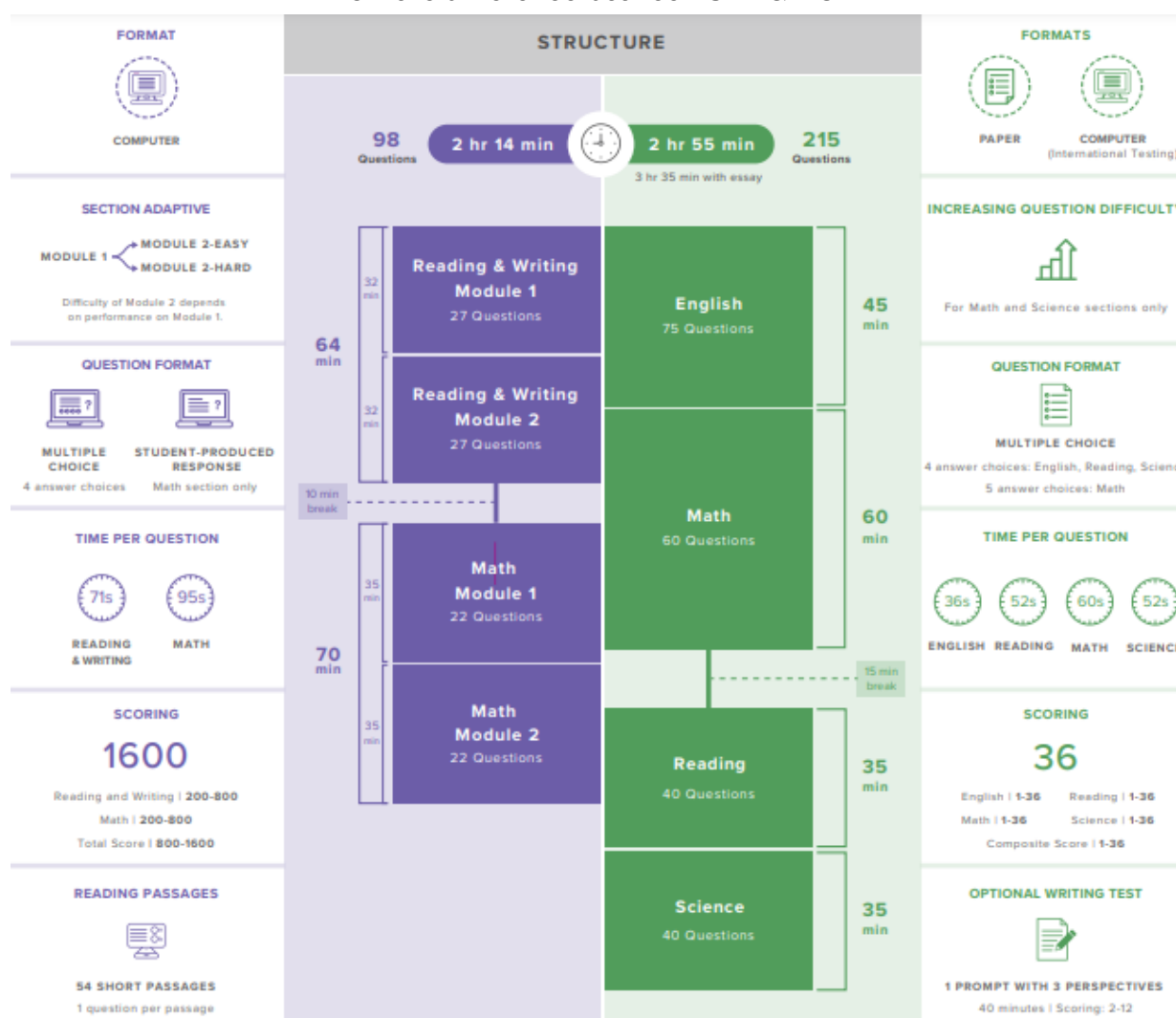
Many colleges and universities in the U.S. grant college credits or advanced placement based on AP grades. Policies vary by institution. Most require scores of 'Qualified' or '3' to give student credit.

Students need permission from the Secondary Principal in order to register for more than 3 AP Exams. More details and policy is explained in this the [Advanced Placement Policy handbook 2023-2024](#).

At MCS, AP Capstone, which consists of 1 year of AP Seminar and 1 year of AP Research class, is offered as an elective class to 9th to 12th graders. AP Calculus is also an elective Math course offered to junior and senior students. Junior students may choose to take US History Honors in lieu of a regular US History class, while sophomore students may take AP World History in lieu of the regular World History class. AP Literature is offered for Seniors as an elective class. All AP courses have more rigid classwork and course requirements, such as reading and writing assignments since they are college-level courses. Review classes for certain AP exams, such as AP

Calculus, AP Biology, AP World History, AP Psychology, and others may also be offered, depending on the availability of teachers.

Know the difference between SAT & ACT



Here is a survey for students to know which test might suit them better: [SAT vs ACT](#)

Recommended test taking date:

Sophomore Year

October PSAT/NMSQT and PLAN (Practice, Planning, and Preparation)
May/June AP Exams (if necessary)

Junior Year

October PSAT/NMSQT and PLAN (for the National Merit Scholarship Program)
Jan-June ACT and/or SAT
AP Exams

Senior Year

ACT and/or SAT
SAT Subject Tests (if necessary)
AP Exams

The SAT should be taken during the spring of your junior year, if not earlier. This allows you to retake the test in the fall of senior year if you're not satisfied with your score. This also helps institutions to receive all test scores before the end of January.

How to do well on tests

- a. Get a good night's sleep before the exam
- b. Set out the needed equipment (pencil, calculator, eraser) - avoid rushing in the morning.
- c. Eat breakfast, you will be at the test center for several hours
- d. Know what to expect. Get familiar with the test structure, duration, and talk to someone who has been through the process.
- e. Find a learning style that suits you best.
- f. Review relevant materials, take at least one practice test and review your mistakes so you don't make them again.

Remember: Keep a record of your registration numbers for each test date. Having these will be helpful if you have to contact CollegeBoard or ACT at a later date.

D. Extracurricular Activities

An extracurricular activity is a self-selected activity in which you participate in. It may be school-sponsored or not, but it will take time and effort from you. You are able to explore your interests through clubs and activities. You will learn what goals interest you and how to accomplish them by engaging in these activities.

The colleges want to hear more about you and what you're doing in addition to learning in the classroom. What you're involved in and your level of participation says something about you that is significant to the Admissions Committee.

Universities are searching for students who are intellectually curious, personable, and active. You do not have to be a star athlete or a skilled musician to receive credit for being active. Students who have maintained an interest in a specific activity for many years and have played a leadership role in that activity would be rated more highly than students with a higher GPA or SAT score who have very little to do in high school but study.

E. Test out interests (what subjects appeal more than others)

The path to college may be far ahead and most students don't know what they want to be. However, general measures for your future are useful and lay the foundations. First, know yourself and what you want to do. You can take both the aptitude test and personality test or career inventory to accomplish this. Second, put yourself out there in different clubs, extracurricular activities, and volunteer opportunities. You will find out what you enjoy doing and know what career intrigues you.

Did you know that classes you take as early as the 9th grade can help you get into college? Review the list of suggested courses. Talk with your guidance counselor to select what best meets your needs and skills.

If you don't have a clue of what you want to do, here is a list of actions you can take to get ahead in the right direction.

1. Investigate careers both in and out of school
2. Get some on-the-job experience in a field that interests you
3. Research colleges, universities, or apprenticeship programs
4. Participate in school career-development activities
5. Prepare for and take aptitude tests for colleges and universities

Here are some websites that might help you in completing a career interest questionnaire:

www.mappingyourfuture.org

www.collegeboard.com

F. Timeline

Use this timeline to make sure you're accomplishing everything you need on time.

9th GRADE

	Meet with your Guidance Counselor to begin talking about college and careers
	Enroll in the appropriate college-preparatory or prep-course
	The grades you earn in 9th grade are included in your GPA, make sure you start off well!
	Explore interest and possible careers.
	Get involved in extracurricular activities (both school and non-school sponsored) - it will look good in your college application.
	Talk to your parents about planning college expenses.
	Look at college information available online or at your counselor's office.
	Investigate summer enrichment programs - or start on a project!
	Create your College Board account
	Start developing your high school resume by filling in your in-school & extracurricular activities spreadsheet including community service, awards, activities you've participated in.
	Make a four-year schedule of classes that helps your eligibility to attend the college of your choice.

10th GRADE

	October: Take the PSAT for practice.
	Ask your Counselor about pre-ACT. This test will prepare you for the ACT next year.
	Be familiar with College/university entrance requirements.
	Participate in the school's career development activities.
	Discuss your PSAT score with your counselor.
	Get involved in activities outside of the classroom to enhance your portfolio for admission officers.
	Ask your counselor about post-secondary enrollment options and AP courses.
	Begin searching for the type of college you would prefer.
	Write to colleges and ask for their academic requirements for admission.
	Consider taking SAT Subject Tests. These tests are offered in May & June.
	Create a Common App account
	Plan on creating and using your time to build your portfolio by being involved in or achieving something that will enhance your college application.

ELEVENTH GRADE

A. DISCUSSIONS TO HAVE

a. Financial Resources

Discuss your family's Financial Resources

Even though you are the one going to further education, it is important to discuss with your parents your financial situation.

1. Investigate the financial aid programs of your respective countries.
2. Complete the college's supplemental financial aid forms or the CSS Profile™. Bear in mind that certain financial aid and scholarship applications have deadlines that are PRIOR to the college application deadline.
3. Review forms and deadlines required by each college. This should include scholarships, grants, loan applications, and the name and telephone and fax numbers of someone you can contact in the financial aid office to help you. Be sure to check deadlines.

Helpful tips:

1. Start early and check deadlines.
2. Be sure to complete all forms accurately.
3. If your family is facing some unique or unusual situations, send a letter of explanation directly to the university.
4. After you've earned your financial aid packet, inquire with the college of your choice for payment options to help you cover any outstanding costs.

Scholarship:

How to be a good candidate?

1. Keep good grades
2. Take courses that are appropriate to your university choice
3. Excel in activities (music, sports, etc.)
4. Take the SAT and review weaknesses and develop strengths. Retake it your senior year to improve your scores.
5. Establish a work or volunteer record (e.g. being a Teacher's Assistant).

Investigate possible scholarships through:

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

It is your responsibility to research and pursue scholarships. You may be surprised by what you can find when you try.

Financial Aid

General Financial Aid Information

- Federal Student Aid (an office of the U.S. Department of Education)
studentaid.ed.gov
- Free Application for Federal Student Aid (FAFSA)
fafsa.gov
- FAFSA4caster
fafsa.ed.gov/FAFSA/app/f4cForm
- CSS/Financial Aid PROFILE
css.collegeboard.org
- National Association of Student Financial Aid Administrators (NASFAA) www.nasfaa.org/students_parents_counselors

Financial Aid For International Students

- Federal Student Aid (an office of the U.S. Department of Education)
studentaid.ed.gov/sa/sites/default/files/international-students.pdf
studentaid.ed.gov/sa/eligibility/non-us-citizens

Comparing College Costs

- College Affordability and Transparency Center (an office of the U.S. Department of Education)
www.collegecost.ed.gov
- Consumer Financial Protection Bureau (CFPB) Compare Financial Aid Offers
www.consumerfinance.gov/paying-for-college/compare-financial-aid-and-college-cost

Financial Aid Glossary

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

b. College Expectations

College is not high school. You are responsible for your academic success and time management. These are ways to set yourself up for success in your first year of college (*taken from CollegeBoard.com*)

1. Create Weekly Schedule

Classes are your central activity, so build your weekly schedule around them. Read your syllabi and use deadlines and test dates to build out study and homework time. Check-in with your college's academic support office to participate in a time-management and/or study skills workshop.

2. Attend Office Hours & Your Classes

Check your syllabi for information on when and where your professors hold office hours and make it a goal to attend office hours in each of

your courses at least once by mid-semester to check your progress. Don't forget to also attend your classes, you are responsible for

3. Stay on track for graduation

At most institutions, 15 is the magic number of credits students need to complete each semester to graduate on time. Register for 15 credits each fall and spring (30 credits per year, including summer and winter), and complete your math GE credit-bearing course by the end of your first year. [Declaring a major](#) early in your college experience will help you earn your degree on time. Before registering for courses each semester, check your graduation plan and work with your academic adviser to ensure appropriate credit completion for on-time graduation.

4. Check-in with yourself

You must take care of yourself to do your best. Your college will likely have a variety of resources to help you.

B. WHAT TYPE OF SCHOOL & WHY

Characteristics of School

Let's familiarize ourselves with these terms:

College (USA)	University	Community/ Jr. College	Engineering/ Technical College	Business School	Vocational/ Trade School
An institution that offers education beyond the high school level (2-4 years)	An academic organization that grants undergraduate & graduate degrees in a variety of fields.	A two-year institution of higher learning providing vocational training and academic curriculum	Four-year training program in the fields of engineering and physical sciences	Specialize in business administration or 2-year secretarial course.	Students are taught skills needed to perform a particular job (Job-specific skills).

Here are some things that you should consider when finding a university that suits you. Remember - research, research, research!

a. Secular vs. Religious

Do you want to attend a university that is administered by a particular denomination? Or you do not mind being in a secular setting university where spiritual guidance?

b. Big vs. Small

What size appeals to you? Do you want a large university or a small one? How important is the class size? Do you thrive in a larger competitive school?

c. Cold Weather vs. Warm Weather

Is a university setting important for you? Do you want to be in a place where there are 4 seasons? Can you handle the cold weather? Do you find rural areas exciting for you? Will you have transportation?

d. Near family?

Where in the world do you want to be? Do you want to be near your family, easy to travel? Do you have residency in a particular area?

C. NARROWING YOUR CHOICES

What do you want from a university? As you begin researching and refining your list, choose some school you know you will get into (Safety School), the one you are fairly confident will accept you (Realistic School), and the one that is more challenging to get into (Reach Schools). After you've created this list, you should start contacting the schools you've chosen for more information and applications.

“Reach Schools”

Top 1-2 of your choice, your chances of admission are 25%. These are schools with high standards and reputations.

“Realistic Schools”

Your top two or three schools where you have a 50% chance of being admitted. This is where most colleges and universities fall in, it offers good education and a good reputation, and the entrance standards are fairly strict.

“Safety School”

You need to prepare 1-2 schools where admission is certain (75% or higher) and where you will be happy and productive. These are safety schools with lower entrance requirements and are a safety net if all the others you are applying for fail for some reason.

You can create your own college wish list. This list can go up until 10-20 schools, but remember to narrow it down and see which schools best fit for you. It is your responsibility to research what you want from a university.

D. QUICK GUIDE TO UNIVERSITIES

1. INDONESIA

Indonesian universities are different from western universities. If you are planning to get a bachelor's degree, most are 4-year universities. The application process is quite simple, here are some general steps and requirements that you need to prepare to enter an Indonesian university such as Universitas Indonesia, UPH, and UGM.

Application process

- a. Create an application account through the university's website
- b. Complete the application
- c. Upload registration requirement files (usually ID, Middle School Diploma, Recent Report Card, or Transcript)

- d. Pay registration fee
- e. If there is an entrance exam, download the exam entrance card
- f. If there is no entrance exam, print Proof of Registration online, through each registration account.

Here are the top 5 biggest universities:

1. Universitas Indonesia
2. Universitas Pelita Harapan
3. Universitas Gadjah Mada
4. Institut Teknologi Bandung
5. Universitas Airlangga

2. UNITED STATES

This handbook mainly addresses the requirements of applying to American Universities. However, most of our students are also non-US citizens, so visa requirements would be one of the most important aspects to look at.

For US Citizen

Establishing U.S. Residency

Since tuition fees for state schools are typically much lower for residents than for out-of-state students, the issue of citizenship for missionary kids and other overseas American students is as important as tuition fees and other charges.

Also, most public universities have a more lenient admissions policy for residents. One or more of the following factors will typically be used to determine residency.*:

1. Parental or personal voter registration in a state and /or local precinct.
2. A driver's license (held by a student or parent) from a particular state.
3. Property ownership in a state; property or income taxes paid in a state.
4. Mailing address in a state.
5. Previous enrollment in a state school by parent or sibling as a resident. The first three above are those bearing the greatest validity in the "case for residency".

For further information, go online to <http://www.finaid.org/otheraid/stateresidency.phtml>.

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

For Non-US Citizen

If you follow the timeline in this handbook, you will be able to apply to US Colleges and Universities. You will need to know where you would want to go to start preparing your standardized test, AP Exams and application process.

Applying for Visa

You should visit the U.S. Embassy/Consulate closest to your home will process your visa application.

It is vital that you take all required documentation to your visa appointment. If you don't, you could be asked to return a second time, which might cause your visa to be postponed for several weeks.

What Is Needed To Apply For A Student Visa? *(from the Dalat Handbook)*

All applicants for a student visa must provide:

- An I-20 form obtained from a U.S. college, school, or university. Please be sure to bring all the pages of the I-20 form. The form must also be signed by you and by a school official in the appropriate places.
- A completed nonimmigrant visa application form (DS-156), together with form DS-158. These forms are available at the Embassy or at <http://travel.state.gov/visaforms.html>
- A passport valid for at least six months after your proposed date of entry to the U.S.
- A receipt for the U.S. visa processing fee (US \$100).
- Letter of admission from the university.
- Photographs (2x2 size) • Financial evidence that shows you, or your parents/sponsor, have sufficient funds to cover your tuition and living expenses during the period of your intended study. Also includes proof of assistantship (scholarship, loan) if you have received any. All applicants should be prepared to provide:
 - Transcripts and diplomas from previous schools attended.
 - Scores from standardized tests required by the educational institution (i.e. TOEFL, SAT, etc.)
 - You may be asked additional questions regarding whether or not you have lived in the U.S. previously; if your parent's business is located in the U.S. or sponsored by a U.S. organization; and whether or not you have siblings who are U.S. citizens.

If you are an international student, you must establish that you have binding ties to your home country and intend to return there once you have completed your studies. For additional information, see the U.S. State Department Visa Services website

3. KOREA

Description and types of schools:

Higher education institutions in Korea are largely divided into junior colleges (2-3 year program), universities (4-year program), and graduate schools.

Engineering technology and nursing are currently the most common fields of study at the tertiary level.

By establishment type, Korean universities are divided into national universities, which are established and operated by the central government, public universities that are established by local governments, and private universities which are founded by private non-profit educational foundations.

ADMISSION PROCEDURES:

The university entrance system in South Korea is highly competitive and has undergone many changes since the country gained independence from Japanese rule in 1945. Students are selected for admission to an institution of higher education based on the results of the Scholastic Achievement Examination for College Entrance (SAECE).

This score, plus the student's high school transcript, determines admission. The SAECE is a tough exam to prepare for, and it is not unusual for some families to spend up to US\$2,000 per month on tutoring outside of the classroom to ensure their children's progress.

For the spring semester, applications are accepted during the previous September-November period. For the fall semester, applications are accepted during the May-June period. Many university applications can be found and completed on the Internet. There are two types of undergraduate admission:

1. regular entrance requires the completion of high school education, and
2. transfer between universities requires a certain amount of credits from the transferring school or completion of undergraduate study.

Sources:

https://www.studyinkorea.go.kr/public/res/guide/guideBook_en.pdf

https://www.studyinkorea.go.kr/en/overseas_info/allnew_admissionProcedures.do#

4. EUROPEAN UNIVERSITIES

- **Study in Europe - country profiles**

Access information about national higher education systems, funding opportunities, and visas in European countries covered by the Study in Europe project.

- **Study in Europe - planning your studies**

Discover practical information to help prepare your studies in Europe

NETHERLAND

Entrance requirements:

The education institution usually sets a minimum qualification required for admission to the program. If you know which diploma is required for the program of your choice, you can check how your own diploma compares to this on the [Nuffic website](#). Nuffic also advises higher education institutions on

the value of foreign qualifications, if required. [Read more about diploma evaluation](#)

Language requirements

It is essential that you speak, read and write English well. You must have passed an English language test. [IELTS](#) and [TOEFL](#) are commonly accepted, but institutions may accept other tests as well, like [Cambridge English](#).

Required scores

- TOEFL: at least 550 (paper-based) or 213 (internet-based);
- IELTS: at least 6.

Ask the Dutch higher education institution of your choice for more information.
<https://www.studyinholland.nl/>

GERMANY

Entrance Requirements:

Students applying to a German university must hold either a German Secondary school certificate (Abitur) or one of the following:

- A high school diploma from the United States (GIS diploma) does not apply to German nationals.
- International Baccalaureate diploma, issued by the Office du Baccalaureat International in Geneva, Switzerland, applies to diploma German and foreign students.

A US high school diploma alone does not allow you to study in Germany. You must complete the *Studienkolleg* (preparatory course) first. Direct studies are possible only if you have passed AP exams with specific results.

Language requirements*

You should have a high degree of competence in the language used to enter a German university. Courses are typically taught in German. Even if some courses are taught in English, you will be expected to have a working knowledge of German.

Find out from each university of your choice what proficiency in German is approved and what level of proficiency is required.

This is a certificate that attests proficiency in a language at a specific level. All universities accept the following language certificates:

- Certificates issued by the Goethe-Institut
- The DSD German language diploma ("Deutsches Sprachdiplom der Kultusministerkonferenz")
- DSH "Deutsche Sprachprüfung für den Hochschulzugang" (German language exam for university entrance)
- TestDaF

German requirements vary from one geographic region to another. Please contact the Regional Education Office for the area in which you are interested.

Sekretariat Der Standingen Konferenz Der Lander in der Bundesrepublik
Deutschland
Nassestrasse 1
D-5300 Bonn 1

Federal Republic of Germany

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

5. AUSTRALIA

Description and Types of Schools:

There are 43 universities in Australia (40 Australian universities, two international universities, and one private specialty university). Along with our universities, many other institutions offer higher education courses. You can search for institutions and courses using the [Institution and Course Search](#).

The types of schools and the degrees offered include:

1. Universities – Bachelors degree; Postgraduate Diploma/Masters Degree
2. Colleges of Advanced Education – Diplomas/Associate Diploma Degree; Postgraduate Diploma
3. TAFE Colleges – Bridging Courses; Advanced Certificate (skilled courses & basic trade courses)

Entrance requirements:

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

More and more Australian universities are using SAT or ACT and high school grades as a factor in university admittance. It is advisable that you take the strongest academic program possible, taking full advantage of AP courses. Contact both the Central Admissions organization of the state you are

applying to and the individual university admissions office to know the SAT score they are using as a benchmark for admission.

Resources:

<https://www.studyinaustralia.gov.au/>

Australia Embassy

Jalan Patra Kuningan Raya Kav. 1-4

Jakarta Selatan 12950

Telephone : +622125505555

Fax : +622129226775

Email : studyinaustralia.jakarta@austrade.gov.au

6. UNITED KINGDOM

Applications should be completed on **December 15** for all schools except medical/dental/ veterinary schools and Oxford and Cambridge. These schools have an **October 15** deadline.

With the exception of Oxford and Cambridge, all university applications in the U.K. are made through a central clearinghouse – UCAS (Universities and Colleges Admissions Services). Students fill out one UCAS form for up to five schools, preference not indicated, and the clearinghouse forwards the application to the appropriate schools then tracks the application through the entire process. After students receive decisions from all schools, they indicate a first choice and an “optional insurance” second choice. As in the U.S., final acceptance is contingent upon successful completion of the senior year of high school.

Students from American system schools generally need to reach a tariff point score, and can only receive points towards that score by AP exam results (e.g. 5 score = 28 points, 4 score = 24, 3 score = 20 points, etc.)

For further information, contact:

British Council Indonesia

Office 8 Building, 9th Floor

Sudirman Central Business District (SCBD) Lot. 28

Jl. Jend. Sudirman Kav. 52 – 53 (Jl. Senopati Raya No.8B)

Jakarta 12190

Indonesia

Telephone +62 21 2933 3470/72

Fax +62 21 2933 3471

<https://www.britishcouncil.id/en>

E. TIMELINE

11th GRADE

August/September

	Register for the October PSAT/SAT/ACT - study!
	Are you taking a rigorous set of courses? This year is the last that most colleges will see grades for when you apply your senior year!
	Research, research, research, and attend college fairs.
	Create a common app account
October	
	Take PSAT/SAT/ACT
November	
	Discuss college interest with parents
	Talk to the guidance counselor about college interest
December	
	Take SAT/ACT
	Complete your in-school & extracurricular activities spreadsheet
January	
	List potential college by using the "Choosing a College" worksheet provided in the appendix
	Take SAT
	Research possible summer plans to increase college application
February	
	Plan senior year courses
	Begin thinking about careers that you may be interested in.
March	
	Explore colleges as thoroughly as possible - contact colleges for catalogs.
	Create a common app account (for those who haven't).
	Research scholarship and other financial aid resources.
	Review the senior year schedule to know if you've met the necessary graduation requirements.
April	
	Request college information
	Research college application requirements

	File application requirements for service academies
May	
	Identify teachers that you will ask for a letter of reference.
	Take AP exams
	Prepare summer plans (extra classes, community service, etc.)

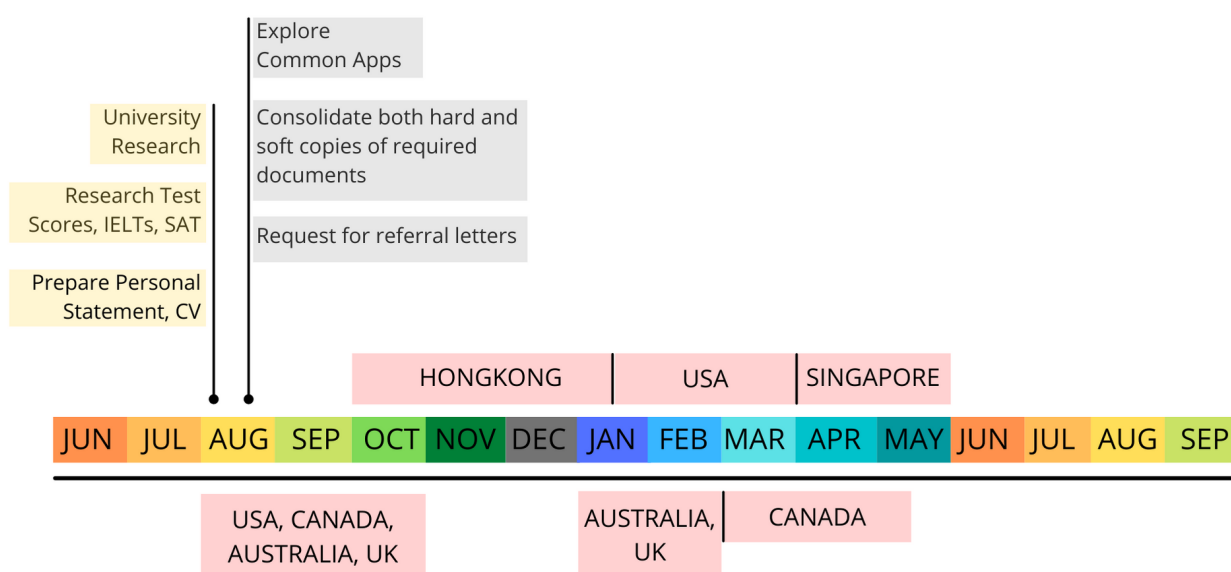
12th GRADE

In most cases, the application process is completed within the first semester of a student's 12th-grade year. Counselors would like to see seniors finish the process before they leave for Christmas break. For this reason, the deadline for completion of the supporting documents at MCS is 1 December.

MOUNTAINVIEW CHRISTIAN SCHOOL

UNIVERSITY APPLICATION GUIDANCE

PREPARING FOR UNIVERSITY APPLICATION TIMELINE



A. Applying to Universities

1. Contacting Universities

It is time to contact your school. You can start by emailing them through the contact given on their website. It is important that you state your full name, correct address, and phone number. For US citizens, state that you are a US citizen who is studying abroad.

Search for application information, deadline, course offerings, financial aid information, housing information.

2. Completing the Application

We encourage you to complete and submit your application to the university by December 1st of your senior year. The counselors are happy to help you in researching and applying to university, but it is your responsibility to follow up on all the necessary information.

These are the general components that you may need to complete: Application form (keep a record of the date it was submitted & confirmation number), Application Fee (normally paid at the time the application is submitted), Personal Essay, Letters of Recommendation, Entrance examinations, Transcript & School Profile.

3. Writing the University Essay

In writing an essay for a university application, your goal is to inform your reader why you should be selected. This is your chance to share with the admission officers your thoughts, dreams, and what makes you a unique individual.

Your essay should be your own work, it is supposed to reflect your personality and who you are. It is okay to ask a teacher, counselor, or parents to proofread your essay. However, you still have the final say!

Set some time aside to write your essay. It is recommended that you take the time during the summer between your junior and senior year to write your essays. Once you are starting your senior year, there is little time between August and December for you to set time apart to fully focus on your essay.

Here are some tips as you begin to write your essay:

- Present yourself beyond academic grades and test scores.
- Use real-life stories that demonstrate your ability for insight, awareness, and self-evaluation.
- Address a talent, interest, thought, passion, personal accomplishment.
- Clearly explain programs that you have been involved in.
- Answer questions that are asked (if there are any questions asked by the university). Mostly they will ask:
 - To describe yourself as a unique individual
 - Academic or extracurricular that interests you
 - Why you want to attend this university
 - Imaginative side of yourself

Top two tips: Be yourself and start early

Here is a source from CollegeBoard that could help you write your essay:

1. Open Strong

A strong opening paragraph that captures the readers' interest is important.

2. Show you can write

Colleges want to see that you have a command of the basics of good writing, which is a key component of success in college.

3. Be Direct

Admissions officers also want to see that the student can give a direct answer to the essay question.

4. Make a point

When writing an essay, you should have a comprehensive argument or narrative. In other words—make your point and stick to it.

5. Stick to your style

Your style should be comfortable for you to write in, so avoid overusing the thesaurus to sound impressive. A writing style that is natural and appropriate for the subject matter is key.

6. Be authentic

Don't stress trying to write what you think colleges are looking for—just focus on showcasing who you are.

7. Proofread

Correct grammar, punctuation, and spelling are essential, so proofread several times after you've finished. Then ask a teacher, parent, or college student to give it a quick read, too.

8. Keep track of the length

Finally, admissions officers value Concision. Remember to pay attention to the recommended essay length or word count.

4. Letters of Recommendation

Letters of recommendation are used by college admissions officers to know how others view you. Be sure to read through your applications to see how many letters each school requires and who should write these letters.

You would want to choose people who know you well enough to write recommendations so it will have lasting impressions on the admission officers. Your counselor is able to write a recommendation in support of your application, this includes your abilities, talents, potential learner.

Your teachers' recommendations provide more details on you as a student and your approach to learning. It is advisable for you to ask teachers of core or humanities subjects.

Here are some suggestions for you in securing a recommendation letter:

- Choose the people carefully
- Be appreciative - give them a couple of weeks to write the essay, appreciate them and thank them afterward.
- Give them details needed (recommendations form, deadline, name of the university, your high school resume, details about you)
- Send your recommendation letter to the university - or if you would like the school to send it, ask your guidance counselor to do so.

5. Entrance Examinations

Standardized tests are required by almost all universities. Make sure that you take the appropriate tests that are specific to your requirement for the university of your choice.

a. SAT & SAT Subject Test

You are familiar with PSAT/NMSQT, in the senior year, your SAT scores will be used to predict how well you will do in a university. Remember the important dates when your SAT will be administered. Usually, the SAT tests at MCS will be in October, December, March, and May. Don't forget to complete registration and payment online at <https://collegereadiness.collegeboard.org/sat>.

Here are a few tips to help you prepare for your SAT (from CollegeBoard.com):

1. Start early

Choose an SAT date far enough in advance that you have time to prepare—we recommend 2–3 months. Starting early gets you to gauge how much you need to study each week and helps you prevent cramming. Students who start studying earlier do better on the SAT and have more confidence going into the test.

2. Study with Official SAT Practice on Khan Academy

College Board partnered with Khan Academy for a new and improved approach to SAT test preparation that's tailored to you and absolutely free. It's called Official SAT Practice, and it's the most comprehensive and official SAT study resource available. Khan Academy creates a study plan and guides just for you based on your PSAT/NMSQT® or past SAT scores along with your upcoming test date.

To access your personalized study plan, make sure your College Board and Khan Academy accounts are linked. For information on how to do this, click [here](#).

3. Take a full-length practice test

Taking a practice test that follows the same timing parameters you'll experience on test day gives you a strong indication of how you'll score on the real SAT. Practice test results will also provide you with insight into what you need to work on as you approach the real test. We recommend treating each full-length practice test you take as if you're really taking the SAT. Start at 8 a.m. on a Saturday, follow section timing guidelines, only take breaks as they are given on the SAT, and put away your cell phone. [Click here](#) to access practice tests on Official SAT Practice.

4. Pay attention in class

It is important to be paying attention in class and to your teachers. By the spring of your junior year, you'll have three and a half years of rigorous coursework under your belt to help you succeed on the SAT. If there are any areas you think you need a refresher on, we recommend looking through our "Inside the Test" webpage to make sure you're preparing for the right things.

5. Know what to expect on test day

Though studying is important, we *strongly* suggest you don't cram the day or night before your SAT. Don't cram the day or night before your SAT. Instead, take the night before your test to —decompress. Lay out your clothes, assemble what you need to bring, set an alarm for the next morning, and then just relax and go to sleep early. Taking the night before the test to prepare yourself physically and emotionally gives you more self-assurance and energy walking into the testing center the next morning. **ACT (American University Test)**

b. ACT (American University Test)

If you are planning to take an ACT test, remember to register and pay online at www.act.org. The test is usually administered in the fall of the Senior year. Remember to create a free student online account in order to register. After providing the necessary information for registration, click 'Register to Test' and follow the instructions to complete the registration.

c. TOEFL

Check with your university if you need to include a TOEFL test in your application. This is for students whose native language is not English. Many universities require TOEFL for students who did not complete at least three years of high school in an English-speaking country. We do not offer TOEFL on campus, please register online at www.ets.org/toefl.

d. Advanced Placement (AP) Exams

These exams are given in May for university-level courses taken in high school. Check with the university you are applying to and find out their policy on AP exams.

MCS offers AP exams that students are enrolled in the current year. They are administered on campus.

Pay attention to AP exam dates posted by the school. Dates may vary according to subjects.

Reminder: keep a record of your registration numbers and dates. This is helpful as you contact CollegeBoard or ACT at a later date.

6. Transcript of Grades and GPA

Your transcript is a record of all grades achieved during each semester of high school (grades 9-12). It is an indicator of your high school achievements and performance and is the most important piece in your application. This document will display the credits earned as a student as well as additional SAT/ACT scores and service hours. If you wish to request a transcript (soft file or hard copy), fill out the form and state when the transcript is needed.

7. Additional Information

a. Extracurricular activities

Your extracurricular activities are essential to your application. Universities seek students who are motivated beyond the classroom. Students who maintain interest in a specific field or passion for a number of years or have played a role in a leadership position will be considered more highly than students with a higher GPA or SAT.

In your junior year, you are asked to fill in an in-school extracurricular & Activities spreadsheet. This is for the school to have an overview of what activities you have been involved in since high school. This will help us create your Certificate of Activities.

b. Resume

A resume is not often required but useful for your application process. You may opt to use the essay or personal statement to write about a special activity. Or you can choose to list the various honors, awards, leadership roles, and activities chronologically. This can reveal your interest and abilities outside the classroom.

c. Portfolio (Skills, Art or Performance)

Schools are looking for those who have had extraordinary experiences as well as skilled athletes, actors, performers, singers. You can include a special or recognized talent as part of your application, ask coaches or teachers to write additional recommendations.

If you are applying for an art school, usually they will require slides, video, CD and audition tape or evidence of your abilities. Try to produce a portfolio that showcases your ability and creation.

8. Application Timing (USA)

You are responsible to search the deadlines each university has set and complete all applications before the dates. Regular admission is normally due by January 1st or later in February. It is best to submit your documents and transcript four weeks prior to the deadline.

“Early Decision”

This is for when you are only interested in one specific school. The deadline is determined by the school. Schools under this plan ask you to only apply to their school if you are asking for an ‘early decision’ and expect you to attend their school if you are accepted.

“Early Action”

You will know the university’s decision early and are not obliged to attend the school if you are accepted.

“Notification Date”

Most universities notify their prospective students in April.

“Rolling Admission”

Send applications with a rolling admission as early as possible, do not wait for the later deadline. You will be notified as soon as your application file is completed and reviewed where admissions decisions are made throughout the year.

“Mid-Year Reports”

MCS sends an updated transcript to the university that you have applied to in early to mid-January. It includes senior grades from Semester 1 and changes in your academic program and school performance.

“End-of-the-year Reports and Transcripts”

Students will begin to receive decisions from school in February/March. More selective universities will announce their decision in the first week of April. Each student should make their decision and inform the guidance counselor of their final decision by May 1st. The guidance counselor will send an electronic copy of the final transcript to the school you have been accepted and chosen.

9. University Decision-Making Process

- a. Accept
- b. Waiting List - they want you but it depends on how much room there is (minimal chances of acceptance).
- c. Defer - If you've applied for Early Decision, your file will be reviewed with all other regular applicants.
- d. Deny

10. Acceptance

You got accepted, yay! Schools need to be notified of your decision and require a deposit to hold your spot. You are responsible for submitting your final high school transcript for universities that request your first-semester senior year transcript.

The school will send your final high school transcript and this will be used to verify your completion of high school.

B. Gap Year

For students who are not yet sure or even sure that they want to take a year off (not going to college after high school), this is called taking a Gap Year. The term “Gap Year” refers to the time taken between high school and college to do service work, travel, and explore areas of interest.

Most students who are interested in Gap Year often apply to colleges and then request a year's deferral once accepted. Some colleges are willing to defer students realizing the life experience and maturity that they will gain. Some students wait until halfway through college to request a Gap Year (internship, service work, etc.).

The best gap year involves several programs in different areas of interest. You would need careful planning for a successful year. It is important to know that you can use a year to deeply explore activities that match your particular interests whether it's educational, cultural immersion, professional internship, language study, and so on.

If you already know what you want to major in and believe you are mature enough for the hard work that comes with college, you should probably continue straight to college after high school. Weight out your possibilities and pick the right decisions for you.

If you have a clear sense of what you want to do with your gap year and there's a concrete opportunity, then deferring enrollment might be the right choice for you. If there seem to be many things to consider, such as financial considerations and scholarship opportunities, take time to reflect, and good luck!

RESOURCES

College/University Applications Online:

- www.commonapp.org
- www.ucas.com - UK universities

Exploring College/University Options

- **College Board Online**
www.collegeboard.org
www.bigfuture.collegeboard.com
 - Free college search program and test registration.
 - great resource for college searching, SAT
 - registration, Khan Academy SAT test prep, etc.
- www.usnews.com
 - College search and university rankings.
- **Campus Tours (USA)**
www.campustours.com
 - Provides detailed information on selected universities with virtual tours, campus maps, school videos and other information.
- **Peterson's Education Center (USA)**
<http://www.petersons.com>
 - Peterson's college database is available on this Home Page as is other educational and career information.
- **College Express (USA)**
<http://www.collegeexpress.com>
 - Search colleges, take a virtual tour, and ask their experts questions about the college admission process.
- **My College Guide (USA)**
<http://www.mycollegeguide.org>
 - Get online college details via your college search page
 - Develop a personal profile to give to colleges.
- **College Navigator (USA)**
<http://nces.ed.gov/ipeds/cool/>
 - Facilitates in organizing the college quest by geographic area, institution type, and desired instructional program.

Universities by country

- **Canadian Universities**
www.schoolfinder.com
www.macleans.com
www.studyincanada.com

search 700 Canadian colleges and universities
- **UK Universities**
www.ucas.com
- **Australian Universities**
www.studyinaustralia.gov.au

- **South Korean Universities**
www.adiga.kr
- **New Zealand Universities**
www.universitiesnz.ac.nz
- **Singaporean Universities**
www.moe.gov.sg/education/post-secondary

Sites for Christian Colleges

- <https://myblueprintstory.com/>
- www.christiancollegeguide.net
- <http://colleges.ag.org/>

Test Preparation

- <http://www.collegeboard.org>
- www.kaplan.com
- <https://www.khanacademy.org/sat>
- <http://www.number2.com/>
- <http://sat.collegeboard.com/practice/sat-question-of-the-day> (Daily SAT practice questions)

Financial Aids

- **Federal Student Aid (USA)**
<https://studentaid.gov/>
Government financial aid/FAFSA portal for U.S. citizens
- <https://bigfuture.collegeboard.org/scholarship-search>
- www.college-scholarships.com
- <http://www.finaid.org/>
- <http://www.iefaf.org/> scholarships and student loans

APPLICATION CHECKLIST

Use this form to note the dates you've completed in the application process. You can make a copy for each college/university where you want to apply. Please note that not all things apply to all applicants or request forms.

Application Checklist		<input type="checkbox"/>
Name of College/University: Admission contact person: Email: Phone: Date application is due:		
Request 2 Teacher recommendations at least three weeks ahead of the deadline.	Teachers' or Recommenders' names:	
Visit each school website; note all application requirements and save any necessary forms		
Request transcripts from Counseling Office		
Admission essay submitted for review to Teacher or Counselor.	Date turned in:	
Tests required (if any)	<input type="checkbox"/> SAT <input type="checkbox"/> SAT Subject(s) <input type="checkbox"/> TOEFL/IELTS	
Add your information in Common App		
Pay application fee on-line or by check for mailed applications		
Statement of Finances completed.	Date:	
Submit your part of the application so it arrives before the deadline.	Date sent:	
Request CollegeBoard to send your test scores to colleges.	Date Requested:	

If required; CSS Profile submitted	Date:	
FAFSA form filed (US students only)	Date:	
Institutional financial aid application sent (if applicable).	Date:	
Visited campus (virtual).	Date:	
Interview Interviewer (name & title):	<input type="checkbox"/> Thank-you sent. Date:	
By May 1: Make a deposit at the college you plan to attend; you may only make a deposit at one school. <i>Politely notify all other colleges that you are declining their offers of admission.</i>	Date sent:	