



REIGATE GRAMMAR SCHOOL
VIETNAM

RGSV University Counselling Policies

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RGSV University Counselling Department Vision

The University Counselling Department aims 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 are expected to make many powerful and important decisions. In alliance with RGSV's mission to "empower and inspire students to become active, lifelong learners", the University Counselling Programme likewise empowers and inspires students to reflect upon their academic and social priorities, interests, and aptitudes 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. RGSV currently has a positive relationship with universities around the world, and for these trusting relationships to continue, the following policies are necessary. The following policies will also enhance RGSV students' admissibility to the universities to which they apply.

1. **Students to Complete Their Own Applications:** In accordance with RGSV's Academic Honesty Policy, RGSV 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, RGSV prohibits this kind of 'help.'
 - a. Students can use their school email, personal email or create a separate email account specifically for university applications. Students must regularly check the email address used with their university applications. Parents should not access their child's RGSV email account or application login information.
2. **Written Components:** To verify student work, students must upload all written components for their applications to their shared University Counselling Folder on Google Drive. Students should not 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 application parts are falsified, the receiving university will flag the application and reject the student. Accordingly, if RGSV determines that someone besides the student has written an essay, 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 that students do not view as candid and trustworthy. Therefore, any reference written on a student's behalf will be sent directly to the university by the University Counselling Department and will not be given to a third party under any circumstance. The University Counsellor will review and assist teachers in revising and proofreading each letter of recommendation, guaranteeing that each letter from RGSV will be favourable and enhance a



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student's application. Universities deem letters of recommendation, references, and evaluations that students do not view as candid and trustworthy. Therefore, any reference written on a student's behalf will be sent directly to the university by the University Counselling Department and will not be given to a third party under any circumstance. The University Counsellor will review and assist teachers with each letter of recommendation and guarantee that each letter from RGSV will be favourable and enhance a student's application.

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

University Application Research, Long Lists, and Short Lists

1. **Priorities and 'Best Fit':** Through direct instruction, several University Counselling Class assignments, individual meetings with the University Counsellor, and planned family discussions, students will discover their unique academic and social priorities to help them choose their 'best fit' universities.
2. **Long Lists and Short Lists:** Much of the university application process is researching universities that match the student's priorities. To learn more about universities, students are strongly encouraged to meet with the many University Admissions Officers who visit RGSV each semester, attend university fairs, and attend online university webinars. Students should add any universities they are interested into their 'Long List' (known as 'Colleges Considering' on MaiaLearning). This list will likely have between 30-40 universities by Year 12. Over the summer, students are expected to thoroughly research each university on their Long List and narrow it down to around ten universities that they plan on applying to during year 13. This is called the 'Short List' (or Colleges Applying on MaiaLearning).
3. **University Application Limits:** Students and universities are better served when students make informed choices early in the application process. The University Counselling Department, **therefore, encourages students to apply to a maximum of 10 universities.** This soft limit ensures that universities know that an application from an RGSV student reflects genuine and serious interest. The UC department also strongly encourages students to apply to no more than three different countries.
 - a. **UCAS:** UCAS, the government application portal for UK universities, is one application that students use to apply for up to five courses.
 - b. **University of California (UC):** Includes nine universities in the UC system that share one application.
 - c. **Concourse:** Students create a profile, and universities can search for students and make admissions offers. Most students receive five to six offers.



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4. **Chances of Acceptance:** Universities will use their 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, the difficulty of IGCSE and DP subjects chosen, SAT or ACT examination scores, TOEFL or IELTS examination scores, essays, teacher and counsellor 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. Others, like Canada, the UK, and the USA, consider the student's profile against that year's applicant pool.
5. **Balanced List:** It is 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 universities in which they fit academically and socially. If a student does not heed RGSV's advice to apply to a balanced list of universities, the University Counselling Department does not hold the responsibility if your RGSV student is unsuccessful in their application.
 - a. **Unlikely – 0 Universities:** If your profile is *significantly* below the competitive range, your chances of admission are therefore highly *unlikely*, and it may not be worth your investment of time and energy to apply. We rarely see students admitted to a school that falls, for them, in the unlikely category.
 - 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 — 3-4 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 high chance of acceptance. Likely universities often offer scholarships to entice the student to attend.
6. **Student Meetings** In a student meeting students will discuss 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 Counsellor fact-checks the information provided and verifies the students' estimate for their chances of acceptance at each university based on their academic profile.
 - a. **Student Meeting #1:** In May and June of Year 12, students will present three universities to which they intend to apply. The resulting discussion often shapes the final Short List.
 - b. **Student Meeting #2:** In September of Year 13, 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** Shortlist will be due shortly after this meeting (deadline to be announced at the beginning of Year 13). 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 the student and the University Counselling Department. Students who intend to apply early must inform the University



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Counsellor **early in Year 13**, so the University Counsellor has enough time to adequately prepare application documents.

1. **USA Early Applications:** A common belief is that students have a great advantage when applying early. This is only true for certain universities. However, students should research early and regular acceptance 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. Students can expect to be notified of the university's decision in mid-December. Students have until May 1 to make a decision on 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 rounds 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 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:** RGSV Students applying to Oxford or the University of Cambridge must submit their applications **two weeks before the stated deadline** so the University Counselling Department can apply to UCAS by the stated deadline. Students should notify the University Counsellor as soon as possible if they plan to apply to Oxbridge. Students who submit their applications at least two weeks before the deadline are guaranteed to have application documents completed before the stated deadline. **Note:** most Oxbridge courses require an examination as part of the application process, which must be completed before this deadline.
 - b. **Medicine, Dentistry, Veterinary Medicine/Science:** The application deadline for Medicine, Dentistry, or Veterinary Medicine/Science is **15th October**. However, students must submit their application **at least two weeks before the deadline - 1st October** - so the University Counselling Department can submit the application to UCAS by **15th October**. Students who notify the University Counsellor by the deadline in Year 13 and who submit their application by 1st October are guaranteed to have application documents completed before **15th October**. Most Medicine, Dentistry, or Veterinary Medicine/Science courses typically require a UKCAT/BMAT test as part of the application process, which must be completed before this deadline.

RGSV Internal Application Deadlines

The RGSV internal deadline is in place so students can complete their university applications promptly and then focus on the most important part of their education: completing the IB program. Because completing the IB program is the student's primary focus, we advise that all students complete as many applications as possible before the winter break of their year 13. This allows students to refocus on



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completing their IB program and obtaining the best scores possible. Submitting applications earlier than the regular university deadlines gives students an advantage over those who submit 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, and Veterinary Medicine/Science applications. The University Counselling Department will work with students to ensure their unique deadlines are met.
2. **USA EA/ED 15th October:** USA early applications, including Early Decision, Early Action, and all other applications, with a deadline of **November 1**. Students must inform the University Counsellor if they intend to apply early. A form is sent early in Year 13 which EA/ED students must complete for their applications to be ready by the EA/ED deadlines. Updated predicted grades can be sent to universities upon request by the university.
3. **15th November:** is when most applications are submitted early. Updated predicted grades can be sent for these applications upon university request.
4. **1st December:** is the internal UCAS deadline, which ensures all applications are submitted early and before RGSV dismisses for December break.
5. Applications with a deadline between February and June will follow the **two-week rule**. Students are responsible for noting the Tet holiday, Spring Break, and national holidays. December predicted grades can be sent for these applications upon university request.
6. It is highly encouraged for all students with applications open in Semester 1 of Year 13 to submit their applications by **15th December**. This is RGSV's final deadline for open applications. Submitting applications by 15th December gives students an advantage in the university admissions process and allows students to use Semester 2 of Year 13 to focus on completing their IB program.

Application Components for which Students are Responsible

Application components and requirements vary by country and university. Although the University Counselling Department gives 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 and external 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.
 - b. **Extracurricular Activity List:** Students are expected to complete the extracurricular activity lists on their own. Some universities may require teacher or supervisor signatures, in which case the UC department will assist in verifying the student's activities.
 - c. **Awards and Honours:** Many universities ask students to list significant awards and honours that the student has received between Years 10 through 12. If required, the UC department can stamp and certify RGSV awards and honours.
2. **Notification to the UC Department:** Students are responsible for researching which application documents need to be sent. After students have submitted an application and paid the application fee, students should notify the UC office.



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- a. **Electronic Documentation:** If students are applying to a school that accepts electronic documents, they will notify the UC office via Maia Learning and via email (univeristy.counseling@RGSVietnam.edu.vn)
 - b. **Physical Documentation:** If a university requires physical documentation, then students must complete the Document Request Form (DRF) and email it to our University Counselling Office (university.counseling@RGSVietnam.edu.vn) at least two weeks before the deadline. Students are also responsible for paying any applicable postage fees.
3. **Essays:** Students describe essays as the most time-consuming component of their applications, so the University Counselling Department instructions in the Spring Term [January-March] of Year 12 so students can begin composing essays early.
 - a. **Personal Statement:** This is a highly-structured essay that details why a student has chosen a particular course and provides evidence of how he/she has prepared to undertake the course. UK Personal Statements have a strict 4000-character limit. The personal statement is specifically required for UK applications, so it is compulsory for students applying to the UK.
 - b. **College Essay:** The College Essay, also known as the Personal Essay, Common App Essay, or Coalition Essay, is a personal narrative written for many universities in the USA and some in Canada. The main purpose of the College Essay is for universities to determine whether a student would be a good fit through a glimpse of the student's personality, values, and how she has overcome challenges. There is no specific format, but there is a 650-word limit. Students interested in applying to the USA and Canada must attend the College Essay 'boot camp' in the Spring Term of Year 12.
 - c. **Supplemental Essays:** U.S. universities often require additional supplemental essays, but many universities worldwide ask for them as well. Typically, the more selective the university, the more required essays. This is so that the university can more easily distinguish between applications of the highest academic calibre. Some common supplemental essay prompts are the 'Why _____ University' essay, detailing your most significant extracurricular activity, describing your community, and creative essay prompts, such as writing a letter to your future roommate. Supplemental essays can range from 16 to 800 words and can be recycled for multiple applications. The University of California requires four Personal Insight Questions with a 350-word limit.
4. **Standardized Exams:** Except for IGCSE and the IBDP, of which scans can be sent by the University Counselling Department, students are responsible for sending standardized exams from their respective exam boards.
 - a. **SAT:** To be sent to each university through the College Board.
 - b. **ACT CBT:** To be sent to each university through ACT Inc.
 - c. **TOEFL:** To be sent to each university through ETS.
 - d. **IELTS:** To be sent through the British Council or IDP.
5. **Optional Components:** Optional components can enhance a student's application and demonstrate interest and commitment. Therefore, if given a choice, the University Counselling Department strongly recommends students complete and submit optional elements.



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- a. **CV / Résumé:** Though not all universities require a CV / Résumé, it is compulsory to complete them in their Year 12 University Counselling Class. Having a CV / Résumé will benefit students 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. Mock interviews can be scheduled with the UC Counsellor upon request.
6. **Specialist Courses / Majors**
- a. **Auditions:** Students applying to a Conservatory of 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 asking for assistance from the Music teacher for recording their Musical or Theatre performances. Students are also responsible for the timely completion and submission of their auditions.
 - 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. Students are responsible for asking their Art teacher to assist with critiques and photographing artwork. Students are also responsible for the timely completion and submission of their portfolios.

RGSV Application Documents

In addition to the components for which students are responsible, universities require additional application documents to be sent from the University Counselling 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. A Document Request Form** (see Appendix 2) **is required for university applications that require physical documentation.** If a university has a 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.

- I. **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 can check document and send summary within their MaiaLearning account. After documents have been sent, students with physical documentation will receive an email confirmation to their RGSV student email address. Universities receive thousands of documents from around the world, and it takes time 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 Counsellor will respond only to the student inquiries about document submission status.
 - a. **MaiaDocs:** The University Counselling Department will send most documents electronically through MaiaDocs, a service through MaiaLearning.



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- b. **Email:** Many universities that do not have access to MaiaDocs will accept electronic documents sent by the University Counselling Department through email. Students should provide the UC office with the correct email address to accept the application documents.
- c. **DHL:** The University Counselling 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. (RGSV will provide original Official Transcripts, Predicted Grades, Letters of Recommendation, and other official forms once requested.) If the university requires original external awards, the student is responsible for providing the UC office with original documents.
 - ii. The University Counselling 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 sending the document.
 - iv. Once sent, the student will receive a confirmation email that includes the tracking number. Tracking numbers will be added to MaiaLearning by the UC office.
 - v. The student is responsible for tracking the documents. *The University Counselling Department will not email or make phone calls to determine receipt of documentation.*

2. Main Types of Application Documents

- a. **Transcripts:** This document contains teachers' semester grades from each School Report from Year 10 through Year 13 and the externally assessed IGCSE and IBDP exams. The initial transcript includes grades Year 10, semester 1 through Year 12, and semester two, as well as IGCSE results (if any). Mid-Year transcripts include Year 13 and semester one results. Final transcripts have all eight semesters of high school, including Year 13 Semester two. Students who attended another school for Year 10 or 11 are responsible for bringing at least one set of translated and authenticated transcripts *by the end of year 12*.
 - i. **Official Transcripts:** Official Transcripts are always sent to the university directly from the University Counselling Department, which protects the student by guaranteeing that the transcripts are authentic. RGSV will not release Official Transcripts to students or family members until students graduate from RGSV.
 - ii. **Unofficial Transcripts:** A paper and electronic copy are given to students for reference each semester beginning in YEAR 12. Students can send Unofficial Transcripts directly to universities that accept them.
- b. **IGCSE Certificates:** IGCSE Certificates are scanned by the University Counselling Department and are then ready to be sent to universities. Students who did not attend RGSV in Year 11 must bring their IGCSE Certificates (if any) to be scanned by the University Counselling office.
- c. **Brag Sheet:** Students will complete a brag sheet for each teacher for whom they are requesting letters of recommendation. Students will complete a short survey for the Counsellor Letter of Recommendation. Students are expected to complete these brag sheets promptly for teachers to complete the letters of recommendation on time. If students do not complete the brag sheet promptly or do not complete it at all, the UC office cannot guarantee the timely completion of the teacher's letters of recommendation.



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- 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 usually ask for two letters of recommendation from teachers of different subjects. This letter describes the 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 Counsellor can ensure the reference form has been completed.
- f. **Counsellor Written Evaluation:** This letter of recommendation is written by the University Counsellor 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 particular 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 Counsellor to give universities a better context of RGSV.
- h. **School Profile:** This document gives additional contextual information about our school, 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 a paper and electronic copy to send to universities directly. Most universities accept the school's Predicted Grades form, but some may require university-specific forms. See the *Predicted Grades Policy* for more information about how Predicted Grades are given. NOTE: predicted grades **will not** be submitted to U.S. universities unless requested on the university website or another official channel. *The applicant is responsible for providing proof that predicted grades are required. Applicants should email a screenshot to: university.counseling@RGSVietnam.edu.vn.*
- j. **International Baccalaureate Diploma:** Most universities require final official IB Diploma results. The University Counsellor will meet with each student in April of Year 13 to review which university results should be sent, based on each student's unique situation. Note the following IBO restrictions: *A candidate can select no more than six institutions worldwide. Of these six, no more than three institutions can be selected from Canada and the USA (of these three, only one is for the USA as it is an unconditional offer).* Additional results can be sent after 6th July. Additional fees will be processed directly by the student via the IBO website.
- k. **Legislation:** Universities in some countries require the IB Diploma results to be legalised. During the Exit Interview, the University Counsellor will remind students who intend to matriculate to a country requiring legalisation. Still, it is up to the student to contact the university to determine whether the university requires it. Click [here](#) for IBO legalisation FAQ's.



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3. **Application Documents by Country**

a. **Australia:**

- i. **Official Transcripts:** Students are encouraged to apply to Australia in October after IBDP scores are released. Transcripts will include Year 10-12 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 students from the IBO website to each university if they apply before July 6. After July 6, students can send a copy of their IB certificate.

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 Counselling Department. Students are responsible for notifying the UC office if official transcripts are required.
- ii. **IGCSE Certificates**
- iii. **IELTS Certificates** (or other Language Proficiency exams sent directly by student)
- iv. **Predicted Grades:** Most universities accept the school's Predicted Grades form, but some may require their forms. Many universities will accept Predicted Grades from the students themselves.
- v. **IBDP Exam Results:** Offers are conditional so that results may be sent to two universities (maximum). The UC office sends these results based on students' requests.
- vi. **Letters of Recommendation:** Typically, only required for scholarships.

c. **United Kingdom:** The University Counsellor verifies Predicted Grades and adds the Reference Letter to 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 sent through MaiaDocs. Very few universities require a physical copy to be sent via DHL.

- i. **Official Transcripts**
- ii. **IGCSE Certificates**
- iii. **IELTS Certificates** (or other Language Proficiency exams sent directly by student)
- iv. **Teacher Letters of Recommendation:** Typically, universities ask for two letters of recommendation from teachers of different subjects. Students must complete a brag sheet on time to guarantee a letter of recommendation. The UC office will send both teachers letters of recommendation unless requested otherwise.



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- v. **Previous Teacher Letters of Recommendation:** The student should request their previous teacher to email the letter of recommendation directly to the UC office at: university.counseling@RGSVietnam.edu.vn.
- vi. **Other Recommendation:** If students want a letter of recommendation written by a non-school person, they can request this letter of recommendation directly on the application website.
- vii. **Counsellor Written Evaluation:** Students must complete the counsellor letter of recommendation survey. If students do not submit this survey by the deadline, the UC office does not guarantee quality counsellor recommendations by the university deadline.
- viii. **School Report**
- ix. **School Profile**
- x. **Most Universities in the USA do not require Predicted Grades:** *Students must produce a web page or email stating Predicted Grades are required for a particular university for the University Counselling department to send them.*
- xi. **IBDP Exam Results:** Offers are normally unconditional so that results can be sent to only one university in the U.S.



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Application Deadlines by Country:

		August	September	October	November	December	January	February	March	April	May	June	July	
Grade 12	IBDP											IBDP exams		IBDP exam results released
	Canada, USA & UK			Round 1 Application Deadline	Round 2 Application Deadline	Decisions released				Notify applicant by April 1	Applicant decides by May 1	Visa application		
	Germany											Application Deadline	IBDP exam results required	
	Singapore						Round 3 Application Deadline	Waiting for IBDP exam results					IBDP exam results released	
	Hong Kong & Japan				Application Deadlines (vary by university)			Decide 1 month after results arrive						
	Australia											Apply for Semester 2: Predicted Grades	Decisions released; visa application	Begin Semester 2

		August	September	October	November	December	January	February	March	April	May	June	July
After Graduation	Canada, USA & UK	Begin Semester 1											
	Germany			Begin Semester 1									
	Singapore	Begin Semester 1											
	Hong Kong & Japan	Begin Semester 1											
	Australia				Apply for Semester 1: Exam results	Decisions to be released; visa application			Begin Semester 1				
		Gap semester for Semester 1 start											

University Counselling Support

The University Counselling Department offers students in Years 10 through 13 a comprehensive and compulsory University Counselling Programme.

- I. **University Counselling Class:** Students in Years 9 through 13 receive University Counselling instruction. While the class is one semester in Year 11 via PSHE, Years 12 and 13 have two semesters of instruction because they need additional application support. The classes will cover the following content in each Year Group:

Year 9

- a. Workshop: Choosing IGCSE courses.
- b. Myers Briggs Personality Type Indicator (MBTI) through two in-class activities

Year 10

- c. Extracurricular activities matter! Workshop on how grades start to matter and how extracurricular activities are evaluated in the college admissions process.
- d. Myers Briggs Personality Type Indicator (MBTI) through two in-class activities

Year 11:

- e. Introduction to University Counselling and MaiaLearning



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- f. Social Media presence and effects on future university applications
- g. Teacher grades between Years 10 and 13 are critical for university applications in all non-UK countries
- h. Importance of choosing a fulfilling career
- i. Student's unique Holland's/RIASEC Codes through two in-class activities and a MaiaLearning assessment
- j. How to research careers of interest, including whether it has a bright outlook, salary, and RIASEC codes
- k. Mini-university project to explore student interests

Year 12

- i. Introduction to SAT and ACT CBT, including a recommended schedule and how to sign up
 - ii. PSAT exam (compulsory for all students unless parents opt out)
 - iii. Balanced Short Lists
 - iv. Application requirements for Australia, Canada, the Netherlands, the UK, and the USA
 - v. Introduction to studying in Australia, Canada, the Netherlands, the UK, and the USA delivered by university Admissions Officers from their respective countries
 - vi. Determining unique academic and social-life priorities to research universities with corresponding priorities
 - vii. Determining chances of acceptance based on academic profile
 - viii. How to thoroughly research universities of interest
 - ix. Student and parent discussion about priorities and finances
 - x. Creating Activity Lists for university applications
 - xi. Creating CV / Résumé
 - xii. Answering common university application questions
 - xiii. Beginning a Common App account
 - xiv. Beginning a UCAS account
 - xv. Early applications and how to choose when to apply
 - xvi. How to make the most of university visits, both in-person and virtually
 - xvii. How to choose from which teachers to request a letter of recommendation
 - xviii. How to politely request letters of recommendation from teachers
 - xix. Completing 'Brag Sheets' to positively influence the letters of recommendation
 - xx. Writing Personal Statements
 - xxi. Writing College Essays
 - xxii. Panel discussion: Year 13 students' recommendations for a successful application process
 - xxiii. Mandatory UC meeting with parents and students
- l. Year 13**
- i. Narrowing down 'Long List' to a 'Short List'
 - ii. Meeting with Students (Parents Optional)
 - iii. I-I Student Meetings (Mandatory)
 - iv. 'Why _____ University' supplemental essay prompt workshop
 - v. 'Diversity' supplemental essay prompt workshop
 - vi. 'Extracurricular' supplemental essay prompt workshop



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- vii. Completing and finalizing university applications
2. **Individual Meetings:** The University Counsellor requires students to attend separate meetings once a semester. Students may also sign-up for individual meetings with the University Counsellor via Calendly or drop into the University Counselling Office during recess or lunch.
 - a. **Year 11**
 - i. **Who Am I Meeting:** A one-period meeting to get to know the students' unique skills, extracurricular activities, personality types, majors/courses of interest, and the countries they plan to study.
 - b. **Year 12**
 - i. **University Planning (Mandatory):** During this meeting, 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 essential.
 - ii. **Priorities Meeting:** During this one-period meeting, students will discuss and discover their priorities for choosing a university.
 - c. **Year 13**
 - i. **First semester 1-1 Meeting (Mandatory):** Year 13 students will discuss if their application priorities have changed over the summer and how they plan to utilize their short-list. There will also be time for students to ask questions about their upcoming university applications. Students should also notify their UC Counsellor if they apply early (October - November) to any universities.
 - ii. **Exit Interview:** After all application results are received, students will meet with the University Counsellor to go over application results, where they intend to matriculate, and advice for future Year 13 students and parents. This will be an opportunity to review the University Counselling 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 Counselling Department depends on students and families to thoroughly read each newsletter carefully. Newsletters are released in the following semesters:
 - a. **Year 11:** Summer holiday, in preparation for Year 12
 - b. **Year 12:** Christmas and Summer holidays, in preparation for Year 13
 - c. **Year 13:** August, in preparation for completing applications, and December for what to do after applying.
 4. **Parent Meetings:** Parent workshops are the primary means to impart critical information about the university application process and the expectations of students and families. Parent meetings are scheduled during the following times:
 - a. **Year 11:** Spring
 - b. **Year 12:** Fall; what should we be doing now?
 - c. **Year 13:** Fall, in preparation for completing applications



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5. Application support

- a. **Appointments Available:** The University Counsellor 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 Calendly or during drop-in hours at recess or lunch.
- b. **Written Components:** Support for Essays or Personal Statements, CVs', résumés, and Activity Lists is provided, and we are careful not to change a student's 'voice,' which is viewed negatively by universities. Students are encouraged to make appointments virtually or drop into the UC office to discuss any written component of the applications as often as they would like.

Korean University Applications

Applications to Korean universities are complex. Contact the University Counselling Department for information about how to receive additional assistance with Korean Applications.

Year 10 to 11 Summer or Online Programme Applications

Many students in Years 10 through 12 apply for summer or online programmes. The same process and policies bind the application process for summer and online programmes as Year 13 University applications. This includes submitting a Document Request Form (see Appendix 3) for physical documentation to be sent, 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 Counsellor: April 2020

Reviewed again in: January 2022

Approved by School bodies: May 2020



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Appendix I

Division of Responsibilities

Counsellor	Student	Parents
<p style="text-align: center;">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 RGSV teacher letters of recommendation ● Write counsellor letters of recommendation ● Review applications for completion ● Submit supporting application documents (based on student’s <i>Document Request Form</i>) 	<p style="text-align: center;">Research Universities & Complete Applications</p> <ul style="list-style-type: none"> ● Be aware of deadlines ● Speak with counsellor and family honestly and openly about goals and priorities ● Meet with University Admissions Officers at RGSV 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 style="text-align: center;">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 counsellor informed of family decisions that impact the application process



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University Application Tasks

Counsellor	Student	Parents
<p>The following are some documents that are typically sent to universities. Students must request each document using the YEAR 13 Document Request Form.</p> <ol style="list-style-type: none"> 1. Official Transcripts (RGSV and prior schools) <i>Sent at time of application, Mid-Year, and End of Year</i> 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 counsellor b. UK <ol style="list-style-type: none"> i. Combined reference 6. School Reports 7. Counsellor 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 the 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 Counsellor 5. Transfer IBDP Results <i>Requested in the spring through during Exit Interview</i> 	<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>



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Appendix 2

YEAR 13 Document Request Form

_____ @reigategrammar.edu.vn _____
Student Full Name *DOB (DD/MM/YY)* *Email Address* *Date (DD/MM/YY)*
(as written on applications)

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

IMPORTANT INSTRUCTIONS:

- Submit this to the University Counsellor in person. 'Drop-offs' will not be processed.
- Incomplete forms will not be processed.
- One application/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. You must submit this document **by 15th October for Round 1 early applications (these will be processed only if you told me by the second week of school), by 15th November for Round 2, and by 15th January 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 official SAT, SAT II, ACT, and TOEFL scores. Some universities may ask you to send your 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: 15th October (EA, REA, ED*)
- Round 2: 15th November
- Round 3: 15th January
- 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



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YEAR 13 Document Request Form

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Application Type:

- CAO
- Coalition Application
- Common Application
- OUAC
- Studielink
- UCAS
- Uni-Assist
- University of California
- University's application
- Other: _____

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

- I entered this institution on 'Colleges Applying' on MaiaLearning
- Indicated how I apply 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 Yrs.10-12:* _____
- 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 Counselling Department Use Only:



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Date Received: _____ by _____

Documents Attached: Y / N

Date Sent: _____ via _____

Tracking #: _____

Comments:



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Appendix 3

YEAR 10-11 Document Request Form

_____ @reigategrammar.edu.vn _____
Student Full Name *DOB (DD/MM/YY)* *Email Address* *Date (DD/MM/YY)*
(as written on applications)

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

IMPORTANT INSTRUCTIONS:

- Submit this to the University Counsellor 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



YEAR 10-11 Document Request Form

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

- Given the University Counselling 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 Counsellor or Head of School 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 Counselling Department Use Only:

Date Received: _____ by _____

Documents Attached: Y / N

Date Sent: _____ via _____

Tracking #: _____

Comments:
