

PERSONAL DEVELOPMENT

OVERSEAS COLLEGE APPLICATION CHECKLIST

All costs of the application process are incurred by **YOU**, the student – this includes application fees, transcript fees, purchasing envelopes, photocopying fees and courier fees.

Check/Tick points as you complete them. Deadlines fall on the last day of respective months except the December deadline which is up to the week school closes.

JUNE DEADLINE

- Sit the SAT/ACT examination: register online at collegeboard.com or actstudent.org
- Search for colleges/universities based on facts discussed in P.D. classes
- Download the Common Application and complete essay from chosen topic.

JULY DEADLINE

- Purchase notebook/notepad and record the names and application details of schools interested in - do a thorough investigation on application fees, application and supplementary forms etc.
- 'Fine tune' essay(s) written.

SEPTEMBER DEADLINE

- Pay for transcripts to be sent to the various schools and construct a list of the names and addresses of colleges you are applying to for the administrative office - copy receipt of payment of transcripts for the Guidance Department – your applications will be processed only for payments made
- Construct resume before making an appointment with the Counsellor of your choice for an official interview. Bring documents in with you at that time (Secondary School Report and International Student Supplementary Form). Complete personal sections on application forms IE name, address, date of birth etc. – identify your subjects as CAPE Advanced Level Unit 1 & CAPE Advanced Level Unit 2
- Collect slips from Guidance Department to give to subject teachers for your predicted results
- Complete all essays
- If concerned, re-sit SAT

OCTOBER DEADLINE

- Construct a list with the names and addresses of colleges for the Guidance Department with special instructions by each e.g. early decision deadlines, fee waivers required etc.

NB Common Application Forms **must** be completed by the Counsellor before you make copies for each school.

NOVEMBER DEADLINE

- Consult with Counsellor as to how application process is progressing – it is **your** prerogative to ensure that all your information is accurate
- If additional documents will be sent along with packages bring them in to the Guidance Department
- Set appointment in the front office for dates for packages to be sent off. Courier services may cost up to \$2500 (JA) per package

DECEMBER DEADLINE

- Check with front office to ensure that packages were sent off. Each package should include application fees, application forms, teacher and counsellor recommendations, transcript, essays and certified copies of C-SEC and CAPE Unit 1 results slips.

APPLICATION FORMS

The Common Application

The common application is a generic form that most colleges accept. It contains 4/5 sections. Namely;

1. The First Year Application Form – This form must be included in your package. Read it carefully as it has special instructions for those of you applying on an Early Decision basis.
2. The School Report – This must be handed in to the Guidance Department after you have completed the personal section on the form.
3. The International Student Supplement Form – All persons completing their secondary education **outside** the U.S. must complete this form regardless of nationality. Copies of CAPE certificate will be submitted along with this form.
4. The Mid-Year Report – This form will be sent to colleges in February indicating how you performed on your December examinations. It is similar in appearance to the School Report except for changes in a few words. You will need to complete this form with your personal information before giving it to the Guidance Department.

The Common Application is one of the easiest forms to complete as it is completed once and copies are made for each of your schools.

Some schools have their specific application forms e.g. Brown, Stanford, M.I.T. etc. Please print/download these and complete your information before bringing them into the department.