University Handbook 2018-2019







DYATMIKA EDUCATION FOR A BETTER WORLD

UNIVERSITY HANDBOOK

Introduction

You have probably already received a lot of advice about getting into university. Nearly everyone who has either applied, or helped a son or daughter apply, to university has an opinion about the universities you should select and the strategies you should use when applying. However, what worked for one student with a particular academic background who was interested in a certain subject will not be the same as the next student. Not only are students different, but admission processes change each year and are different from country to country and university to university.

Our goal at Dyatmika is to help identify and maximise your admission chances to several 'good fit' universities. University mentors know about the kinds of students admission officers seek and can help you present yourself in the best light. We will help you to come up with a list of universities, or review the list you and your parents have developed. Choosing a place to study is about identifying universities that are good matches for you.

This process is a major lifetime decision that parents and students make together. Because it is so important, parents and students are encouraged to spend time engaged in discussion, investigation, and reflection.

Best of luck during this exciting adventure!

Dyatmika University Mentor Team



UNIVERSITY HANDBOOK

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A NOTE TO PARENTS

It is good, of course, that students and parents approach this process jointly, but we all know that at its best, the process itself can prepare students for the independence that they will experience at university. 1

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Top Things for Parents to Remember

Remember that this process is not about you. No matter how similar your child may be to you, they need to make their own decisions and observations.

Support and encouragement are more appropriate than pressure and unsolicited advice. Allow your child to seek you out and restrain yourself from imposing your viewpoint upon them.

Try and avoid the words "we" or "our" when referring to your child's

application process. Those little pronouns are sure-fire indicators that you have become too involved.

Help them prepare, but let them perform. Encourage them to sleep well and put thought into a university visit or meeting with the careers counsellor, but once there, step back and let them drive the experience. This is good practice for the next phase of their lives - adulthood.

Encourage your child to make their own university appointments, phone calls and emails. Having control over those details gives them a sense of ownership. Don't be tempted by the excuse that "I'm just saving them time" or "They are too busy" - students will learn to appreciate all the steps it takes to make big things happen if they do them themselves.

Allow your child to ask the questions. They have their own set of issues that are important to them.

Prepare your child for disappointment. For many students this is the first time they could face bad news. Remind them there is no perfect university and that admission decisions do not reflect on their worth as people or your worth as parents.



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Top Things for Parents to Remember

NEVER complete any portion of the college application or test registration – yes, even if it is just 'busy work'. That also goes for friends, siblings, counsellors and secretaries. For many universities, that overstep would be viewed as a violation of the honour policy of the school.

Remember this process is not about you. It is your son or daughter's turn

to take off and fly. As difficult as it is to let them go, it's time.

UNIVERSITY SEARCH CRITERIA

There are many things to consider when you are looking for the 'best' university or college. What is best for you may not be what is best for your friend. Here is a set of criteria to keep in mind throughout the process. Some things may be more important to you than others

1. Programme(s) of study

Does the university offer what you want to study?

Are you undecided about what you want to study?

If so, how difficult is it to change majors/subjects?

2. Location, location

Distance/Accessibility

How far away from home is it?

Are there family and/or friends nearby?

Where is the nearest airport?

Costs of living and travel

Surrounding community

Big city? Small town? Mountains? Desert? Green? Water?

Climate

Safety

Is this a student-friendly town/area?

Special qualities or features

Access to, and availability of, internships/co-op placement

Local transportation

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3. Institutional Characteristics

Student body

What kind of students will I find here? How many undergraduates? Student/staff ratio? Class size?

Teaching and assessment format(s)

Lecture, discussion, project, research, performance-based, Socratic? Who is teaching and assessing – professors, lecturers, teaching assistants? Individual attention: do the professors know who you are, or are you a face in the crowd? Are there staff and/or student mentors? What kind of academic and social advising is available? Freshman/International student orientation?

Community Style

Diversity
Honour Code
Disciplinary system
Inclusiveness and tolerance
Fraternity/Sorority presence
Social and political activism
Student Government
Options for social life and activities both on and off campus Range of speakers/presenters/films/theatre/music Facilities

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3. Institutional Characteristics

Campus style and architecture

Residence halls

Co-ed? Single-sex?

Visitation in residences of the opposite sex?

Pets allowed?

Communal showers?

Number of roommates?

Furnishings?

What can/can't you do to the room?

Cafeterias/restaurants on and around campus

Do they meet dietary needs for students (keeping in mind re-

ligious,

health or moral requirements)?

Shops

Banks

Post Office

Classrooms

Are they up-to-date?

Research labs and equipment

Library

Times of operation Resources available Study space Communication and IT

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4. Academic life

Reasons certain fields of study or departments are considered strong

Opportunity for mentorship from- or research with- faculty

Opportunities for study abroad

Difficulty of academic programme

Grading system

Class structure, e.g. on a block, one class for 3-4 weeks, 6 classes at a time, January term,

Quarters/Semesters/Trimesters

Degree structure – very clearly delineated paths to degrees? Do students create their own degree programmes?

5. Cost/affordability

Tuition, housing, activities, technology and other fees?

Financial Aid for international students? Need-based? Merit based?

How/when do you apply?

Monthly costs for random costs not covered in fees (entertainment, food, clothing, etc.)

Transportation



RESOURCES

We are here to help you with your university search. We are always happy to meet students and parents. We also keep some useful resources in the office and library. We also encourage you to correspond directly with the universities that interest you. Check with your mentor to see if we have the name of an admissions contact for you.

College Representatives

University representatives from around the world visit Dyatmika. Interested High School students are encouraged to attend these informational visits. Dates of visiting institutions will be announced through Daily Notices in Homeroom. Representatives are sometimes available for personal interviews with students if you make arrangements in advance with your mentor. The Dyatmika University Fair - held annually in early October - is also a great opportunity to meet with a wide range of universities from all over the alobe.

College Visits

Although it is not always possible, one of the best ways to find out if a university is right for you is to visit the campus. You are encouraged to visit as many universities as possible. You should contact each institution in advance of your visit, which will usually be during one of our school holidays. Many campuses have 'Preview Days' or 'Open Days' — prearranged times for prospective students to have a look around. You could also consider emailing Dyatmika alumni at the various universities to get some insider information.

Websites

There are many websites out there to assist you in your search. Some of

our suggestions can be found in Appendix A at the end of this handbook.



VISITING UNIVERSITIES

MYTH - There is a Perfect University

REALITY - According to the World List of Universities and Other Institutions of Higher Education, there are over 26,000 institutions to choose from!

Visits to universities are a good idea where possible. Study our school calendar and try to select dates when Dyatmika is not in session, or when you believe you will miss the least amount of school work. Early summer is a popular time for students to visit. Call the admissions office of the university well in advance of the date you wish to visit.

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Why Visit?

A campus visit is your opportunity to get a first-hand view of an institution. A catalogue, brochure or website can only show you so much. To really get a feel for the place, you need to walk around the campus, sit in a class, and visit the student housing.

Preparing For Your Visit

Plan Ahead

Learn as much as you can about the university in advance by reviewing guidebooks, brochures, websites, and catalogues for information. It is important to know some information about a university before you arrive on campus.

Call the admissions office to schedule your visit; many institutions allow you to do this online. Let them know you would like to schedule a campus tour, meet an Admissions Officer or attend an information session, visit a class and maybe even plan an overnight stay in a student residence/dorm (if the university and your schedule permits). If you're interested in a club, sport or musical group, ask about attending a meeting, practice or rehearsal.

What's Important to You?

Make a list of what characteristics are most important to you, so you know what to evaluate. Start thinking about location, size, diversity, reputation, academic programmes, social organisations and other things that might matter to you. Take this list to the universities you're planning to visit and compare them when you get back home.

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Preparing For Your Visit

What to Wear

Make sure you look presentable, especially if you plan to meet an Admissions Officer or Professor. Make sure you wear comfortable shoes for your walking tours and avoid hats, clothing with holes, showing too much skin and overly casual clothing. First impressions are important.

What to Do

Observe the students and engage as many people as possible in conversation. Are the students doing what you'd be doing? Look at flyers and notices to get an idea of the activities on campus. Read the school newspaper and a local newspaper to get more information about the community at large. The more you do and ask to do while on your campus visit, the more accurate an impression you'll get.

Pack a Camera and a Notebook

You will be amazed by how much information you'll collect when you visit a university campus. You think you'll remember everything about your visit, but you'll be surprised how universities start to blend after you've seen a few. Having a camera and jotting down a few notes and impressions will help you distinguish institutions from one another. These notes can summarise your experiences and help you reflect upon your visit. Later they may help you decide if this is a place you would like to attend.

UNIVERSITY HANDROOK

Preparing For Your Visit

Who to Take With You

The majority of students visit with a parent. The advantages are obvious — parents are helping to pay the cost and they have a vested interest in seeing the places you are considering. Parents can also get important questions answered, can share their enthusiasm or criticisms with you and you may even enjoy their company!

Another possibility for campus visits is going with friends — hearing the opinions of peers can be an advantage. If you do go with friends, make sure that they share your interest in the universities that you are considering. It can be distracting if your friends are only there for the fun and not the work.

Get Valuable Information

Pick up any official material that you see, such as brochures and financial aid forms. Don't forget to get business cards, so that you'll have a contact person for questions on admissions or financial aid. Student-produced material will give you a sense of what campus life is really like. Look around for newspapers and student activity calendars. Check out bulletin boards to see what bands are coming to campus, which parties are advertised, what internships are posted and generally what the day-to- day energy of the place is.



Preparing For Your Visit

Questions, Questions

Think about the general and specific information you want to know about each institution you visit. Try to ask the same questions at each campus and write down the answers. Then when you get home you will have a good basis for comparison.

It's always good to talk to students, but the only student you may have an opportunity to talk to is the tour guide. By and large, tour guides are wonderful advocates for the college. But remember, they're not chosen because they have complaints about the school. They will answer your questions honestly, but you can assume that they will also put a positive spin on their answers. Always keep your eyes and ears open and engage other students in conversation whenever possible. You may have a natural tendency to like or dislike a university based on your feelings about your guide. Try to restrain this inclination, especially when you're not impressed by your guide. He or she may not be your type of person, but that doesn't mean you won't find other people on campus who are like you. So look around. Ask questions.

Ask students:

How does the size of the university feel to you? Are your classroom spaces small or lecture-hall style? Do you know most of the people in your class?

What is the best thing about being a student here? The worst? Is there anything you would change? If you had to do it all over again, would you still apply and come here?

How do you like the food? How do meal plans work? Are the dining halls open throughout the day or just at mealtimes?

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Preparing For Your Visit

Ask students:

Is housing guaranteed for first-year students? Is there a culture of students staying on campus all four years?

Where do students live? How do you organise housing and what is it like?

Have you had any problems getting into the classes you want to take? How does registration work? What about academic advising? How are advisors assigned?

What is the social life like? What do students do at the weekend?

Do students stay on campus or go away? Describe a typical campus party.

What kinds of activities are planned by the college's residential affairs office? Are students active and involved on campus, or do they tend to go off campus for entertainment?

What are the sports teams like? Are there intramural teams? Do students act as spectators or participants at games? What is the school spirit like?

Do you need a car to get around? A bike? Can you walk off-campus easily? Is there anything worth walking to? Is there public transportation?

What do you think of the library? Do you study there? What are the hours that it's open? Is it crowded? Does it have all the resources you need?

What other universities did you apply to and why did you choose this one?

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Preparing For Your Visit

Ask the Admissions Officer:

What are the admissions requirements?

For US universities, does the school offer Early Action (EA) or Early Decision (ED) options to students?

Do I need to declare a major on my application?

What unique programmes does the school offer?

Are internships available? For credit during the school year? During the summer?

Based on my academic information, do I fit within the range of your profiled students?

Is there special housing and/or orientation for international students?

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Preparing For Your Visit

Ask the Financial Aid Counsellor/Finance Office:

What is the total cost of attendance, including tuition, room and board, books, supplies, incidentals, parking, travel, and health insurance?

When is tuition due? Is there a payment plan?

What types of financial aid do you offer? Is financial aid need-based, merit-based or both?

What percentage of aid is in the form of loans/grants/scholarship/work-study?

What financial aid forms and/or scholarship applications do you require? What is the average financial aid award?

When do you notify families about their financial aid award?

After Your Visit

Write a thank you note to the Admissions Officer you met.
This can make a valuable impression.

UNIVERSITY AND CAREER PLANNING



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Class 9

Discuss your plans with your parents; find out if there is a particular place or country you agree on. Use this booklet to find information on universities in these places.

Start to think about which subjects you particularly enjoy. Use websites such as www.careertest.co.uk or www.prospects.ac.uk to find suggestions for careers you might enjoy.

Browse through the courses at www.ucas.com (the UK universities website). Even if you are applying to another country, UCAS can help you research the types of courses that are available and what A Level subjects you generally need for them.

Make sure you are performing academically to your highest potential - many universities will ask for all of your report grades from Class 9-12!

Attend extra-curricular clubs and take up new hobbies outside of school which can support your application - and also help you find things you love doing. Many of these activities can also help you manage stress and help relieve pressure as your studies become more demanding. You might choose some activities that are related to your area of study, but others that are of more personal interest. Be willing to step outside your comfort zone. You could even start your own club!



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Class 10

Confirm your selected country, or countries, of future university study. We will assist with this in Leadership and Life Skills lessons every 2 weeks.

Be certain you know what subjects you need for your future university course - you will have to pick your AS Level subjects in March. In particular, be aware of specific English and Maths requirements.

Check the minimum grades you need to achieve entry to your preferred AS subjects.

Make sure you are performing academically to your highest potential - many universities will ask for all of your report grades from Class 9-12!

Continue to build your extra curricular attendance, community services and other extra skills. Universities - and future employers - like to see evidence of commitment and perseverance. A few in-depth activities over three to four years are more beneficial than superficial experiences in many areas.

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Class 11

Work Hard! AS and A2 are academically demanding. Make effective use of your study periods and learn how to become a successful independent learner.

Work to your potential. Your AS grades are 50% of the grades you need for university entrance.

Make sure your report grades and attendance are consistently high - universities ask for your report grades from Class 9-12.

Start to narrow your choices of university and course; you will need to complete the application at the start of Class 12. University visits at this time can help you to refine your perceptions regarding different universities in relation to size, location, programmes and other variables that will become deciding factors in Class 12.

Attend the Dyatmika University Fair and talk to university representatives who visit throughout the year. Get a feel for the different factors involved when choosing a university.

Get familiar with the application process for the countries you will apply to, eg. UCAS for UK, Common App for US.

Continue to build your extra curricular attendance, community services and other extra skills. Universities - and future employers - like to see evidence of commitment and perseverance.

If you need to take SATs, TOEFL/IELTS or other tests, book in and take some practice tests.

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Class 12 - before end of November

Work Hard! Your A Level grades are what you need for university entrance.

Fill out your application, this must be done by December of Class 12 (mid October for Medicine (UK), Oxford/Cambridge or US Early Decision.

Send your personal statement draft to your university mentor for checking.

Ask the teacher who you would like to write your reference at least one month before your application deadline. Please do this in person.

Continue to build your extra curricular attendance, community services and other extra skills. Universities and future employers like to see evidence of commitment and perseverance.

If you need SATs, TOEFL/IELTS, book in for your final tests (for European universities you often need TOEFL/IELTS for the student visa.)



THE UNIVERSITY APPLICATION

Here are some practical suggestions to ensure that you have a successful university application process. Your university mentors are ready to assist you with advice and answers to questions to make this a positive experience. You can contact us at any time.

Application Tips

- Register early for TOEFL or IELTS if you need it. You should take this before you start Class 12. Note that many institutions and visa applications only accept IELTS.
- Register early for SATs or ACTs and meet Dyatmika deadlines.
- Fill out your test applications for SATs and ACTs the same way every time. For example, inserting a middle initial in the second application for a test can confuse the computers and make it difficult to recover your scores.
- Make copies of everything you send universities, financial aid offices, testing services, etc.
- Attend all of your personal mentor sessions. Be on time! Come with questions and ensure you complete the actions suggested by your mentor.
- Read and act on school announcements about university visits, deadlines and meetings.
- Make appointments for university interviews and tours early. A two to three-month lead time is not unusual.
- Copy ALL forms before filling them out. Do a practice form in pencil, then copy in ink or type online. Remember to save your work when completing it online!
- Call or email the admission office, or check your application status via the university website to make sure your files are complete.

Application Tips

- Remember, there are a number of universities at which you will be very happy. Try to narrow your list to no more than six to eight colleges. Be sure that you would enjoy attending each and every one of the institutions on your list.
- Dyatmika students pursue higher education options all over the world. Because the criteria for each country can vary so greatly and be subject to unpredicted changes, students are encouraged to contact universities for the most up-to-date and accurate information.

Remember that it is your responsibility to know what is required of you and to submit all application materials ahead of the Dyatmika and university deadlines.

Application Components

There are several components to a university application and they vary from university to university and from country to country. Admissions requirements can also vary within a university, based on a particular area of study. Most applications may be submitted online and supporting documents can often be submitted electronically as well. Students are responsible for knowing the specifics as they pertain to each institution to which they are applying

Teacher Recommendations

By following these helpful hints, you will ensure that you get the strongest recommendation possible for the universities you have applied to:

- Give careful thought to which teacher/s you would like to ask to write your teacher recommendations.
- Always ask the teacher in person, never in passing or via email, to write your recommendation. Numerous students ask teachers for recommendations and many teachers limit the number they agree to write. By doing so, they do not over commit themselves. They want to give your recommendation the same effort and consideration as others. Once a teacher has agreed to write your recommendation, follow up with a completed Teacher Letter of Recommendation Request Form, listing the schools you're applying to, the application deadlines and any required forms. You should also provide them with a resume.
- Please communicate with your teachers and make sure they have the information (deadlines, institution names, University Mentor name, etc.) they need. Make sure you follow-up with your teachers throughout the process and before your application deadlines.
- Students applying to universities that use the Common Application and other electronic applications will have their teacher recommendations sent electronically to the requested universities via the HS office
- Students applying to institutions that use their own individual form will need to provide the completed form(s). The Dyatmika office will send your recommendations, along with other required documents, to the universities.
- At the end of the application process, write a thank you note to all the teachers who wrote recommendations for you.



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Resumes

A few universities may require a resume as part of the formal application process. This is most common when applying to art schools or programmes. Regardless of whether a university requires a resume or not, composing one is a good idea. We encourage you to start keeping a record of your activities, distinctions/awards and work experience.

Keep in mind that a resume should not restate information already included in the application. Admissions committees often have limited time to review an application. If a resume is not required or simply

restates activities already in the application, it could distract focus from the student.

As a student completes his or her university applications, a resume serves as a guide when filling out the extracurricular sections. If you will be attending an interview, submitting a resume is strongly recommended.

AUSTRALIA

Why choose Australia?

- Australia has the third highest number of international students in the world, after the United Kingdom and the United States.
- Australia has seven of the top 100 universities in the world and was ranked 8th in the Universitas 2012 U21 Ranking of National Higher Education Systems.
- Australia offers over 22,000 courses across 1,100 institutions.
- Australia has some of the best cities in the world for students, based on student mix, affordability, quality of life, and employer activity.
- The Australian Government provides more than AU\$200 million by each year in international scholarships.
- You will receive a qualification that's recognised and sought after around the world
- The Australian Qualifications Framework (AQF) provides an easy way for countries around the world to recognise your qualification and issue the comparable qualifications for local use.
- In a recent survey, 87% of international student said they were 'satisfied' or 'very satisfied' with their overall experience in Australia; 86% said they were 'satisfied' or 'very satisfied' with their study experience; and 88% said they were 'satisfied' or 'very satisfied' with living in Australia
- Regardless of what you are studying or how long you are studying for, Australia's laws promote quality education and protection for international students. These provide nationally consistent standards for providers of education and training for international students.



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Choosing a Course

Students can typically earn an undergraduate degree in Australia in 3 years.

You should carefully research courses, institutions and their locations. Consider the areas of specialisation offered through different courses and which specialisations will best suit your intended career path. Once you have decided on the best course, you need to find out which education providers offer it and which provider best suits your requirements. You should consider the size and location of the campus, as well as the facilities and support services available to international students.

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.

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Applying

Each territory has its own system of application.

International students must usually apply directly to each separate University - use the University website to find out how.

Australian residents living abroad can usually apply online through state systems.

www.studyinaustralia.gov.au

General information on studying in Australia and help finding courses

www.uac.edu.au

Search through information on courses in NSW and ACT. Australian residents can apply here too.

www.australianuniversities.com.au/rankings/

Check rankings and search for courses

www.australianuniversities.com.au/accommodation/

Search for student accommodation - research a possible budget

www.studying-in-australia.org

General information on accommodation and courses

www.cricos.education.gov.au

Commonwealth Register of Institute and Courses for Overseas Students - enables users to search by institution or by course of study.

www.universitiesaustralia.edu.au

Offers institutional profiles and key contacts.

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Key Dates

International students who are non-resident must contact each University to check the key dates for applying.

Australian residents living abroad can use key dates on University websites.

Most universities have two semesters: February to June/July, and July/August to early December, with breaks in between. Many courses allow students to begin their studies in either semester. The students visa system caters to different enrollment terms.

Many universities allow students to apply a year ahead of time. Admission is typically offered on a rolling basis, and students are encouraged to submit their application as soon as they can.

Deadline: applications are due in late October or late April, depending on whether a student intends to start in the first or second semester.

Foundation Courses

Some Australian Universities have excellent foundation courses; these are for students who do not reach the entry grade requirements. This requires one year at the University to complete and pass the foundation course, which will allow entry to undergraduate degree courses.

This can allow access to some highly ranked Universities, such as Monash, if grades received are below requirement for initial entry to degree courses.

You must apply directly to the University for information on foundation courses.



Offers

If your application is successful, you will receive a 'Letter of Offer' and an acceptance form. Before accepting the offer, you should carefully read the Letter of Offer and check any conditions that may apply. You will need to meet these conditions before the institution issues a Confirmation of Enrolment (CoE). You may also be required to pay a portion of your tuition fees before your institution issues a CoE. The institution will advise you of its requirements.

Costs

The costs of studying in Australia depend on the institution and the level of study you choose.

Currently, the cost of an undergraduate degree programme is around AU\$15,000 to AU\$33,000. (Note: This does not include high value courses such as veterinary and medical. Please visit institution websites directly to see costs for these courses.)

Scholarships

There are many scholarships, grants, and bursaries which can help support you financially with your studies in Australia. They are offered by the Australian Government, education institutions and a number of other public and private organisations. You can use the search tool available on the Study in Australia site to find scholarships, along with contact details for the institution providing the scholarship.

Visas

Before sending your application, check your visa requirements with your local Australian visa office or online at the Department of Immigration and Border Protection (DIBP) website to ensure you will qualify for a visa if your application is successful.

Once you have been accepted, you can apply for a student visa using either your Letter of Offer or your CoE, but you will need to provide evidence of your CoE before your student visa is granted.

CANADA



Education in Canada is the responsibility of each individual province. There is no central application platform such as the UCAS (UK) or Common Application (US). Some provinces, such as Ontario, British Columbia and Alberta do provide a centralised online registration system.

The Ontario Universities Application Centre (OUAC) http://www.ouac.on.ca/

is where you can apply to multiple universities in Ontario in one single application.

The central application platform for British Columbia is https://applybc.ca/

and for Alberta, https://www.applyalberta.ca/pub/

In Alberta and British Columbia, you need to register a username and password on the central platform, but you will still need to go to each university's website to register separately and pay the registration fees. Once you have registered successfully, some universities will email you an acknowledgment of the registration and provide a student ID number, as well as notifying you of other supporting documents that are needed. Dyatmika is usually required to send all supporting documentation after you have submitted your application.

Universities like McGill, Victoria, Saskatchewan, Manitoba, PEI, Memorial, and universities in Nova Scotia, such as Dalhousie, all have their own application process which students can find on each university's website. Typically as an international student, you will need to apply directly to the specific university using an online system.

Canadian university application deadlines are typically later than in other countries. Most applications do not open until October of your senior high school year and deadlines range anywhere from January to June. Each university has their own minimum admissions requirements, as well as programme-specific requirements, but tend to only look at grades during the last two years of high school.

Therefore, you should look carefully into each university's requirements on their individual websites.



In recent years, Canadian applications are increasingly placing more importance on student writing in determining their admissions decisions, especially for students applying to the Business programmes. This applies to University of British Columbia, University of Toronto, University of Western Ontario, University of Waterloo, Queens University, University of Victoria, Simon Fraser University, Ryerson University and Concordia University.

Students who are applying for the Fine Arts programmes are usually required to submit a portfolio of their Art work. If you don't have a portfolio, you need to apply to a foundation year where you can accumulate the required pieces of work.

Many Canadian university programmes operate a **'rolling admission'** process, meaning that once they receive your application and transcripts, they will evaluate you and make an admissions decision. Sometimes, from a complete application to the point of admission, an admission decision can be made in about one week! There are 'competitive admission' programmes as well, which will not evaluate applications until after an application deadline has passed, so **make sure you understand what the application process is for your programme of interest.** There is no specific date when all acceptances will be announced, unlike the USA.

Canadian universities will typically offer you a 'Conditional Offer of Admission'. What this means is that you will be admitted to the programme for which you have applied (or alternate programme if you are not qualified for your preferred programme), but there are certain conditions that you still have to meet in order to obtain full admission. Usually these conditions include maintaining your academic average and successfully completing your high school courses. Be sure to read your admission offer letter carefully, as there could be other conditions that aren't as transparent or obvious. International students can also use these 'Conditional Letters of Admission' to start the application process to obtain your study permit. All non-Canadians are required to have a valid study permit to pursue studies that are longer than four months in length. For more information on study permits please visit www.cic.gc.ca.

For detailed information about universities in Canada please visit the Association of Universities and Colleges of Canada website at www.aucc.ca.



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Financial Information

Cost and fees are usually more reasonable than the USA for a similar quality of education.

Some universities offer scholarships, but these usually do not need to be applied for separately. Universities will decide and offer scholarships from initial applications.

International students are permitted to work while studying in Canada. You can work immediately on campus in the first 6 months, then off campus after that.

You may also stay for up to 3 years after Graduation to work and even apply for residency after this.

EUROPEAN UNIVERSITIES

Why Choose Europe?

With a long history of pioneering higher education, Europe is home to many of the world's oldest and most prestigious universities - and many of the most exciting and attractive student cities. Studying in Europe will allow you to:

- gain all the skills you need for the global economy
- study and learn with students from all corners of the world
- develop your independence
- With over 4,000 European universities and colleges to choose from, in over 30 different countries, there will be a European course and degree to suit your needs.
- You can learn in English, or immerse yourself fully in a new culture and language.
- No matter where you choose to study, you'll only be a short train ride or flight away from other countries and cultures.

European countries and their universities are, of course, all very different – in terms of language, lifestyle and living costs. However, under the Bologna Process, European universities are working to standardise degree systems and Europe has developed a quality assurance scheme, covering all European higher education courses. You'll find European degrees are great value for money – tuition fees and living expenses are very reasonable, international scholarships are widely available and education is highly valued in all countries.

UNIVERSITY HANDBOOK

Important Considerations

Learn more about intake dates, application deadlines, student visas and English language requirements before applying to a European University or College.

Intake dates vary from country to country, but most countries have a main intake in September or October (rolling intake for some programs and institutions) – see course descriptions for more detailed information.

The preferred English language test is IELTS for universities or colleges with programs taught in English. TOEFL is also widely accepted.

Costs

The cost of studying in Europe varies greatly by country and region, but a truly world-class education is obtainable without overextending your budget.

Course fees and living expenses are reasonable, but they can vary widely by country and region.

Course duration ranges from 3-4 years for undergraduate courses and 1+ years for postgraduate courses.

Courses in medicine and some engineering programs may be more expensive.



Application Deadlines

This is a **guideline only.** Please access specific country information on the websites listed below.

January	February	March	April	June
Finland France Germany Luxembourg Sweden	Austria Finland Ireland Greece Hungary Netherlands Slovenia	Denmark Iceland Norway Slovenia	Italy Norway	Iceland Spain

Further information

Access detailed country guides:

http://www.topuniversities.com/where-to-study/region/europe/guide http://www.thecompleteuniversityguide.co.uk/international/europe/

Compare all accredited programmes by tuition fees, language, financial assistance, place and institution:

http://www.studyineurope.eu/

Detailed information, blogs and articles:

http://studylink.com/study-in-europe/

Deadlines:

http://www.studyineurope.eu/application-deadlines

Study in Italy:

www.study-in-italy.it

Further links for studying in France:

www.studying-in-france.org
www.campusfrance.org/en - can help with applications
http://www.ciep.fr/en/delf-dalf - language proficiency information
Admission-post-bac website has information from the French Ministry
'Sciences Po' University in Paris has some English taught courses

INDONESIA

UNIVERSITY HANDBOOK

Public Universities

All public universities have two ways to enter:

- **JALUR UNDANGAN (SNMPTN)** → non-test, only based on your report cards in SMA (usually open registration in January / February every year; selection process in March May, result in May.
- **JALUR UJIAN TERTULIS (SBMPTN)** → 3 day test, simultaneously on the same date and time all round Indonesia (usually open registration March-April and test in June every year).
- SBMPTN consists of: mathematics, Bahasa Indonesia and English
- To register for these go to www.snmptn.ac.id → check the website at the end of January / beginning of February.
- For the University of Indonesia, they also have another way to get in. It is their own local entrance test called SIMAK-UI (registration can be done online anytime before June, test in June after SBMPTN)
- To register go to www.penerimaan.ui.ac.id, create an account to register.
- The test consists of Mathematics, Bahasa Indonesia, English, TPA (Tes Potensi Akademik) and sometimes an interview (or some majors).

Private Universities

- All private universities open their registration every end of High school semester one (starting October onwards)
- They have several waves of entrance tests; some universities have it every month from October until August, closer to the beginning of the next academic year in September.
- Students need to check on the university's website to get the most updated information about when the next entrance test is.
- All private universities accept students with Cambridge certificates, but they must attach Surat Penyetaraan liazah from the DINAS (Ministry of Education). If you think you need this document, you must contact Ibu Ami or Pak Ketut before May.

UNIVERSITY HANDBOOK

Indonesia's Top Universities

Public Universities

- 1. Universitas Indonesia, Depok
- 2. Institut Teknologi Bandung, Bandung
- 3. Universitas Gajah Mada, Yogyakarta
- 4. Sekolah Tinggi Akuntansi Negara (STAN), Jakarta
- 5. Institut Teknologi Sepuluh November, Surabaya
- 6. Institut Pertanian Bogor, Bogor
- 7. Universitas Padjadjaran. Bandung
- 8. Universitas Airlangga, Surabaya
- 9. Universitas Brawijaya, Malang
- 10. Universitas Hasanuddin, Makassar

Private Universities

- 1. Universitas Bina Nusantara (BINUS), Jakarta
- 2. Universitas Katholik Parahyangan, Bandung
- 3. Universitas Trisakti, Jakarta
- 4. Universitas Atma Jaya, Jakarta
- 5. STIE Perbanas, Surabaya
- 6. Universitas Jayabaya, Jakarta
- 7. Universitas Komputer Indonesia (UNIKOM), Bandung
- 8. Universitas Surabaya (UBAYA)
- 9. Sekolah Tinggi Manajemen Informatika dan Komputer (STMIK STIKOM), Surabaya
- 10. Universitas Muslim Indonesia (UMI), Makassar

NEW ZEALAND

UNIVERSITY HANDBOOK

You must apply directly to the institution you wish to attend.

Most ask for 3 A Levels, but if your grades are not good enough for the University, you can take the foundation course before you enter.

New Zealand Universities:

- 1. University of Otago, 1869
- 2. University of Canterbury, 1873
- 3. Lincoln University, 1878
- 4. University of Auckland, 1883
- 5. Victoria University of Wellington, 1897
- 6. Massey University, 1927
- 7. Waikato University, 1964
- 8. Auckland University of Technology (AUT), 2000 (1895)

To start your search, go to www.studyinnewzealand.com.

You can find more information:

www.newzealandeducated.com www.universitiesnz.ac.nz Facebook: NZeducationID Twitter: @NZeducationID

SINGAPORE

2018-2019



UNIVERSITY HANDBOOK

Search for and find out about the courses on each separate website and apply directly to each University. Cambridge A Levels are accepted and highly regarded. Some Universities also require interviews and/or SAT marks, so check each individual University.

Below are some of the most highly regarded Universities in Singapore:

NUS Singapore University

www.nus.edu.sg

Nanyang Technological University, Singapore

www.ntu.edu.sg

Singapore Management University

www.smu.edu.sg

SIM - Singapore Institute of Management (SIM)

www.sim.edu.sg

SUTD Singapore University of Technology and Design

www.sutd.edu.sg

LASALLE College of the Arts

www.lasalle.edu.sg

NAFA - Nanyang Academy of Fine Arts

www.nafa.edu.sg

University of New South Wales Singapore

www.singapore.unsw.edu.au

UNITED KINGDOM



General Information

UK Bachelor Degree courses are generally 3 years. All accept CIE A Levels as the main way of entry - most ask for three.

Some courses have access via a foundation course if A level grades are not at a required standard; universities must be contacted directly about these courses. Art courses often ask for a foundation year in addition to the A Level.

You can apply for up to 5 universities.

www.educationuk.org

Government website with overall general information

www.britishcouncil.org

General information

Finding courses and applying:

www.ucas.com

Search here for information on ANY course at ANY university in the UK. You also apply here.

Rankings and University Guides:

www.guardian.co.uk/education/universityguide

Scholarship and Funding Information:

www.education.org/scholarships www.scholarship-search.org.uk

Accommodation

Most universities have accommodation on or near campus which is dealt with as part of the application process. There are also various private student halls:

www.accommodationforstudents.com www.ish.org.uk

KEY / DEADLINE DATES

15th October 2018

Applications for any courses at the universities of Oxford and Cambridge, and for most courses in medicine, veterinary medicine/science, and dentistry. You can add choices with a different deadline later, but don't forget you can only have five choices in total. The deadline is 1800 on this day. The teacher reference has to be completed before the application can be sent to UCAS.

15th January 2019

Applications for the majority of courses should arrive at UCAS by 1800 UK time on this day. The teacher reference has to be completed before your application is sent to UCAS.

25th February 2019

'Extra' opens; if you had not received any offers from your initial application, you may be able to add another choice.

4th July 2019

Last date to apply in Extra for 2019

REPLYING TO OFFERS

31st January 2019

If you receive all decisions by 4 January, reply by 31 January.

16th April 2019

If you receive all decisions by 16 March, reply by 16 April.

1st May 2019

If you receive all decisions by 31 March, reply by 1 May.

6th June 2019

If you receive all decisions by 2 May, reply by 6 June.



UNIVERSITY HANDBOOK

REPLYING TO OFFERS

18th July 2019

If you receive all decisions by 11 June, reply by 18 July.

30th July

If you receive all decisions by 16 July, reply by 30 July.

NB: The above dates do not apply to 'Extra'.

Offers

Offers will typically be conditional on the A Level results or, in the case of gap students, proof of the results. Universities can ask for particular grades in specific subjects, or may just want an overall point score. If you are unsure of exactly what the offer means, you should contact the relevant university admissions office. You may also receive a rejection; some popular courses may have as many as 3000 applicants for a very small number of places.

Of the offers received, two may be accepted. One will be a firm acceptance and the other an insurance acceptance. The firm acceptance should be the place you want to go; the insurance is a second choice, with a lower points offer, in case you do not meet the requirements for their firm choice.

In August, UCAS will receive the A Level results and you can check on Track on the UCAS website to see if you've got a place on your chosen course. If you meet all the conditions of the firm offer, you will receive confirmation that you have a place. If you come close, it is possible the university will still make an offer of a place. More information about what happens to students who do not meet the requirements of their firm or insurance offer will be available to students later in the year.



UCAS Extra

If you have made five choices on your UCAS application, but have not received any offers or have declined your offers, you will be eligible to apply through UCAS Extra. Extra is available between February and early July. You can use Track to apply for courses that still have vacancies. You can see which courses have vacancies through UCAS Course Search. With Extra, you can apply to one course at a time until you find something that is suitable and you get accepted onto the course. You should research Extra courses carefully, check each course's entrance requirements and seek the advice of your University Mentor.

Clearing

Clearing is available from July to September and will help students with no university place to find suitable vacancies. Most students use Clearing once their exam results are available. You can apply through Clearing if you have already applied through UCAS and one of the following applies:

You have received no offers

You have declined all the offers

You have not met the conditions of your offer

If you are 1 or 2 points short of the conditions of your offer, you can contact the university. Some universities are more flexible than others and it depends very much on the programme of study to which you have applied. Course vacancies for Clearing are published on UCAS from mid-August until late-September.



UNIVERSITY HANDBOOK

UCAS Personal Statement

For UCAS, your statement must be up to 4000 characters (including spaces) in length. Many applications are accepted and rejected on the basis of the UCAS form alone; there is no interview. Your Personal Statement, therefore, is the primary opportunity for you to sell yourself to universities. It must be logical, ordered and written in flawless UK English.

Getting Started

Use four to five paragraphs and be clear what you want to say in each one. Use a spider diagram or other pictorial method to sort out your ideas.

Paragraphs 1 & 2

Reasons for applying - explain your interest in the course, related academic factors or work experience, extra reading, etc. Remember that this will likely be read by a member of the faculty to which you are applying. The professor will want to be convinced that you are as interested in the subject as he or she is and that you will be a good student. Aim to show how you know you will enjoy the course. You could include things like:

Whether you are studying the same (or a similar) subject for A Level and what you have particularly enjoyed about this subject –what topics / texts / units / experiences you have preferred and why. You could refer to particular books or courses, fieldtrips, websites, etc.

Hobbies or members of your family may have played a role in your choice.

Paragraphs 1 & 2

Relating work experience, mentoring, volunteering, job-shadowing, etc. is essential if you are applying for a vocational course (Teaching, Medicine, Law). Explain what these placements showed you about the job and how they influenced your decision.

Academic awards you may have won, especially those related to your degree subject. (e.g. First in Geography, Class 10 and 11). They want to see passion and your genuine interest in and curiosity about the course. They want to learn something about you that the rest of your application doesn't reveal.

Paragraphs 3

What kind of person are you? Mention your extra-curricular activities, with particular attention to participation in community service, sport and societies. You could include things like:

Your personal interests – what have you done during after-school activities? What do you participate in outside of school? Drama? Sport? Music? Debating? Service?

Positions of responsibility you have held -from Head Student to being Coach for an after-school sports team; what skills did these experiences give you?

Any service trips, conferences or other 'large' events that you may have taken part in. Again, what did you learn from these experiences? How did they challenge you? How did you grow as a person.

Concluding Paragraph

A reinforcement of your reasons for applying to the course. What personal qualities do you possess that are desirable- reliability, motivation, independence, initiative, ability to work on own and with others. How might the course link to your future plans and aspirations? End on a positive note, without being cheesy! Universities receive thousands of these applications. Make yours stand out.

UNIVERSITY HANDBOOK

Grammar & Spelling

Keep your use of language simple and clear – you don't need to use overly complicated words or phrases. Be as accurate as you can. Before handing in a draft to your University Mentor, always spell-check and grammar-check; your mentor will want to spend time on helping you develop the content of your statement, not typos and basic mistakes! Remember that the default spell check is US English, so you need to be particularly careful with ~ise words that default to ~ize. Do not rely on spell check alone to proofread. Remember that you will need to write at least 3 or 4 drafts, even if your written English skills are excellent.

Reliability of Information

Make sure the information you give in your statement is personal and relevant to what you want to do. Don't just write whatever everyone else writes (it's best not to look at other students' statements, at least until the drafting process is over).

Don't lie or exaggerate about your experiences and abilities. Put a positive light on what you have done, but resist the temptation to over-do it.

DO NOT PLAGIARISE your statement. This sounds obvious, but even so... UCAS has software to guard against this sort of thing and they run all applications through it as they arrive. Your universities will be alerted to the fact that your application contains plagiarised material.

Points to Cover

In looking for your academic potential, universities will expect you to demonstrate that you can think, you can research a subject for yourself (i.e., you are not solely reliant on a teacher's preparation) and that you have made the best of the opportunities you have been given. Your Personal Statement may be the perfect demonstration of this skill.

UNIVERSITY HANDBOOK

Points to Cover

Some of the other qualities you may want to demonstrate include good IT skills, the ability to work as part of a team and/or independently, communication skills and presentation skills. Work experience, membership of school teams, running a society, voluntary service, leadership positions or participation in drama and music are all ways in which you can give evidence of these.

Deferred Entry

If you are intending to take a year off between school and higher education, you should say what you intend to do and what you hope to get out of it – especially if you aim to spend some of your time doing something relevant to the course you've applied for. Make it sound like you are organising it, rather than drifting into it.

New Subjects

Even if your choice of degree course is not directly related to the topics you have studied at school, you will want to show that you have enjoyed studying beyond IGCSE and that you have gained skills in areas such as analysis and logical thinking. It is an opportunity for genuine self-reflection. Extra reading shows a commitment to your course and is essential if you are applying for a degree subject that you have not yet studied – university tutors will want to be reassured you know what it is.

Things to Avoid

Don't write anything artistically creative—99% of them don't work and will probably encourage admissions tutors to reject you. The people who read your personal statement could be teaching you in the future and they will be looking for someone who can express their ideas in a straightforward way. Remember, they will see hundreds of personal statements and overblown ones can be extremely irritating.

Don't just list things that you've done or read. State what you've gained from doing those things or how you've followed them up.



UNIVERSITY HANDBOOK

Things to Avoid

Don't put things on your personal statement that you intend to read or do. You should be reflecting back on things you've already done and saying what you've got out of them.

Don't just state that you have skills; show evidence of how you gained them.

Vary the start of your sentences and the structure and content that you use. Don't start every sentence with 'I'; it sounds conceited. Make use of your extensive vocabulary.

Don't plagiarise. Universities use computer software to search for it, so don't use a personal statement belonging to another student or from the internet. It should be in your own words and if you use language you wouldn't ordinarily use you could end up sounding confused or pompous.

Deadlines

To ensure that teachers have enough time to write you a fantastic reference, please observe deadlines.

USA



UNIVERSITY HANDBOOK

Application Options

Early Action (EA)

A process whereby a student can submit an application by November 1 (or other designated date) and receive a decision by mid-December. The EA student, if accepted, is not bound to enrol. Students are not required to notify the college of their enrolment decision until May 1. They can also apply to other colleges Early Action or Early Decision as well.

Early Action Single Choice (EASC)

An early application process used by a few Ivy League universities, where students typically apply by mid-November and are notified by mid-December. Students are not required to notify the institution of their enrolment decision until May 1. Under the EASC policy, students are not allowed to apply to other universities under ED or EA programmes. They can, however, apply to other universities through regular decision programmes.

Early Decision (ED)

A process that carries a binding commitment to enrol, if accepted, to the university. Student and parent must sign a statement of intent that, if admitted, the student will attend the college/university, regardless of financial aid award. Colleges will share ED lists, so all other

applications must be withdrawn. Students not admitted under ED are reconsidered with the regular decision candidates. Students and parents will not be informed of financial aid prior to admission. A small number of colleges have a second round of this process called Early Decision 2. This deadline is usually around January 15, with notification one month later.

Application Options

Regular Decision

The most common application process. Students usually apply to universities between January 1 and January 15, are notified of the decision by April 1, and then must let the university know whether they will matriculate by May 1.

Candidates Reply Date

May 1 is the date by which all US universities require an admitted student to commit to attending their institution. This commitment usually requires an enrolment deposit. Students can only commit to one university.

Deferral

Students who have applied under an EA or ED admissions plan who are moved to the university's regular decision applicant pool. Deferred students are no longer bound by any contract limiting their applications to one institution and can now apply to other universities.



The College Essay

Know Yourself, Be Yourself

Many US applications will require an essay. Essay questions are written in such a manner as to elicit personal and genuine responses from you that are largely autobiographical. Your main task is to write an essay that will emphasise your unique qualities. Original thinking and expression may be two of these qualities. Give your essay a good title and be sure you include your name on all pages of your essay.

Be as honest and introspective as possible. Take this opportunity to tell the admissions officer things about yourself that cannot be learned from any other part of the application you submit. If there are any inconsistencies in your academic, athletic or creative record, you can use this space to explain them.

Building Character: Practical Considerations

- Write more than one draft.
- Check for misspellings and have it proofread (do not rely on spell check).
- Keep it to the word requirement. Remember, concise is nice.
- Check if you can use the same essay for different colleges and universities.
- Remember to answer the question asked.

Writing

- Consider your audience (bleary-eyed admission counsellors).
- Avoid slang and jargon. Don't write like a thesaurus unless you are a dictionary!
- Have a good opening line.
- Ask for advice, but write it yourself.
- Give yourself time start it in the spring of Class 11 or over the summer.
- Impress, but don't try too hard
- You are different from anyone else. Make admissions counsellors see that.
- Humour can help, but don't force it.

UNIVERSITY HANDBOOK

The College Essay

Tips

- Your choice of topic does not matter nearly as much as your approach.
- Avoid politics, privilege, sex and religion.
- Write from the heart.
- Show, don't tell (i.e. use the senses smell, touch, taste, hear, see).
- Add details, details, details.
- Focus small, think big. Don't try to tackle too much in the essay. Stick to one experience, event or activity. You'll be surprised at how much you can reveal.
- Enliven your language with descriptive verbs.
- Revise and edit, edit and revise; grammar and mechanics do matter.
- Be mindful of individual universities' essay questions. Don't recycle essays.
- Never miss a deadline.

The Bottom Line

A good essay may not determine your admissions decision, but it can help. There are very few places in the application where your voice is heard directly — this is one of them. Make it shine!

Sample Essay Questions

Some students have a background or story that is so central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.

Recount an incident or time when you experienced failure. How did it affect you and what lessons did you learn?

Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?

Describe a place or environment where you are perfectly content. What do you do or experience there and why is this meaningful to you?

Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community or family.

UNIVERSITY HANDBOOK

The College Essay

The "Why us?" Question

"This question is an earnest attempt to get students to a) be introspective about the kind of academic environment and community characteristics they are looking for; b) how Macalester meets those priorities; and c) what it is about themselves that would make them a good fit for Mac. Obviously, that's a lot to accomplish in a few paragraphs, and we understand that students will feel somewhat compelled to flatter us, and that's fine, but it needs to be more personal than just repeating back to us the things we've told them are wonderful about Macalester."

Steve Colee, Macalester College

"My advice is to be genuine. When I read a supplement that is obviously copied and pasted from our website 'I'm searching for a small liberal arts school with an emphasis on writing where I can learn to...' it doesn't necessarily hurt the student but it also doesn't really help. The best answers are the ones that are honest, authentic responses like where they describe making a connection with the woman in our dining hall, or connecting with the tour guide and giving a specific example of what the guide may have said on tour. I also really like the responses where students might say 'I had no intentions of going to Hamilton but decided to sit in and listen to the rep. After listening to his/her speech, I learned X, Y, and Z' The reason I like this response is it's honest and then gives concrete examples of why a student wants to be here."

Kyle Graham, Hamilton College

UNIVERSITY HANDBOOK

Supplements

Many US colleges and universities require a supplement in addition to the Common Application. Supplements usually contain additional, institution-specific questions and, in many cases, additional essay questions. Most institutions that require supplements have them available for download on their website or directly from **www.commonapp.org**.

All supplements vary, but the following items are likely to appear on a supplement:

- Biographical information
- Areas of academic, extracurricular, and/or athletic interest
- Contact with and continued interest in the school through visits, interviews, and the like
- Legacy or other connections to the institution
- Additional essay questions, the most common of which is "Why College X?"
- Request for a graded paper or assignment with teacher comments
- Invitation to submit supporting materials in the arts or documentation of other special talents
- Early Decision (ED) or Early Action (EA) Intent Form
- Financial Aid Supplement
- Disciplinary inquiry
- Parent or Peer Recommendation
- Residency Form

When completing a supplement, please take the time to answer every question. Supplements provide a wonderful opportunity for you to showcase both your individuality and creativity. Be honest and genuine!



Wait List

Some students will receive wait list letters. If you decide to remain on the waitlist, this letter should be answered promptly. The college assumes that, if you remain on the waitlist, you will attend if offered admission later in May or June. It is imperative that you mail a deposit to a college where you have been accepted by May 1. If a college uses its wait list, this typically occurs after May 1.

The Waiting Game: What if I'm Wait-Listed?

It's finally arrived — the envelope from your first-choice college. Nervously, you open it. It's not a denial! But it's not an acceptance, either. You've been wait-listed. What do you do now?

Universities use waiting lists as insurance. Applicants who are qualified but don't 'make the cut' may be waitlisted. If enough accepted students enrol for freshman year, the college won't accept anyone from the waitlist. If the college ends up with spaces, it may accept a few or many students from its wait list. Unfortunately, institutions often can't predict whether they will go to the wait list or how many students from the list they will need. And you may not receive a final acceptance or denial until as late as July.

Wait-List Trends

Roughly one-third of US colleges and universities use wait lists. The most 'selective' colleges (those that admit fewer than half of their applicants) use wait lists at a much higher rate than those that admit more than half of their applicants. The number of colleges using wait lists has remained steady over the past years, but the number of students placed on wait lists has increased. On average, 10 percent of students who apply to institutions that have a wait list are placed on the list. As a national average, a student's chance of being accepted off a waitlist is roughly one in five.



Your Insurance Policy

Because the wait list is so unpredictable, it's not wise to count on moving from the waitlist to acceptance. If you're waitlisted at your first choice, your first task is to look at the universities that did accept you. Carefully compare your options and decide on a second-choice. If you haven't heard anything from the waitlist university by the May 1 deposit deadline, make a deposit at your second- choice college to insure your spot.

Getting the Scoop

Different universities use wait lists differently. To assess your chances of acceptance from the waitlist, call the admissions office. Ask what vour position is on the list (if the list is ranked). Another important piece of information is the percentage of students accepted from the waitlist in recent years. If a college hardly ever uses its wait list, or accepted only a few waitlisted applicants last year, that trend is unlikely to change this year. But you can ask if the admissions officer knows yet if they will go to the wait list this year.

We can also help you get a sense of the strength of your application compared to the statistics for accepted students. (Some universities give these statistics in the waitlist letter. Otherwise, you can try asking the admission office for this information.)

The goal in gathering this information is to determine your chances of eventually being accepted. At this point, if you'd be just as happy going to your second-choice university, you may want to forget about the wait list and focus on preparing for college.



UNIVERSITY HANDBOOK

Improving Your Chances

If the college that wait-listed you is still your heart's desire, there are some ways to improve your chances. If your waitlist school is clearly your first choice, let them know that. Universities like a sure thing. If they end up using the wait list, they'd rather offer acceptance to the students who are most likely to enrol. "If a student has had any significant, positive changes since their application was submitted, I encourage them to send a letter and include any documentation that demonstrates these changes," says Amy Thompson, college and career counsellor. Some students may send additional recommendations, but they don't carry as much weight as stellar grades or a prize-winning performance in the regional spring forensics competition. Although it's important to strengthen your application if you can, hounding the admission office won't win you any points. The best strategy, then, is to work with your mentor to:

choose and make a deposit at a good second choice; get as much information from the waitlist university as you can; let the admissions office know that the college is your first choice; and strengthen your application, if possible. Then, sit back, cross your fingers, and, wait

INTERVIEWS

Not all universities have interviews as a part of their admissions process, but many either recommend or require an interview on campus, via Skype, or even with an alumnus of the school.



Preparing:

- Surf the Internet and request materials on the university.
- Arrange a 'mock' interview with your University Mentor.
- Call in advance for an appointment.
- Ask if the interview is informative or evaluative.
- Tour before you interview, if possible.
- Plan your clothes (dress comfortably, be you and remember that first impressions are lasting).
- Take a deep breath beforehand and collect your thoughts.

Self-Reflection

To further prepare for a personal interview, we suggest you consider the following questions ahead of time around the family dinner table or with your friends. Not all these questions may be asked, but thinking about them will help you feel more confident and comfortable during an interview.

- What are your best academic and personal qualities?
- What do you want in a university and why?
- What area in your life would you like to improve and why?
- What was your proudest moment?
- Do you like to read? What is your favourite book?
- If I gave you a ticket to anywhere in the world, where would you go?
- What three people living or dead would you like to invite to dinner?
- What courses are you in, and what is your favourite subject?
- Describe your ideal university.
- What do you find most meaningful in your life?
- Tell me about the strengths and weaknesses of your secondary school.
- What might you be doing ten years from now?
- If you found a large sum of money how would you use it?
- What do you plan to study?
- What is your extracurricular passion?

Greeting

- Always have a firm handshake and a smile.
- Introduce your parents and siblings (if they are with you).

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During the Interview

Always speak with confidence, maintain good posture, and look the interviewer in the eye.

Be prepared to speak about yourself.

Have questions ready for the interviewer. You can bring props to help you remember: notebook, index cards, etc.

Use correct grammar and avoid "like", "you know" and "um."

Think before you speak.

After the Interview

Write a short note or email to your interviewer thanking him or her. Include in the note a reference to something specific from the interview and ask any additional questions.

APPENDICES

UNIVERSITY HANDBOOK

APPENDIX A: UNIVERSITY SEARCH RESOURCES General

Antonoff, Steven R. and Friedemann, Marie: College Match: A Blue-print for Choosing the Best School for You (Alexandria, VA: Octameron Associates, 2006)

Bok, Derek: Universities in the Marketplace: The Commercialization of Higher Education (Princeton, NJ: Princeton University Press, 2003)

Fiske, Edward: The Fiske Guide to Colleges (Naperville, IL:Sourcebooks, 2007)

Loveland, Elaina: Creative Colleges: A Guide for Student Actors, Artists, Dancers, Musicians, and Writers (Belmont, CA: SuperCollege LLC, 2008)

Mathews, Jay: Harvard Schmarvard: Getting Beyond the Ivy League to the College that Is Best for You (New York: Prima Publishing, 2003)

Pope, Loren: Looking Beyond the Ivy League: Finding the College That's Right for You (New York: Penguin Books, 1995)

Pope, Loren: Colleges That Change Lives (New York: Penguin Books, 2000)

Weinstein, Miriam: Making a Difference College Guide (Fairfax, VA: Sage Works Press, 2003)

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APPENDIX A: UNIVERSITY SEARCH RESOURCES

Australia & New Zealand

www.hobsonscoursefinder.com.au

A comprehensive guide including course, institution and career search.

www.studiesinaustralia.com

A guide specifically for international students: provides information about higher education, courses and universities throughout Australia.

www.newzealandeducated.com

General information about NZ universities, course/programme search and scholarship search for international students.

www.universitiesnz.ac.nz

Fairly comprehensive site about higher education in NZ; includes information about, and links to, each of the eight universities in New Zealand.

Canada

www.studyincanada.com

General information, career survey and a college search for universities throughout Canada.

http://oraweb.aucc.ca/

A database for Canadian universities that allows you to search for specific majors.

www.uc411.com

A comprehensive guide to Canadian higher education.

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APPENDIX A: UNIVERSITY SEARCH RESOURCES

Europe

www.eunicas.ie

EUNICAS is the European Universities Central Application Support Service. It is one source of finding degree programmes taught in English at universities across Europe.

www.bachelorsportal.eu

European university search website.

http://www.topuniversities.com/where-to-study/region/europe/guide European university search website.

http://www.thecompleteuniversityguide.co.uk/international/europe/ European university search website.

http://www.studyineurope.eu/

Compare accredited programs by tuition fees, language, financial assistance, place and institution.

http://studylink.com/study-in-europe/

Detailed information, blogs and articles.

http://www.studyineurope.eu/application-deadlines Deadlines.

United Kingdom

www.studyuk.hobsons.com

General information

www.educationuk.org

Information about studying in the UK; specific requirements, etc.

www.ucas.com

Comprehensive site in which students can research UK courses and universities, access admissions information and apply.

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APPENDIX A: UNIVERSITY SEARCH RESOURCES

USA

www.admissionadvice.com

Tips, reviews, links and a university counsellor blog.

www.collegeconfidential.com

Advice and reviews

www.collegeboard.com

The home page of the College Board: contains a college search; information on PSAT, SAT, SAT Subject Tests and AP Tests; financial aid; test prep information; college majors and careers information.

www.collegenet.com

Database of colleges, scholarships, and other resources.

www.ctclonline.com

Website for Colleges of Distinction.

www.campustours.com

Virtual campus tours.

www.collegeprowler.com

Reviews about individual schools written by students.

www.unigo.com

Website with reviews, profiles and videos about colleges and universities – all from a student's perspective.

www.youniversitytv.com

Over 2,000 college and career-related videos. If you do not have a chance to do a campus visit you can view a video of a campus tour.

APPENDIX B: UNIVERSITY RANKING RESOURCES

Please read the information about university rankings before browsing any of the following websites or books. We caution families not to rely too heavily on rankings when researching universities for the 'best fit' for the student.

2018-2019

Boyer, Paul: College Rankings Exposed: The Art of Getting a Quality Education in the 21st Century (Lawrenceville, NJ: Thompson Peterson's, 2003)

www.usnews.com

University rankings in the US News and World Report with admissions information.

www.princetonreview.com/college/research/rankings/rankings.asp Princeton reviews best universities ranked by students.

www.studentsreview.com

Rankings based on students' questions.

www.educationguardian.co.uk/universityguide

University rankings in the UK.

www.macleans.ca/universities/index.jsp

Canada's weekly news magazine publishes an annual rankings issue.

www.topuniversities.com/university-rankings

Worldwide university rankings by country, region, area of study, etc.

APPENDIX C: APPLICATION RESOURCES

Goldman, Daniel: The Price of Admission: How America's Ruling Class Buys its Way into Elite Colleges and Who Gets Left Outside the Gates (New York: Crown Publishers, 2006)

Mayher, Bill: The College Admissions Mystique (New York: Noonday Press, 1998)

Steinberg, Jacques: The Gatekeepers: Inside the Admission Process of a Premier College (New York: Viking Penguin, 2002)

www.commonapp.org

Common application for more than 450 universities and colleges.

www.csumentor.edu

Admissions information and application for the California State University system.

www.ucas.com

British university application site.

www.ouac.on.ca

Common application site for colleges in the Canadian province of Ontario.

APPENDIX D: SCHOLARSHIP & FINANCIAL AID RESOURCES

www.fastweb.com www.scholarships.com www.iefa.org

APPENDIX E: TEST PREP RESOURCES

The College Board: Real SAT Subject Tests

The College Board: The Official SAT Study Guide for All SAT Subject

Tests

The College Board: The Official SAT Study Guide



APPENDIX E: TEST PREP RESOURCES

600 Essential Flashcards to help you Ace the SAT (New York: Kaplan, 2006)

Bobrow, Jerry: Mastering the SAT Math (Hoboken, NJ: Wiley Publishing, 2007)

Davenport, Thomas: Mastering the SAT Critical Reading Test (Hoboken, NJ: Wiley Publishing, 2007)

Elster, Charles and Elliott, Joseph: *Tooth and Nail* (Fort Washington, PA: Harvest Books, 1994)

McCutcheon, Randall and Schaffer, James: Increase Your Score in Three Minutes a Day SAT Critical Reading (New York: McGraw Hill, 2004)

Miller, Bob: SAT Math for the Clueless, 2nd Edition (New York: McGraw Hill, 2005)

Picture These SAT Words in a Flash (Hauppauge, NY: Barron's Educational Series Inc., 2006)

Pivarnik-Nova, Denise: Mastering the SAT Writing Test (Hoboken, NJ: Wiley Publishing, 2005)

SAT Flip-O-Matic (New York: Kaplan, 2006)

APPENDIX F: TRANSITION RESOURCES

Barker, Theresa and Thompson, Michael: The Pressured Child: Help Your Child Find Success in School and Life (New York: Random House Publishing Group, 2004)

Robbins, Alexandria: The Overachievers: The Secret Lives of Driven Kids (New York: Hyperion, 2006)

Strauss, William: Millennial's Go To College: Strategies for a New Generation on Campus (AACRAO, 1999)



APPENDIX F: TRANSITION RESOURCES

Barkin, Carol: When Your Kid Goes to College: *A Parent's Survival Guide* (New York: Harper Collins, 2004)

Bromwell, Perry and Gensler, Howard: The Student Athlete's Handbook: The Complete Guide for Success (New York: Wiley Press, 2004)

Coburn, Karen Levin and Treiger, Madge Lawrence: Letting Go: A Parents' Guide to Understanding the College Years, 4th ed. (Bethesda, MD: Adler & Adler, 2003)

Cohen, Harlan: The Naked Roommate: And 107 Other Issues You Might Run Into in College (Naperville, Illinois: Sourcebooks, 2009)

Johnson, Helen E. and Schelhas-Miller, Christine: Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years (New York: St. Martin's Press, 2000)

Jones, Connie: She's Leaving Home — Letting Go As Daughter Goes to College (New York: Fireside Press, 2002)

Kastner, Laura and Wyatt, Jennifer: The Launching Years: Strategies for Parenting from Senior Year to College Life (New York: Three Rivers Press, 2002)

Light, Richard: Making the Most of College: Students Speak Their Minds (Cambridge, MA: Harvard University Press, 2004)

Quick, Tina L.: The Global Nomad's Guide to University Transition (Great Britain: Summertime, 2010)

Savage, Marjorie: You're On Your Own (But I'm Here if You Need Me): Mentoring Your Child During the College Years (New York: Fireside Press, 2003)

Van Steenhouse, Andre: Empty Nest Full Heart: The Journey from Home to College (New York: Simple Life Press, 2002)

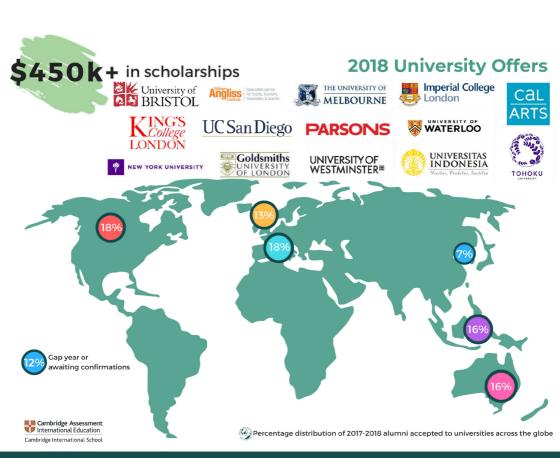


APPENDIX G: ARTISTIC STUDENTS RESOURCES

Loveland, Elaina: *Creative College* (Los Altos, CA: Supercollege, LLC., 2005)

College Guide for Visual Arts (Lawrenceville, NJ: Peterson's, 2007)

College Guide for the Performing Arts (Lawrenceville, NJ: Peterson's, 2007)



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