

ISV UNIVERSITY COUNSELING POLICIES

ISV University Counseling Department Vision

The University Counseling Department's aim is for students to embody the IBO Learner Profile, particularly in becoming *Inquirers*, *Communicators* and *Reflective*. These attributes will serve students well at university when they will be expected to make many powerful and important decisions for themselves. In alliance with ISV's mission to "empower and inspire students to become active, lifelong learners", the University Counseling Programme likewise empowers and inspires students to reflect upon their academic and social priorities, interests, and aptitudes so as to research, choose, and pursue — with guidance from home and school — their own postsecondary and career path.

Integrity in University Applications

Honesty and integrity are highly valued around the world. A university application deemed to be fraudulent will reflect poorly both on the student and on the school. ISV currently has a positive relationship with universities around the world, and for these trusting relationships to continue, the following policies are necessary. As importantly, the following policies will also enhance ISV students' admissibility to the universities to which they apply.

1. **Students to Complete Their Own Applications:** In accordance with ISV's Academic Honesty Policy, ISV expects students to complete and submit all applications themselves. Universities agree that it is unethical for an agent or parent to create an application account, have access to a student's account login information, or fill in any part of the student's application; therefore, ISV prohibits this kind of 'help'.
 - a. Students are expected to use their ISV email address to correspond with University Admissions Officers and create all of their application accounts. Parents should not have access to their child's ISV email account login information.
2. **Written Components:** Similarly, students are discouraged to have anyone else write or over-edit any written components of their application, such as essays, Personal Statements, CVs, résumés or Activity Lists. If essays or any other parts of the application are found to be falsified, the receiving university will flag the application and reject the student. Accordingly, if ISV determines that an essay has been written by someone besides the student, the student will be required to write another essay using a different topic. Other written components of the application that are not composed by the student will also have to be rewritten by the student.
3. **Waiver of Right to View Recommendations:** Universities deem letters of recommendation, references, and evaluations which are not viewed by students to be candid and trustworthy. Therefore, any reference that has been written on a student's behalf will be sent directly to the university by the University Counseling Department and will not be given to a third party under any circumstance. The University Counselor will review and assist teachers in revising and proofreading

each letter of recommendation, and guarantees that each letter from ISV will be favourable and enhance a student's application.

4. **Student Empowerment:** In keeping with ISV's and the University Counseling Department's mission to empower students, all parties involved in students' applications have carefully designed roles. See Divisions of Responsibilities (Appendix 1) for specific duties of Counselor, student, and families. The University Counselor will respond only to student (not parent) concerns about application documents, submission status and communication with University Admissions Officers. Should parents have any concern, they may direct their question to their child who can then communicate with the University Counselor.

University Application Research, Long Lists and Short Lists

1. **Priorities and 'Best Fit':**
"College is a match to be made, not a prize to be won" - Martha O'Connell
[Research shows](#) that more than half of Americans regret their level of education, major/course, or university they attended. This is due in part to the fact that they did not have enough information about the university selection process. Through direct instruction, several University Counseling Class assignments, individual meetings with the University Counselor, and planned family discussions, students will discover their five to seven unique academic and social priorities that will help them to research and choose 'best fit' universities.
2. **Long Lists and Short Lists:** Much of the university application process is researching universities that match these priorities. To learn more about universities, students are strongly encouraged to meet with the many University Admissions Officers that visit ISV each semester, attend university fairs at ISV and in Hanoi, and attend online university webinars. Students should add any universities they are interested in learning more about to their 'Long List' (known as 'Colleges Considering' on MaiaLearning). This list will likely have between 30-40 universities by the end of Grade 11. Over the summer, students are expected to thoroughly research each university on their Long List and narrow it down to the 10 universities that they will apply to in the fall. This is called the 'Short List' (or Colleges Applying on MaiaLearning).
3. **University Application Limits:** Students and universities alike are better served when students make informed choices early in the application process. The University Counseling Department **therefore limits students to a maximum of 10 applications.** This limit ensures that universities know that an application from an ISV student reflects genuine and serious interest. The only exceptions to the 10 application limit are if a student applies through UCAS or to the University of California.
 - a. **UCAS:** UCAS, the government application portal for UK universities, is one application which students use to apply for up to five courses.
 - b. **University of California (UC):** There are nine undergraduate universities in the UC system that all share one application.

4. **Chances of Acceptance:** Universities will use their own internal formulation and criteria to consider a student's academic profile, which, depending on the country, may include any of the following: IGCSE and IBDP external examinations, semester teacher grades, difficulty of IGCSE and DP subjects chosen, SAT or ACT CBT examination scores, TOEFL iBT or IELTS examination scores, essays, teacher and counselor recommendation letters and references, CV, resume and Activity Lists. Some countries, such as Australia, require students to achieve a minimum score on their Predicted Grades or final IBDP exam results, while others, like Canada, the UK and the USA, consider the student's profile against that year's applicant pool.
5. **Balanced List:** It is therefore best practice to apply to a balanced list of universities. This ensures that students can aim high whilst still having a very high likelihood of being accepted to at least one university in which they fit academically and socially. If a student does not heed ISV's advice to apply to a balanced list of universities, the University Counseling Department will not support your child if he or she is not successful in his/her applications (with the exception of sending Official Transcripts). In the unlikely event that a student applies to a balanced list of universities but does not have any successful results, the University Counseling Department will assist the student in applying to additional Likely universities.
 - a. **Far Reach — 1 University:** Based on the students' academic profile, there is a less than 10% chance of acceptance. This might be a dream school.
 - b. **Reach — 2-3 Universities:** A student is at the bottom of the applicant pool and has about a 25% chance of acceptance based on her academic profile. Reach universities typically do not offer scholarships because they already attract a lot of applicants. Any university with less than a 20% acceptance rate is considered a Reach.
 - c. **Possible/Target — 2-3 Universities:** A student is in the middle of the applicant pool and has about a 50% chance of acceptance.
 - d. **Likely — 2-3 Universities:** A student is at the top of the applicant pool and has a very high chance of acceptance. Likely universities often offer scholarships to entice the student to attend.
6. **Student-Led Conferences (SLC):** In a Student-Led Conference delivered to parents and the University Counselor, students will present their career interests, major/course they are interested in pursuing, priorities for choosing a university, academic profile, and information about universities in which they are interested, including how it meets their priorities, the application process, their chances of acceptance, and costs. The University Counselor fact checks the information provided and verifies the students' estimate for their chances of acceptance at each university based on their academic profile.
 - a. **SLC #1:** In May and June of Grade 11, students will present three universities to which they intend to apply. The resulting discussion often shapes the final Short List.
 - b. **SLC #2:** In September of Grade 12, students will present all of the universities in their preliminary Short List. Students may alter this list based on the family discussion; however, the **final** Short List will be due shortly after this meeting

(deadline to be announced in the beginning of Grade 12). If students change their Shortlist after this deadline, they will not receive application assistance with new universities on their list.

Early Application Deadlines

Applying to universities with early deadlines requires a significant time commitment from both the student and the University Counseling Department. Students who intend to apply early must inform the University Counselor **by mid-August of Grade 12** so that the University Counselor has enough time to adequately prepare application documents.

1. **USA Early Applications:** A common belief is that students have a great advantage when they apply early. This is only true for certain universities, however; students should research early application admissions rates compared with regular admissions rates to determine whether there is a higher chance of acceptance. Remember that there is only an advantage when the application is fully prepared; applying early with an incomplete or unpolished application will only disadvantage the student.
 - a. **Early Action (EA):** Standard EA is non-binding, which means that a student is not obligated to attend if admitted, and is free to apply to other universities during Round 2 or 3. Students can expect to be notified of the university's decision in mid-December. Students have until May 1 to make a decision whether to attend.
 - b. **Restrictive Early Action (REA):** Some universities stipulate that students can only apply to one university with an EA application. They can, however, apply to their remaining nine choices during Round 2 and 3.
 - c. **Early Decision (ED):** ED applications are binding, which means that students are contractually obligated to attend if accepted and the financial aid package is suitable. Therefore, it is critical that the student thoroughly research the university to ensure that they would be happy to attend if admitted. ED applications can expect to be notified of the university's decision in mid-December.

2. **UK Early Application Types**
 - a. **Oxbridge:** The application deadline for Southeast Asian students applying to University of Oxford or University of Cambridge is 20th September. However, students need to submit their applications **by 5th September** so the University Counseling Department can submit the application to UCAS by 20th September. Students who notify the University Counselor by the second week of Grade 12 and who submit their applications by 5th September are guaranteed to have application documents completed prior to 20th September. Note that most Oxbridge courses require an examination as part of the application process which must be completed prior to this deadline.
 - b. **Medicine, Dentistry, Veterinary Medicine/Science:** The application deadline for Medicine, Dentistry, or Veterinary Medicine/Science is 15th October. However, students need to submit their application **by 1st October** so the University Counseling Department can submit the application to UCAS by

15th October. Students who notify the University Counselor by mid-August of Grade 12 and who submit their application by 1st October are guaranteed to have application documents completed prior to 15th October. Note that most Medicine, Dentistry, or Veterinary Medicine/Science courses typically require a UKCAT/BMAT test as part of the application process which must be completed prior to this deadline.

ISV Internal Application Deadlines

The ISV internal deadline is in place so that students may complete their university applications in a timely manner and then focus on the most important part of their education: completing the IB Diploma. To encourage this, application assistance from the University Counselor will cease after Round 2. Submitting applications earlier than the regular university deadlines generally gives students an advantage over those who submit them at the last minute.

1. **Non-traditional Application Deadlines:** Japan and several other countries and universities have deadlines that do not conform to the following timelines. This includes Oxbridge and UK Medicine, Dentistry, Veterinary Medicine/Science applications. The University Counseling Department will work with your child to ensure her unique deadlines are met.
2. **Round 1 — 15th October:** USA early applications, including Early Decision, Early Action and all other applications with a deadline before 1st December. Note that students must inform the University Counselor **by mid-August** if they intend to apply early. September Predicted Grades will be sent for these applications.
3. **Round 2 — 15th November:** All applications with deadlines between 2nd December and 1st February. This will be when the majority of applications are submitted. September Predicted Grades will also be sent for Round 2 applications; however students will be able to send their updated Predicted Grades directly to universities themselves when released in mid-December. This deadline includes UCAS applications, which will use mid-December Predicted Grades.
4. **Round 3 — 15th January:** Applications with a deadline between March and June. Mid-December Predicted Grades will be sent for these applications.

Application Components for which Students are Responsible

Application components and requirements vary by country and university. Although the University Counseling Department will give students a general overview of the application requirements and process, students are responsible for researching exactly what is needed to complete their applications.

1. **Applications:** Applications include sections to fill in personal information and details, and typically require students to self-report past and current classes.
 - a. **Self-Reported Grades:** Students are often asked to self-report semester teacher grades from School Reports, and exam grades, including IGCSE, IELTS, TOEFL iBT, SAT, ACT CBT, and Predicted IBDP Grades. Self-reported grades and scores will be verified by Official Transcripts and exam score reports sent at a later date.

4. **Optional Components:** Optional components will enhance a student's application and demonstrate interest and commitment. Therefore, if given a choice, the University Counseling Department strongly recommends students to complete and submit optional elements.
 - a. **CV / Résumé:** Though not all universities require a CV / Résumé, it is compulsory to complete them in their Grade 11 University Counseling Class. Having a CV / Resume will benefit students when looking for a part-time job while in university.
 - b. **Interviews:** Many universities conduct Skype or Zoom interviews to gauge interest, differentiate between two equally qualified candidates on paper, and determine whether students are knowledgeable in their chosen field. Students are responsible for communicating with the university to arrange their own interviews.

5. **Specialist Courses / Majors**
 - a. **Auditions:** Students applying to a Conservatory or Music or Theatre course / major can expect to complete video or in-person auditions (or both). Each university has its own requirements and timelines. Students are responsible for communicating with the university to arrange their auditions, and for asking for assistance from the Music teacher for recording their Musical or Theater performances.
 - b. **Artist Portfolios:** Students applying to Art school or an Art course / major will often be required to submit a portfolio of their best work. Each university will have its own requirements for the number of pieces and media. Portfolios will be submitted electronically, usually via Slideroom. Students are responsible for asking their Art teacher to assist with critiques and photographing artwork.

ISV Application Documents

In addition to the components for which students are responsible, universities require additional application documents to be sent from the University Counseling Department during and after the application process. The type, timing, and document delivery process vary for each university but the following provides general guidelines unique to each country. ***Students are responsible for researching which documents need to be sent and for submitting a Document Request Form*** (see Appendix 2) ***for each university application.*** If a university has a particular form that needs to be filled in, students are responsible for attaching that to the Document Request Form. See the process for requesting letters of recommendation below.

1. **How Documents are Sent:** Documents take one week to process throughout the school year, and up to two weeks during the peak application seasons (October - December, January, and June). Students will receive a confirmation once documents are processed and sent. With universities receiving thousands of documents from around the world, it takes time for universities to update their systems; it is not

unusual for a university to send notifications that they are missing documents even if they have already been sent and received. The University Counselor will respond only to student (not parent) inquiries about document submission status.

- a. **MaiaDocs:** The University Counseling Department will send most documents electronically through MaiaDocs, a service through MaiaLearning.
- b. **Email:** Many universities that do not have access to MaiaDocs will accept electronic documents sent by the University Counseling Department through email.
- c. **DHL:** The University Counseling Department will use DHL to send original documents to the few universities that require them to be original. This often includes universities in Korea and Japan, among a few others. The procedure is as follows:
 - i. Submit a Document Request Form with the correct physical address and any original documents that need to be submitted. (ISV will provide original Official Transcripts, Predicted Grades, Letters of Recommendation, and other official forms once requested.)
 - ii. The University Counseling Department will email the student the fee estimate and bank transfer information.
 - iii. The student's family must transfer the fees directly to DHL before the document can be sent.
 - iv. Once sent, the student will receive a confirmation email which includes the tracking number.
 - v. The student is then responsible for tracking the documents. *The University Counseling Department will not email or make phone calls to determine where the document is.*

2. Main Types of Application Documents

- a. **Transcripts:** This document contains teachers' semester grades from each written School Report from Grade 9 through Grade 12, and the externally assessed IGCSE and IBDP exams. The initial transcript includes grades from Grade 9, semester 1 through Grade 11, semester 2. Mid-Year transcripts include Grade 12, semester 1 results. Students who attended another school for Grade 9 or 10 are responsible for bringing at least one set of translated and authenticated transcripts *before September 1 of Grade 12*.
 - i. **Official Transcripts:** Official Transcripts are always sent to the university directly from the University Counseling Department, which protects the student by guaranteeing that the transcripts are authentic. ISV will not release Official Transcripts to students or family members.
 - ii. **Unofficial Transcripts:** A paper and electronic copy is given to students for their reference each semester beginning in G11. Students can send Unofficial Transcripts directly to universities that accept them.
- b. **IGCSE Certificates:** Before being given to students, IGCSE Certificates are scanned by the University Counseling Department, and are ready to be sent to universities. Students who did not attend ISV in Grade 10 must bring their IGCSE Certificates to be scanned *before 1st September of Grade 12*.

- c. **IELTS Certificate:** Students who would like the University Counseling Department to send their IELTS Certificate must bring their original copy *before 1st September of Grade 12.*
- d. **Reference Letter:** This letter combines comments from several teachers. This letter focuses on academics and is written for UK and Singapore applications.
- e. **Teacher Letters of Recommendation:** American universities normally ask for two letters of recommendation from teachers of different subjects. This letter describes personality and social skills in addition to the student's academic ability. This letter is also often used for scholarship applications around the world.
 - i. **Teacher Letter of Recommendation Request:** After asking their teachers in person politely for a letter of recommendation, students must submit their request through MaiaLearning. They must upload a carefully composed 'Brag Sheet' for each teacher from whom they request letters of recommendation.
 - ii. **Non-MaiaLearning or UCAS Request:** If students request a non MaiaLearning or UCAS letter of recommendation or reference, they need to email the teacher to let them know to expect an email with a link to the reference form. They also need to c.c. the University Counselor who can ensure the reference form has been completed.
- f. **Counselor Written Evaluation:** This letter of recommendation is written by the University Counselor and includes the whole picture of the student: academic performance, trends in grades, and how the student contributes to the school. It can explain any special circumstances, such as a student's grades dropping as a result of a death in the family.
- g. **School Report:** This is written by the University Counselor to give universities a better context of ISV.
- h. **ISV School Profile:** This document gives additional contextual information about ISV, including student demographics, average SAT scores, and previous university acceptances. It is updated annually, and is published on the school's website.
- i. **Predicted Grades:** Students will receive both a paper and electronic copy to send to universities directly. Most universities accept the ISV Predicted Grades form but some may require their own forms. See the *Predicted Grades Policy* for more information about how Predicted Grades are given.
- j. **International Baccalaureate Diploma:** Every university requires final official IB Diploma results. The University Counselor will meet with each student in April of Grade 12 to review which university(ies) results should be sent, based on each student's unique situation. Note the following IBO restrictions: *A candidate can select no more than 6 institutions worldwide. Of these six, no more than three institutions can be selected from Canada and USA (of these three, only one for the USA because it is an unconditional offer).* Additional results can be sent after 6th July for an additional fee of \$17USD, which can be processed directly by the student via the IBO website.
- k. **Legalisation:** Universities in some countries require the IB Diploma results to be legalised. During the Exit Interview, the University Counselor will remind students who intend to matriculate to a country that requires legalisation,

but it is up to the student to contact the university to determine whether the university requires it. Click [here](#) for IBO legalisation FAQ's.

3. Application Documents by Country

- a. **Australia:**
 - i. **Official Transcripts:** Students are encouraged to apply to Australia in September or October after IBDP scores are released. Transcripts will include Grade 9-12 grades and IBDP exam results.
 - ii. **IGCSE Certificates** (or other Language Proficiency exam sent directly by student)
 - iii. **IELTS Certificate**
 - iv. **(IBDP Exam Results:** Sent by student from the IBO website to each university.)

- b. **Canada:** Most universities accept the following official documents through email. Some accept MaiaDocs. Very few universities require a physical copy to be sent via DHL.
 - i. **Transcripts:** Some universities will accept Unofficial Transcripts sent from the students, while others will only accept Official Transcripts from the University Counseling Department.
 - ii. **IGCSE Certificates**
 - iii. **IGCSE Certificates** (or other Language Proficiency exam sent directly by student)
 - iv. **Predicted Grades:** Most universities accept the ISV Predicted Grades form but some may require their own forms. Many universities will accept Predicted Grades from the students themselves.
 - v. **IBDP Exam Results:** Offers are conditional so results may be sent to two universities (maximum).

- c. **United Kingdom:** The University Counselor will input Predicted Grades and the Reference Letter in the students' UCAS application. Transcripts are not required.
 - i. **IBDP Exam Results:** Normally sent to Firm and Insurance choices.

- d. **United States of America:** Most universities accept the following official documents when they are sent through MaiaDocs. Very few universities require a physical copy to be sent via DHL.
 - i. **Official Transcripts**
 - ii. **IGCSE Certificates**
 - iii. **IGCSE Certificates** (or other Language Proficiency exam sent directly by student)
 - iv. **Teacher Letters of Recommendation:** Typically, universities ask for two letters of recommendation from teachers of different subjects
 - v. **Counselor Written Evaluation**
 - vi. **School Report**
 - vii. **ISV School Profile**

- viii. **Universities in the USA do not require Predicted Grades:** Unless a student can produce a web page or email stating Predicted Grades are required for a particular university, the University Counseling Department will not send them.
- ix. **IBDP Exam Results:** Offers are normally unconditional so results can be sent to only one university.

University Counseling Support

The University Counseling Department offers students in Grades 10 through 12 a comprehensive and compulsory University Counseling Programme.

1. **University Counseling Class:** Students in Grades 10 through 12 receive University Counseling instruction one period per week. While the class is one semester in Grade 10, Grades 11 and 12 have two semesters of instruction because they need additional application support. The classes will cover the following content in each Grade level:
 - a. **Grade 10:**
 - i. Introduction to University Counseling and MaiaLearning
 - ii. Social Media presence and effects on future university applications
 - iii. Teacher grades between Grades 9 and 12 are critical for university applications in all non-UK countries
 - iv. Choosing Extracurricular Activities and their central role in university applications
 - v. Myers Briggs Personality Type Indicator (MBTI) through two in-class activities and a MaiaLearning assessment
 - vi. Importance of choosing a fulfilling career
 - vii. Student's unique Holland's/RIASEC Codes through two in-class activities and a MaiaLearning assessment
 - viii. How to research careers of interest, including whether it has a bright outlook, salary, and RIASEC codes
 - ix. Researching careers that family members have held
 - x. Mini-career project to research career of interest
 - b. **Grade 11**
 - i. Career fair to learn about classmate's careers
 - ii. Introduction to SAT and ACT CBT, including a recommended schedule and how to sign up
 - iii. PSAT exam (compulsory for all students unless parents opt out)
 - iv. Balanced Short Lists
 - v. Application requirements for Australia, Canada, the Netherlands, the UK, and the USA
 - vi. Introduction to studying in Australia, Canada, the Netherlands, the UK, and the USA delivered by university Admissions Officers from their respective countries
 - vii. Determining unique academic and social-life priorities in order to research universities with corresponding priorities

- viii. Determining chances of acceptance based on academic profile
- ix. How to thoroughly research universities of interest
- x. Student and parent discussion about priorities and finances
- xi. Creating Activity Lists for university applications
- xii. Creating CV / Résumé
- xiii. Answering common university application questions
- xiv. Beginning a Common App account
- xv. Beginning a UCAS account
- xvi. Early applications and how to choose when to apply
- xvii. How to make the most of university visits, both in-person and virtually
- xviii. How to choose from which teachers to request a letter of recommendation
- xix. Completing 'Brag Sheets' to positively influence the letters of recommendation
- xx. Writing Personal Statements
- xxi. Writing College Essays
- xxii. Panel discussion: Grade 12 students' recommendations for a successful application process
- xxiii. Preparation for SLC #1

c. Grade 12

- i. How to politely request letters of recommendation from teachers
- ii. Narrowing down 'Long List' to a 'Short List'
- iii. Preparing for SLC #2
- iv. 'Why _____ University' supplemental essay prompt
- v. 'Diversity' supplemental essay prompt
- vi. 'Extracurricular' supplemental essay prompt
- vii. Completing and finalizing university applications

2. **Individual Meetings:** The University Counselor requires students to attend individual meetings once a semester. Students may also sign-up for individual meetings with the University Counselor via MaiaLearning or may drop into the University Counseling Office without notice during recess or lunch.

a. Grade 10

- i. **Who Am I Meeting:** A one-period meeting to get to know the students' special skills, extracurricular activities, personality types, majors/courses of interest, and the countries in which they plan to study.

b. Grade 11

- i. **Priorities Meeting:** During this one-period meeting, students will further discuss and discover their priorities for choosing a university.
- ii. **SLC #1:** Students will deliver an SLC to their parents and the University Counselor. The students will discuss their career interests, majors/courses, academic profile, and priorities for choosing a university. Students will also research and present three universities (one Reach, one Possible/Target, and one Likely) and how the universities meet their priorities. The resulting discussion typically

determines to which countries students will apply and other priorities families deem important.

- c. **Grade 12**
 - i. **SLC #2:** Students will deliver the second SLC, which will include all Short-Listed universities and how they meet their priorities.
 - ii. **Exit Interview:** After all application results are received, students will meet with the University Counselor to go over application results, where they intend to matriculate, and advice for future Grade 12 students and parents. This will be an opportunity to review the University Counseling Programme.
3. **Newsletters:** Newsletters will keep students and families on track with the very complex university application process. Newsletters will cover what students should have already completed, what students still need to do, and what to expect that semester. The University Counseling Department depends on students and families to thoroughly read each newsletter carefully. Newsletters are released the following semesters:
 - a. **Grade 10:** Summer holiday, in preparation for Grade 11
 - b. **Grade 11:** Christmas and Summer holidays, in preparation for Grade 12
 - c. **Grade 12:** August, in preparation for completing applications
4. **Parent Meetings:** Parent meetings are the primary means to impart critical information about the university application process and expectations of students and families. Parent meetings are scheduled during the following times:
 - a. **Grade 10:** Spring
 - b. **Grade 11:** Fall
 - c. **Grade 12:** Fall, in preparation for completing applications
5. **Application support**
 - a. **Appointments Available:** The University Counselor is available to assist and answer questions outside of class time. Students may receive as much support as they would like in-person, by making an appointment via MaiaLearning or during drop-in hours at recess or lunch.
 - b. **Applications and Application Days:** With their families, students will complete main application questions so that they can easily complete all applications by themselves. Nevertheless, each application contains additional questions that are unique to that application and are challenging for students to answer. The University Counselor will arrange Application Days, days dedicated to filling in applications and which the University Counselor will be available to answer any questions the students may have about their applications.
 - c. **Written Components:** Support for Essays or Personal Statement, CV', résumés, and Activity Lists is provided orally; otherwise, there is a danger of changing a student's 'voice', which is viewed very negatively by universities. Students are encouraged to make appointments or drop in to discuss any written component of the applications as often as they would like.

Korean University Applications

Applications to Korean universities are complex. ISV maintains an excellent relationship with an independent Korean advisor who assists students with applications to Korean universities. Contact the University Counseling Department for information about how to receive additional assistance with Korean Applications.

Grade 9 to 11 Summer or Online Programme Applications

Many students in Grades 9 through 11 apply for summer or online programmes. The application process for summer and online programmes is bound by the same process and policies as Grade 12 University applications. This includes submitting a Document Request Form (see Appendix 3) to request Official ISV documents, such as Official Transcripts and letters of recommendation.

Reviewing of this Policy

This policy will be reviewed on a yearly basis.

First created by University Counselor: April 2020

Approved by School bodies: May 2020

Appendix 1

Division of Responsibilities

Counselor	Student	Parents
<p>Empower Students to be Leaders in their Post-Secondary Future</p> <ul style="list-style-type: none"> ● Remind students of upcoming deadlines ● Coordinate university representative visits and fairs ● Provide information about upcoming events ● Teach how to contact University Admissions Reps and advocate for themselves ● Teach each part of an application ● Assist with College Essays, Personal Statements, Activity Lists, and any other part of the application when asked ● Help evaluate their chances of acceptance ● Give “parachute” suggestions if overestimating chances of acceptance ● Monitor overall application progress ● Liaise between students and university when necessary ● Maintain accurate transcripts ● Coordinate ISV teacher letters of recommendation ● Write counselor letters of recommendation ● Review applications for completion ● Submit supporting application documents (based on student’s <i>Document Request Form</i>) 	<p>Research Universities & Complete Applications</p> <ul style="list-style-type: none"> ● Be aware of deadlines ● Speak with counselor and family honestly and openly about goals and priorities ● Meet with University Admissions Officers at ISV and University Fairs ● Advocate for self with Admissions Officers ● Research universities based on priorities ● Research admissions procedures ● Evaluate academic profile and predict chances of getting into a university ● Sign up for and take appropriate exams ● Choose a Short List and present it in a Student-Led Conference ● Give “Brag Sheet” when asking for letters of recommendation ● Write College Essays, Personal Statement, Activity List, and CV/Resume ● Keep a record of all online applications/logins ● Fill in university applications ● Send exams (SAT, ACT, IELTS, TOEFL) to universities ● Pay for and submit applications to universities ● Keep copies of all records of submission and receipts ● Submit <i>Document Request Form</i> for every university ● Fill out relevant financial aid documentation with parents 	<p>Help with Finances and Other Support</p> <ul style="list-style-type: none"> ● Help with management of deadlines ● Openly discuss financial and personal restrictions ● Help with <i>Family Application Questionnaire</i> ● Complete optional “Parent Brag Sheet” ● Help gather financial information and prepare any financial documents necessary ● Give access to your credit card to pay for application and test sending fees ● Proofread applications ● Keep counselor informed of family decisions that impact the application process

University Application Tasks

Counselor	Student	Parents
<p>The following are some documents that are typically sent to universities. Students must request each document using the <i>GRADE 12 Document Request Form</i>.</p> <ol style="list-style-type: none"> 1. Official Transcripts (ISV and prior schools) <p><i>Sent at time of application, Mid-Year, and End of Year</i></p> <ol style="list-style-type: none"> 2. Predicted DP Scores 3. Scanned IGCSE Certificates 4. Scanned IELTS Certificates 5. Letters of recommendation <ol style="list-style-type: none"> a. USA: <ol style="list-style-type: none"> i. 2 from teachers ii. 1 from counselor b. UK <ol style="list-style-type: none"> i. Combined reference 6. School Reports 7. Counselor Report 8. School Profile 	<p>Fill in, pay for and submit applications</p> <ol style="list-style-type: none"> 1. Applications <ol style="list-style-type: none"> a. Normally includes: <ol style="list-style-type: none"> i. Personal information ii. Extracurricular Activity List iii. Self-reported past and current classes iv. Self-reported exam scores (IGCSE, Predicted DP, SAT and ACT) v. Essays/Personal Statement vi. CV / Resume b. Submit: <ol style="list-style-type: none"> i. Pay electronically ii. Submit application 2. Send Non-school Exams <ol style="list-style-type: none"> a. SAT: College Board b. ACT: ACT Inc. c. TOEFL: ETS <p><i>Student is responsible for sending exams directly from testing agency</i></p> 3. Schedule interview and/or audition, if requested 4. Complete <i>Document Request Form</i> for each university and give to University Counselor 5. Transfer IBDP Results <p><i>Requested in the spring through during Exit Interview</i></p>	<p>Help with Finances</p> <ol style="list-style-type: none"> 1. Application fees 2. Exam sending fees 3. Financial forms <ol style="list-style-type: none"> a. Bank statement showing year total tuition and fees b. University financial forms c. CSS Profile or International Student Financial Form <p><i>Some universities ask for financial documents at time of application; others ask for it during visa application</i></p>

GRADE 12 Document Request Form

@isvietnam.edu.vn

Student Full Name (as written on applications) DOB (DD/MM/YY) Email Address Date (DD/MM/YY)

Student's Signature: _____ Parent's Signature: _____

IMPORTANT INSTRUCTIONS:

- Submit this to the University Counselor in person. 'Drop offs' will not be processed.
- Incomplete forms will not be processed.
- One institution/application per form (except for UCAS applications).
- **You are responsible for submitting this document in time for your deadlines.** Documents take **at least two weeks to process**, not including the time it takes in transit. You must submit this document **by October 15 for Round 1 early applications (these will be processed only if you told me by the second week of school), by November 15 for Round 2, and by January 15 for Round 3.**
- Documents will be processed in the order they are received.
- You are responsible for researching how your application documents should be submitted.
- You are responsible for sending your own official SAT, SAT II, ACT, and TOEFL scores. Some universities may ask you to send you IELTS from British Council.

Name of Institution or Scholarship: _____

Intended Course(s)/Major(s): _____

Applicant ID Number: _____

Application Address (if required): _____

Document Email Address (if required): _____

University Deadline: _____
 (MM/DD/YY)

Deadline Type:

- Round 1: October 15 (EA, REA, ED*)
- Round 2: November 15
- Round 3: January 15
- Other: _____

*Early Decision is a binding agreement. You must attend if you are accepted!

Submission Type:

- MaiaDocs
- Other electronic submission
- DHL**

**Fees and times depend upon destination and weight.

Application Type:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> CAO <input type="checkbox"/> Coalition Application <input type="checkbox"/> Common Application <input type="checkbox"/> OUAC <input type="checkbox"/> Studielink | <ul style="list-style-type: none"> <input type="checkbox"/> UCAS <input type="checkbox"/> Uni-Assist <input type="checkbox"/> University of California <input type="checkbox"/> University's own application <input type="checkbox"/> Other: _____ |
|---|---|

GRADE 12 Document Request Form

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Checklist: By checking, you are confirming that you have completed these steps

- Entered this institution on 'Colleges Applying' on MaiaLearning
- Indicated how I am applying on MaiaLearning (ED, EA, REA, Regular Decision, etc.)
- Requested transcripts on 'Colleges Applying' on MaiaLearning
- Put a copy of any essays I used in this application in my shared Google Folder
- Clicked 'Submitted' on MaiaLearning (*Note: this may take up to 24 hours to update per Common App*)
- Submitted application and put screenshot or confirmation in my shared Google Folder
- Paid application fees and put screenshot or confirmation in my shared Google Folder

Documents Requested:

- UNOFFICIAL TRANSCRIPTS *Note that you can send these yourself*
- OFFICIAL TRANSCRIPT *Note other schools attended from G9-11:* _____
- IGCSE CERTIFICATES
- PREDICTED GRADES (*Note: if applying to the US, you **must** provide the URL stating that you need Predicted Grades.*)
- IELTS CERTIFICATE *Only if you brought it to be scanned*
- CERTIFICATE OF ATTENDANCE
- CERTIFICATE OF GRADUATION
- LETTER OF REFERENCE UCAS
- TEACHER LETTER OF RECOMMENDATION #1: _____
- TEACHER LETTER OF RECOMMENDATION #2: _____
- COUNSELOR WRITTEN EVALUATION *ALL Common App schools require a written evaluation*
- SCHOOL REPORT, including School Profile
- Other: _____

Additional comments or instructions: _____

For University Counseling Department Use Only:

Date Received: _____ by _____

Documents Attached: Y / N

Date Sent: _____ via _____

Tracking #: _____

Comments:

GRADE 9-11 Document Request Form

@isvietnam.edu.vn

Student Full Name (as written on applications) _____ DOB (DD/MM/YY) _____ Email Address _____ Date (DD/MM/YY) _____

Student's Signature: _____ Parent's Signature: _____

IMPORTANT INSTRUCTIONS:

- Submit this to the University Counselor in person with any forms that you need to have completed. 'Drop offs' will not be processed.
- Incomplete forms will not be processed.
- One institution/application per form.
- **You are responsible for submitting this document in time for your deadlines.** Documents take **at least two weeks to process**, not including the time it takes in transit.
- Documents will be processed in the order they are received.
- You are responsible for researching how your application documents should be submitted.
- You are responsible for sending your own official SAT, SAT II, ACT, and TOEFL scores (if required).

Name of Institution or Scholarship: _____

Intended Programme(s): _____

Applicant ID Number: _____

Application Address (if required): _____

Document Email Address (if required): _____

Application Deadline: _____
(MM/DD/YY)

Submission Type:

- Email
- Link to evaluation or document upload
- Other electronic submission
- DHL*

**Fees and times depend upon destination and weight.

GRADE 9-11 Document Request Form

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Checklist: By checking, you are confirming that you have completed these steps

- Given the University Counseling Department any forms that need to be completed
- Politely asked your Teacher(s) for a letter of recommendation or to fill in an evaluation form
Teacher #1: _____
Teacher #2: _____
- Politely asked your Counselor or Principal for a letter of recommendation or to fill in an evaluation form

Documents Requested:

- UNOFFICIAL TRANSCRIPTS *Note that you can send these yourself*
- OFFICIAL TRANSCRIPT
- IGCSE CERTIFICATES
- PREDICTED GRADES
- CERTIFICATE OF ATTENDANCE
- TEACHER LETTER OF RECOMMENDATION #1: _____
- TEACHER LETTER OF RECOMMENDATION #2: _____
- COUNSELOR LETTER OF RECOMMENDATION
- PRINCIPAL LETTER OF RECOMMENDATION
- Other: _____

Additional comments or instructions: _____

For University Counseling Department Use Only:

Date Received: _____ by _____
Documents Attached: Y / N
Date Sent: _____ via _____
Tracking #: _____
Comments: