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Dear Albanian College High School Students and Parents,

Welcome to the university planning and admissions process! The University and Careers Counselor at Albanian College is looking forward to working with you over the coming years as you begin this journey of finding universities that are a solid academic and personal match for the student.

Your University and Careers Counselor is here to support you in this process. They will offer information, advice and guidance. Ultimately, it is the student who must do the work of evaluating their needs and preferences, completing the research, writing the essays, taking the tests, completing the applications and eventually deciding on which university to attend.

Your University and Careers Counselor believes that students who find the greatest successes in this process are the ones who make informed decisions about the kind of schools where they will be most happy, challenged and productive. The role of the University and Careers Counselor will be to facilitate the admissions process and the research that is needed to get to this point. By starting the process in grade 9, students and parents can gradually collect information over the years to inform that university decision making process. A student’s self-discovery of strengths, weaknesses, abilities and passions is a large part of developing their plans.

The aim of this handbook is to provide information and ideas about identifying possible career choices and developing appropriate plans for life after graduation from Albanian College. It should be used as a resource throughout Secondary school as you make course selections, research admissions requirements, plan university visits or organize a gap year. This handbook should answer many of your questions. However, you are also encouraged to contact the University and Careers Counselor with any questions or concerns about this information.

Best of luck as you begin this voyage. I look forward to assisting you along the way.

Ann Ireland
University and Careers Counselor
aireland@actirana.edu.al
aireland@acdurres.edu.al
Roles and Responsibilities

Albanian College University Counselor: Inform / Advocate / Consult / Advise

- Meets with students and families
- Offers counsel and advice through the university decision-making process
- Presents the school recommendations, profile and transcript to colleges and universities
- Acts as an advocate for the student to universities
- Coordinates university representative visits
- Provides information about most appropriate course selections
- Stays up to date with changes in entry to higher education around the world wherever possible
- Helps students develop a balanced and realistic list of universities
- Informs students about appropriate tests, visits by university reps, and important deadlines via grade level emails (for students and parents) and in the school bulletin
- Collects and writes recommendations
- Provides assistance to Albanian College faculty and staff with writing letters of recommendation
- Sends predicted IB scores to universities
- Advises on the personal statement / essay
- Shares scholarship and financial aid information where applicable
- Offers a variety of workshops or information sessions for students and parents
Albanian College students: Work hard / Take responsibility / Meet deadlines / Inform / Decide

- Meet with university representatives
- Contact universities seeking information, interviews and applications
- Thoroughly research their higher education options
- Do their very best work right up until graduation
- Check their academic record regularly (know their grades, know their courses and review their transcript before it is sent to universities)
- Engage in a thoughtful and honest reflection of their goals, aspirations, strengths, and weaknesses and use this information to inform their decision-making process
- Read through this handbook carefully and check it regularly to answer questions
- Make and keep appointments to see their University and Careers Counselor
- Check their school email regularly, attend meetings, read announcements
- Request letters of recommendation from teachers at the beginning of the school year in consultation with the University and Careers Counselor
- Update their University and Careers Counselor with the list of universities they will be applying to as well as acceptances, offers and rejections
- Register for any standardised test or external exam (SAT, ACT, TOEFL, BMAT, UKCAT, LNAT or any others that pertain to the student)
- Make sure to know deadlines, tests that need to be taken, forms that need to be handed in to the University and Careers Counselor, etc.
- Apply to appropriate universities where they have a reasonable chance of being accepted
- Keep their University and Careers Counselor informed of any decisions and changes made in the application process and meet internal Albanian College deadlines
- Make plans for Gap years as applicable
- Find out about portfolio and interview requirements
- Write thoughtful essays
- Send all official external test results to universities
- Visit universities wherever possible
- Apply for financial aid and scholarships as necessary and meet their deadlines
- Apply for a VISA if attending university in a foreign country
- Apply for housing / accommodation / residence at university
- Make the final decision of what university to attend
Albanian College Parents: Support, Advocate and Advise

- Meet the University and Careers Counselor to discuss their child’s plans and to confirm the final application list
- Be active partners in exploring university options and possibilities
- Read all emails and bulletins sent home from the University and Careers Counselor
- Be open - discuss plans and any financial restrictions openly and honestly with their child early in the process and share these with the University and Careers Counselor
- Visit university campuses with their child
- Encourage their child to find the most appropriate universities, it is OKAY to apply to universities that are difficult to get into, but it is also important to have a good match and safety schools
- Help their child to look beyond the same ten universities that everyone else applies to Discover places where their child will best fit
- Make sure they know the Albanian College internal deadlines for university applications
- Plan family holidays in a way that is supportive of this process
- Make sure their child has fully completed applications but encourages them to work through the entire process as independently as possible
- Check their child’s application but does not write it for them
- Help their child send official test scores (such as SAT or TOEFL) to the universities. The University and Careers Counselor cannot do this
- Check with their child regularly about the progress of the application process. A weekly check-in between parents and students is a good way to stay on top of the process
What should I do in Grade 9?

The Albanian College University and Careers Counselor believes that grade 9 students should be concentrating on their academic courses and becoming a member of an after-school activity or more each term. This will help students develop areas of interest as well as open up more options for their future.

Stress can develop among grade 9 students and parents when it comes to the topic of university admissions. However, even more stress can arise from waiting until grade 11 or 12 to begin the process. We want to avoid that. There is a plan in place to ensure that we address the journey to university in a logical and organised manner to help alleviate those stressful concerns.

This year in Grade 9, a student should:

- Explore after-school activities and summer programmes
- Focus on learning and putting their best efforts in grade 9
- Start developing your resume/CV by being involved in activities
- Begin a two year plan in order to be prepared to be enrolled in the International Baccalaureate in grades 11 and 12
- Reflect on your achievements over the year
What should I do in Grade 10?

The work the University and Careers Counselor does with grade 10 students focuses on the identification and exploration of student interests and skills. We will also use this information in the IB Diploma course selection process.

This year in Grade 10, a student should:

- Complete the personal interest inventories
- Complete the career interest inventory assessments
- Use the career interest inventory results and research potential careers
- Use all of the assessment results to begin planning for course selection for the IB Diploma programme
- Start thinking about possible careers that might interest you and the countries where you might like to attend university
- Explore a few universities over the summer break
- Attend university presentations
- Continue developing your resume/CV
- Reflect on your achievements over the year
- If you are considering studying medicine, you must be involved in some kind of internship, job shadow or work experience before you apply to university

The PSAT (Preliminary Scholastic Aptitude Test) may be available for students to take. This is a standardised test from the United States and it may show you where your strengths and weaknesses are and may help to give you practice for this kind of standardised test. If you plan to attend university in the United States, then you should definitely take this test.

In your second or third term you will have to choose your academic pathway for grades 11 and 12. There will be a number of meetings where you and your parents will get lots of information on how to do this. Your IB Diploma course selection will affect the university application process and the programmes for which you will be able to apply.
What do I do in Grade 11?

The grades achieved in grade 11 are one of the most important years for university applications. Academic achievement in grade 11 is the base upon which your predicted grades for many university applications is established. These grades are the ones that accompany your applications to universities in the United States and many other countries. The grade 12 final grades are not sent until much later.

This year is all about researching the options available to you. You will be introduced to some research tools that will help you find universities that offer what you are looking for.

This year you should:

- Meet as many university representatives as possible
- Brainstorm a list of universities you are thinking about. You can change this list based on your continued research and your academic results as well as your honest, self-evaluation of your strengths and weaknesses;
- Identify your most important criteria for universities
- Meet with your University and Careers Counselor regularly in the second and third terms
- Begin writing essays/personal statements/letters of motivation
- Explore scholarships
- Gather financial information
- Identify letters of recommendation writers
- Explore summer jobs, internships or other programmes
- Visit universities
- Identify possible Early Decision or Early Action schools
- Consider taking a GAP Year (see page 47)

In the second and third term, the University and Careers Counselor will meet with you and your family for an important grade 11 interview. We will begin to work together to get you researching and generating a list of prospective universities. This is when you will be very actively researching what different universities have to offer and to see whether you meet their entry requirements.

If you are planning on applying to the United States or to universities that use a U.S. style admissions process, then you will have to take the appropriate standardised tests such as the SAT or the ACT.

Towards the end of your grade 11 year, you will attend workshops on writing essays, personal statements and letters of motivation.
What should I do in Grade 12?

You must meet with your University and Careers Counselor regularly throughout the first and second term of grade 12. Depending on the country and the course of study, applications can be due as early as October of the grade 12 year or as late as after graduation. You need to ensure that you are well prepared and aware of university and counseling deadlines.

This year you should:
- Make sure you know the requirements of all the universities to which you are applying
- Make sure you know if you want to apply Early Decision or Early Action at a university
- Meet with your University and Careers Counselor regularly
- Ask for teacher letters of recommendations
- Complete any necessary standardised testing, meet all of your application deadlines and successfully complete your grade 12 year
- Continue your search for scholarships
- Apply for financial aid where applicable
- Keep up your grades
- Read your University and Careers Counselor’s emails and announcements in the bulletin carefully

Parents should be aware that universities are in contact with you, the applicant, not the school, the University and Careers Counselor or the parents. Therefore, regular and open communication is necessary for a smooth process.

The goal is to be true to yourself; to show your individuality and character, and choose wisely so you apply to universities that are a great fit for you.

If they are taking IB courses and want to apply to the United Kingdom, they will probably also have to take the SAT test. Your counselor will help you by advising on standardised testing schedules that are appropriate for you.
Factors to consider when choosing a University/College

Know yourself!
Ask yourself these questions. There is no right or wrong answer. It is all about self-discovery

- What courses have you enjoyed most?
- Which values are most important to you?
- How have these values developed and evolved?
- What unique gifts and strengths do you possess?
- What event or experience in your life has been the most important so far? (this is a core question of many university application essays)
- Which do you value more, people or things, action or reflection?
- What emphasis do you place on education?
- What are your academic interests?
- How do you best learn?
- Are particular teaching methods more effective for you?
- What is your attitude towards studying?
- How does your academic record represent you?
- Have you taken the most challenging courses available?
- What are your grades?
- Have there been circumstances that have affected your academic performance?
- On what type of activities have you spent your time outside of the classroom? Which have been the most fulfilling?
- What is your role in your school and community? What would others recognize as your contributions to the school or community?
- Has the school environment encouraged your skills, interests and talents?
- How has your family influenced your outlook on life?
- How do you react when faced with people who think or behave differently than you?
- What issues do you feel strongly about?
- What is your social style? Do you prefer to be alone or are you comfortable in large groups?
- How do you make difficult decisions?

After identifying your own style and desires, it becomes easier to find schools that are a match for you, or more often, those that are not a match.
Know about the university/college

The following list is not meant to be the only means of evaluating a college/university. You must determine the order of importance or weight that each factor carries. These are simply factors that should be considered. You will need to review catalogs, handbooks, brochures, online listings, speak to alumni, college representatives, virtual tours and others about specific programmes.

Type of school
- Public versus private
- Religious or secular
- Co-ed or single sex
- Foundational
- Vocational
- Liberal arts or pre-professional (engineering, business, nursing, etc)
- Conservation or liberal student body
- Traditional or progressive

Enrollment
- Number of undergraduates
- Male/female ratio
- Percentage of international students
- Residential or commuting
- Retention rate after one year

Location and surroundings
- Geographic location
- Weather/climate
- Proximity to family/friends
- Size of the town/city

Curriculum and academic environment
- Degree of competitiveness
- Availability of professors for student conferences
- Quality of faculty; teaching versus research
- What are the core curriculum classes which must be taken
- Majors offered
- Academic pressure and workload
- IB Diploma courses recognized for credit?

Expense
- Cost of tuition, room/board, books and supplies
- Travel expenses
- Financial aid available, percent of students receiving aid
- Work-study programmes
Entrance requirements
● Application process
● SAT I and/or SAT II, ACT, TOEFL
● Deadlines
● Selectivity, percentage of applicants admitted
● Average scores of first year student profile
● Specific course requirements for applicants
● Albanian Matura

Campus life
● Clubs, fraternities, sororities
● Weekend activities/events
● Religious organization
● Housing: co-ed/single-sex, required for first year/off campus housing available
● Meal plans
● Honor system
● Class attendance required
● Security
● Recreational facilities/extra-curricular activities
● International community

Balancing your needs with your choice
● Some considerations will be in conflict with others

You must prioritize and weigh the importance of these and other considerations that are unique to you!

Start developing a long list by:
● Gathering your grades, scores, awards, activities, interests and anything else of significance to an admissions committee. Share this information with your University and Careers Counselor. Understand the difference between reach, match and safety schools.
● Prepare a list of universities, putting into categories your reach, match and safety schools
● Learning to gauge the selectivity of the universities and become familiar with those that would welcome your application.
● Adding to your list by talking to people - University and Careers Counselor, teachers, administrators, parents, advisors, relatives, grade 12 students, friends and recent graduates. Ask for their assessment of you and for their university suggestions.
● Re-checking your list and look for recurring patterns in your choices. Keep an open mind as you make your initial selections. Do not limit your choices with preconceived ideas. Are certain important criteria emerging? What are they and are they consistent? What assumptions or rumors need to be investigated and verified?
• Listing the academic areas you may be interested in pursuing.

• Talking to any university representatives that come to Albanian College. This will help you learn more about universities and get a sense of the types out there and the many differences that exist.

• By the end of our grade 11 year, try to cut your university list to 10 - 15 universities, arranging them as advised by your University and Careers Counselor into (reach, target/match and safety schools). By the start of grade 12 you should have 8 to 10 universities on your list.
University Visits

If possible, you are advised to visit the campuses before applying to university. If you and your parents have time, visit again in the spring before accepting offers. This allows you to verify that the programme offered really has what you want. Not everyone is able to visit the universities being considered, but if you do have the opportunity to make a university tour, it is important to do so.

Each school has an ambiance of its own, and the chance to experience it first hand is very valuable. You are not selecting just an educational institution; you are selecting your ‘home’ for the next three or four years. Remember that any visit involving a tour and interview/group information session will require a minimum of two hours. It is virtually impossible to visit more than two schools per day, and even two is difficult if you add in any of the useful activities listed below. It is not recommended that you take time off from school to visit universities; however, sometimes this is unavoidable.

Before you visit

● Plan your university tour in advance. If possible, you should try to visit campuses when school is in session - you get a better idea of what a university is really like if you visit when students and faculty are there. Regardless of when you visit, you should try to:
  ○ Contact the school at least two weeks in advance. The university’s admissions office will help to arrange interviews, sessions with professors, stay-overs, etc.
  ○ Do your homework! Read the university’s catalog and view websites.
  ○ Prepare a list of questions that you actually want answers to.
  ○ Take along a copy of your current transcript, including standardised test scores, the Albanian College school profile, and art portfolios if appropriate. These will be useful if you are able to secure an interview.
  ○ Take your parents along. They have concerns and questions of their own and are probably as interested in this whole process as you are. They will usually be invited to join you and the admissions counselor toward the end of any interview.

During the visit

● Spend some time in the Student Center (where students hang out)
● Stay overnight on campus when possible
● Talk to an admissions counselor
● Take a tour of the campus
● Attend a class in a subject of interest to you
● Meet with a professor in an academic area of interest
● Eat a meal in a dining hall
● Talk to a coach or club advisor
● Be on time!
● Relax and be yourself. You are looking for a place to live and grow. The university is looking for someone who will be a happy and successful member of their community
● Talk with as many people as you can. Meeting a variety of people will give you a more complete picture of what a university is really like
● Ask your questions. Do not try to dominate the interview, but do ask the things that are of importance to you. It is alright to ask about your admission chances. If you have provided the admissions officer with an accurate profile of your secondary school record and test scores, he or she will be able to give you some idea of your chances of being admitted. Do not expect a definitive answer - that can only come once the school has a complete application folder
● If there are important things about you or your background and achievements the Admissions Office needs to know; be sure to mention them

After the visit
● As you leave campus, while your thoughts are still fresh, jot down some of your impressions of the university. Save the notes for future reference. Without these notes, it is very easy to confuse university visits.
● If questions arise after the visit, contact the people you met.
● Send thank-you notes to those with whom you had appointments or interviews.
What universities and colleges consider when making admissions decisions

**Academic record**
Academic achievement is presented to the admissions officer via either a transcript or through grades and IB scores. All universities give major importance to the quality of a student’s academic record. The University and Careers Counselor is often asked to comment on whether you took the most challenging courses appropriate for you at the school. Most universities believe that your performance in secondary school is the best predictor of future academic success. Admission officers also note the reputation of the school attended. Universities are aware of the reputation of international schools which have a strong academic emphasis built into their curriculum such as the IB Diploma programme.

**Test/IB/Scores**
Standardised tests are often important and evaluated in the total context of a student’s overall performance. SAT I, SAT II, ACT and TOEFL are commonly requested by universities in North America. If you are applying to universities in the United Kingdom with a diploma/credential other than the full IB diploma, then they also may ask for these test results in order to discern tariff points.

Universities in the United Kingdom also have certain standardised tests that some students must take for specific courses. For example, the Biomedical Admissions test or the National Law Aptitude test may be needed. You need to carefully research which tests are needed.

**Recommendation Letters**
References are one of the most influential pieces of the application process. Letters of recommendation written by the University and Careers Counselor, teachers, and other referees are important as they give the university a snapshot of the applicant as a whole person. This allows the admissions officer to see how one stands apart from all of the other applicants.

During September or October of grade 12, you will be directed to request a letter of recommendation from two of your teachers. You should request these letters from teachers who know you well and can speak to your strengths. You should inform the teachers to which programme you are applying and the due date for the letter. You also need to inform your University and Careers Counselor which teachers you have requested the letters of recommendation from. Please understand that letters of recommendation will remain confidential and be shared with the University and Careers Counselor and the university in question, not with the student.
Extra and co-Curricular activities, interests
Many universities want to know the areas in which you have special aptitude, strong involvement, and a high level of commitment. This varies between countries. However, it is particularly important for the United States. Most universities would be pleased with a student who can demonstrate a well-developed interest and commitment to a few areas, rather than being involved in so many things that their time and commitment are limited. This is where an excellent CAS portfolio is advantageous.

Work or internships and community service
Work internships and service are often highly valued by admissions officers. Universities are often looking for evidence that a student will strive to make a contribution to their school and wider community. They particularly look for leadership experience in these activities. Once again, this is where your CAS portfolio is valuable.

Essays/personal statements/motivation letters
This is one of the most important parts of the application. You can capture an admissions officer with an essay in a way that standardised tests and transcripts rarely do! It is the chance to prove that you will be successful in your chosen course and an asset to that university. Make sure you leave yourself time to complete multiple drafts of your essays/ personal statements/motivation letters.

The application itself
Universities will evaluate the way the application is completed. Do not wait until the last minute to do it. Proofread it over and over. Have someone else read it, especially the written piece - ask a teacher, a friend, another adult. Use a computer for essays unless otherwise noted on the application.

Individual flavor
Universities in the United States highly prize individuality, self-reliance, responsibility and a sense of commitment. It is up to you to make sure that those values come through in your application. The admissions officers seek out those that are unique and will consider uncommon characteristics or a history that may set someone apart from other applicants.

Legacy
Children of alumni receive careful review at most universities

Correspondence and contact with the university
You, not your parents, should make contact with the university. This reflects your commitment to the organization and a level of responsibility. Universities often note if you have visited campus, taken a tour, or visited a class.

Each university will develop its own admissions criteria, most of which are listed above, and weight those they feel to be most important.
Universities want good students each with their own unique qualities. Diversity is a priority for many college admissions committees. Remember that the admissions committees of selective universities are not only deciding if a student has met the requirements for admission, but more importantly, which of the highly qualified students merit a place in their student body and which will most likely make a difference while there. It is up to you to convince them that you are one of these students.

The United Kingdom

Universities in the United Kingdom
Higher education in the UK is highly regulated by the British Government. Institutions have to meet certain criteria to be awarded the ‘university’. These are assessed by the Quality Assurance Agency on behalf of the Privy Council. The Privy Council is responsible, under the Further and Higher Education Act 1992, for approving the use of the word ‘university’. Applications to the United Kingdom are made via a centralized system known as UCAS. There are just over 300 institutions in the UCAS scheme including universities, colleges of higher education and further education colleges, but only about 115 universities. The UK has a range of universities from new, cutting-edge courses to others with well-established, well-recognized courses. Here is a short overview.

Oxford and Cambridge have their own unique status and supplements for application that are very competitive in almost every field. Students must choose between Oxford and Cambridge. They cannot apply to both.

The large “civic” or “red brick” universities built mainly in the late 19th century, such as Birmingham, Bristol, Leeds and Manchester tend to be quite competitive for entrance and the degree programs less flexible in structure than newer universities.

The Russell Group represents 24 UK universities that are committed to high levels of research, strong teaching and learning experiences and links with business and public sector. Again, these tend to be quite competitive for entrance. More information can be found at www.russellgroup.ac.uk/

The “new” universities refer to two types of universities. First are the academic institutions founded in the 1960’s such as York, Sussex, Essex, East Anglia and the “technology” universities founded in the 1960’s, such as Brunel and Aston, that offer very highly regarded degrees in pre-professional fields. These universities vary in competitiveness depending on the course. Programmes are more flexible, often interdisciplinary.

The term “new” universities also applies to the universities that were polytechnics granted university status in 1992. These “new” schools tend to have strong industrial and commercial
links and offer more applied and vocational courses on a sandwich basis. They offer more science, technology, design and business-oriented courses than arts-oriented subjects. Many of them prepare for specific careers and have strong job placement records in industry. They are generally less competitive for entrance and have a wider age range of enrolment.

Scottish universities offer four year courses and a more broadly based first year, hence greater flexibility.

Entry to all courses varies in competitiveness. Medicine is one of the very competitive courses. Other courses that are also quite competitive are Economics, Social Anthropology, Psychology, History and English. Also, fee status plays a role. For example, international students who pay full fees are not subject to a quota, and EU home fee status students who attend Scottish universities for are competing for very few spaces.

In the UK, the criteria for selection vary from course to course and from university to university; however, as a rule, universities consider:

- Grades achieved in any external exams such as IB Diploma exams and predicted performance in future exams for the IB Diploma
- The personal statement
- Secondary school courses and how they have prepared an applicant for the course
- The interest commitment shown about a chosen course
- The reference received and to what extent it indicates the applicant is likely to be a suitable and successful student
- Fee status

Once an application has been considered by the admissions tutor, either with or without an interview, UCAS will communicate the decision. Universities may contact applicants directly, but the UCAS notification is the official one. The decision taken will be either an unconditional or conditional offer of a place, or a rejection. If students receive a conditional offer, their final acceptance to the program will be received only after they have taken the required IB Diploma examinations and meet the conditions of the offer.

Vocabulary used in British Education

Single Honors: Study of one subject, within which a range of specialised options may be available

Joint Honors: Study of two separate but equal subjects, which may or may not be related (NB: There is often little or no coordination between the departments; this may be in effect a double degree.)

Combined Honors: This is a study of several subjects, which may or may not be related; often narrowing as the course progresses to two or three subjects.
Sandwich Courses: Alternating periods of study and related work experience, normally lasting 4 years.

Modular Courses: A wide variety of unit courses is offered, and you select your own program, often after a common subject in the first basis. They are more frequently offered in the new universities.

Foundation Year: A pre-degree programme during which you take courses to qualify you for a degree program. These would be intended for students whose secondary school courses, or their grades, did not meet course requirements. Students can then “top-up” these courses and complete a Bachelor’s degree.

Foundation Year in Art: The year required before acceptance into a degree program in art. A portfolio is required.

University and Colleges Admissions Services (UCAS): This is the central organization through which all higher education applications are made and processed. UCAS does not make decisions. It is an online service for applicants and UCAS sends a copy of your application to each of the institutions to which you have applied. An admissions tutor then considers the application in your chosen subject.

Vocabulary used by UCAS

Apply: the online application system for applying for higher education courses.

Clearing System: used toward the end of the academic cycle when students have not secured a place. It enables them to apply for course vacancies.

Conditional Offer: an offer made by a university or college, whereby students must fulfill certain criteria before they can be accepted to the relevant course.

Confirmation: when conditional offers that students have accepted become unconditional or are declined. Confirmation is dependent on qualification/exam results.

Deferral: holding an offer until the following year.

Entry Profiles: comprehensive information about individual courses and institutions, including statistics and entry requirements. Entry profiles are found on Course Search on the UCAS website: www.ucas.com

Extra: the opportunity to apply for another course if all five choices have not secured a place.
Firm offer: the offer that a student has accepted as their first choice.

Institution: a university or college offering higher education courses.

Insurance offer: the offer that has been accepted as a second choice, in case requirements are not met for their firm offer upon registration to UCAS.

KIS: Key information sets that must be provided by each university. This is official data on each UK university and college’s satisfaction scores in the National Student Survey, jobs and salaries after study and other key information for prospective students.

Personal ID: a 10-digit individual number assigned to a student when you register to apply. It is printed on UCAS letters and is displayed in the format 123-456-7890. This number is needed to contact UCAS customer service unit.

Point of entry: the year of entry to the course, for example, 2 refers to the second year of a course.

Scheme code: used with the Personal ID to uniquely identify an application.

Track: a system where the progress of applications are tracked online, replies to any offers received, and amendments such as change of address or email.

Unconditional offer: an offer given without conditions by a university or college if all criteria are satisfied.

Unistats: a website for students who want to research and compare subjects and universities before deciding where to apply. Student satisfaction ratings and figures about getting a job after completing a course can be explored.

Unsuccessful: the student has not been accepted by the university or college concerned.

Withdrawal: either the student or a university/college cancels a choice before a decision has been made - a reason will be included if the withdrawal was issued by an institution.

Possible Admission Tests: some universities and colleges require applicants to pass an admissions test as well as standard qualifications for courses in certain subjects. The details for some of these tests are provided below. However, other admissions tests may be required which are not listed on this page.

Please check the entry profiles for chosen course(s) on Course Search in UCAS, contact the chosen universities and colleges or check their websites. Full information about tests is
Biomedical Admissions Test (BMAT)
For entry to medicine and veterinary schools.

English Literature Admissions Test (ELAT)
For entry to English courses at the University of Oxford

Graduate Medical School Admissions Test (GAMSAT)
For entry into medicine

History Aptitude Test (HAT)
For entry to modern history and joint honors degrees involving modern history at the University of Oxford

The National Admissions Test for Law (LNAT)
For entry to law

Thinking Skills Assessment (TSA Oxford), formerly known as the PPE Admissions Test for entry to the Philosophy, Politics and Economics, and the Economics and Management Courses at the University of Oxford

Thinking Skills Assessment (TSA)
For entry to European social and political studies at University College London (UCL)

UK Clinical Aptitude Test (UKCAT)
For entry to medical and dental schools

Important dates for the UCAS application
There are different dates to be aware of when making a UCAS application and waiting for decisions from chosen universities and colleges. The application deadlines vary from year to year and at Albanian College earlier deadlines are set to allow time to check applications, to complete references and to make sure students are not disadvantaged by the winter break. Note: some art schools with foundation courses will accept separate applications. Students are not limited in any way by UCAS if they are only applying to these. Your university counselor will offer advice and guidance in completing the UCAS application.

Below is a rough guideline of the dates important to the application at UCAS:
September  UCAS opens for registration and applications can be sent from mid September.
Mid-October  Application deadline for UCAS applications to medicine, dentistry, veterinary medicine and veterinary science courses and for ALL Oxford and Cambridge courses.

December 1  Deadline set by your counselor for general UCAS submission (except those listed above, and art and design courses) due to the Holidays in December. This allows your counselor the time to Make final checks and make sure applications reach UCAS by the January close date.

February  Extra becomes available to some students. This is a service offered to students who have already made five choices; received decisions from all of these choices, and either had no offers or have chosen to decline all of the received offers. Eligible students will be able to apply to courses that still have vacancies.

March  Deadline for Art and Design courses that do not have the earlier general deadline.

April  Most universities and colleges will have sent their decisions by this date for students who met the general January deadline.

May  If students have received decisions from all their universities/colleges, and they have not made an Extra application, they need to reply to any offers in early May. If they do not receive replies, UCAS will decline offers on the student’s behalf.

July  Deadline for last application to Extra. Clearing starts. This is a service available between July and September, but for most people it is used after exam results are published in July.

August  Adjustment opens. Adjustment is a service for students who have Exceeded the conditions of their conditional firm choice. Students may try to apply for an alternative course of study. Adjustment closes at the end of August.

September  Mid-September will be the last date you can apply for courses starting the same year.

Steps to complete the UCAS application for 2016-17

Your UCAS application will be completed online. Go to the UCAS website – www.UCAS.com. Go under “Apply and Track” on the top tool-bar. Select “Start an undergraduate application” then “Register and apply for 2017 courses”. The first time, you will need to “Register”. You need to read the Terms and Conditions of UCAS, and click on “accept”. You will be applying as an independent student. After this you must complete your Personal Details, Choices, Education, Employment and Statement.
• When you have completed each section, mark it as “section completed”.
• It is important to “Save” your work at the bottom of each page before leaving a section.
• Please remember to write down your password, username and personal ID so you can log in again.
• You must verify your email address. UCAS will send a code to the e-mail address you used on your application. You must enter that code onto your UCAS form before you can send it.
• You can log onto your UCAS account from any computer with internet access.

Personal details:
Much of this has already been filled in from your registration details. For most of you, your permanent address is in Albania, and your home address is the same as your postal address. Add your UK address if you have one. Your Date of first Entry to UK will be July 30, 2017 unless you were born or lived previously in the UK. Most of you will not have “Reference Numbers”.

Passports:
• Under “Area of permanent residence” fill in the country that you consider “home” (preferably an EEA/EU country, or Switzerland or Norway). If you own property in the UK – you would put the actual borough or district in which your property resides for the LEA (use the pull-down menu).
• Your Residential category should be “UK Citizen or EU National” if you or one of your parents hold an EU passport, or “EEA or Swiss National” if you hold a Swiss or Norwegian passport
• Under Student Support, Fee Code, most of you will select “02 UK, Chl, IoM or EU student finance”
• Under “Student Support Arrangements” pull down “EU TEam for EU and “STudent AA Scotland” for Scottish nationals

If you or your family are going to be paying for the university on your own:
• For Residential category, most will click on “Other” from the pull down menu.
• Under Student Support, Fee Code, pull down the menu and select “Private Finance”. You will leave the Student Support Arrangements blank.
• You will need to complete the Passport Details in this section

For all students:
• Only click on the box of “Criminal Convictions” if you have a relevant criminal conviction. If not, leave it blank.
• Under Disability, please select either “No disability” or a category from the pull down list. You can add details of special needs in the box. Click on “Section Completed” at the bottom of the page.
Employment

- Give brief details of each employment. Employment can be paid or unpaid, and yes, being a paid child minder (babysitter) does count. If you select yes for employment, then you need to enter each job individually, including name and address of employer, dates of employment and nature of work. You can also use this section if you want to tell them about any special unpaid work experience.

Choices:

- You can select up to five courses (4 for medicine, dentistry and vet science). You need to “Add a choice” for each university or course you wish to apply to.
- Use the “see list” button to select the university and courses.
- Use the “see list” button for “Start Date”. For this year, it will be September or October 2017. Mark 2018 if you plan to take a gap year.
- For “Campus Code”, most universities will list “Main Site” in the pull down menu; otherwise you need to select a campus.
- Please leave “Point of Entry” blank.

Education:

- You should select “Below honours degree level qualifications”
- You then need to “add new school”. Type in Albanian College Durres, and then select it. Please say which year you began at ACD, most of you started in August. Your finish date will be June 2017.
- If you will be sitting for IB Diploma or Certificates, please click “Yes” on “Did you receive any formal qualifications”. Please select the appropriate choice from the pull down menu.
- It will then ask you to list each module for the IB. You must enter all qualifications in this section.
- Type in the date as June 2017. Then you will want to “add a module” for each of your courses. Also list whether the course is “Higher lvl” or “Stand lvl”. Leave your scores “Pending”. Also add TOK under both subject and level. For your Extended Essay – list the area under subject – for instance English or Physics. Then under the level list EE.
- If you took the IGCSE or any other exams in Grade 10 you can add them here as well. Please see counsellor if you have questions.
- You can also add SAT, ACT, UKCAT, BMAT, and Music Qualifications in this section.

Personal statement:

- For your personal statement, type it in “word” then cut and paste it on your application. UCAS has no spell check function, so you want to make sure it is correct before you paste it. When you “save” it, you will be told how many more lines or characters you have available. Take advantage of what you have available, and don’t leave a lot of empty space. You will not be able to complete your personal statement until you first “preview” it.

Completing and paying for the application:

- Make sure you save all the information before you leave any section. When you are finished with each section, click on “section completed” and “Save”. You can always
make changes afterwards. To make changes – go to “View all”. Click on “edit” for the section that you want to change, and it will bring you back to the original screen you filled in.

- You need to “Send reference request” to me. Type in my email address: aireland@acdurres.edu.al or aireland@actirana.edu.al I will add your letter of reference.

- When you have finished all sections, you need to “Pay/Send” your application. You must agree to all the conditions of UCAS. You will then be asked to pay by credit card. After payment, you will then send your application to the referee. Your college counsellor will add your reference. If there are any mistakes with your application, your application can still be corrected. Once the reference is added and the application is checked, your counsellor will send it to UCAS electronically.

The United States of America (USA)

The structure of education in the United States (US) differs notably from that of many other countries. Most Americans attend “primary” and “secondary” school for a combined total of 12 years. After graduating from grade 12, American students may go onto higher education. This is offered at several types of institutions described below, but the general term used in the US for all post-secondary institutions is “college”. The term “university” describes institutions with a college of liberal arts, one or more academic colleges, and a programme of postgraduate study. However, many people use the terms interchangeably, so neither term should be considered significant in assessing the quality or stature of an institution.

There are more than 4,000 colleges and universities in the United States. This gives you a lot of flexibility to find the perfect college, even if you haven’t heard of the name. There are pathways for all ability levels. Unlike the UK, the United States has a decentralized application system, hence the holistic nature of the admissions process and the importance of SAT/ACT scores. This aims to give some standardized assessment of the aptitude of potential applicants.

The different universities vary in selectivity, so there are selective universities and non-selective universities. Generally speaking, the highly selective universities (only about 50 institutes) accept less than 25% of applicants. The 8 universities that make up the ‘Ivy League’ have an average admission rate of less than 10%. Of those admitted, about 90% are from the US.

The first level of higher education is termed undergraduate and includes the four years (sometimes five) required to earn a bachelor’s degree. Some students will obtain an intermediate certificate known as an associate degree, normally offered by two-year or community colleges. Undergraduate students are classified as freshmen in their first year, sophomores in their second, juniors in their third and seniors in their fourth, depending not only on the number of years in university but also on the number of courses completed or credits.
Undergraduate education in the United States is intended in part to produce well-informed articulate citizens. As a result, a significant part of most undergraduate programs is of a general nature and includes a blend of courses in the arts, humanities, social sciences and natural sciences. This means you do not need to know exactly what you want to study when you go to university in the United States.

Another significant part of most undergraduate programs concentrates on one field of study, known as the “major”. Specialized training in one particular subject area usually takes place after the second year of an undergraduate degree or at the graduate level.

Graduate study, called postgraduate work in many areas of the world, is education beyond a bachelor’s degree. Graduate students are those pursuing a master’s, doctoral, professional, or special advanced degree. While the number of years required to earn advanced degrees depends on the particular university, field of study, and nature of the curriculum, students usually spend a year or two studying for a master’s degree, three or more years for a doctoral degree, and three or more years for professional degrees such as law, dentistry, medicine, veterinary medicine and pharmacology, etc.

Universities
Universities are academic institutions that include one or more undergraduate colleges, as well as any number of graduate and professional schools, i.e., schools offering study for a single profession, such as medicine or law. In other countries, many professions are studied immediately following secondary school, while in the United States they are studied only after two, three or four years of university. Pharmacy, medicine, dentistry, law and veterinary medicine are examples. Very few professional schools admit students from other countries directly into their degree programs.

Four-year colleges
Four-year colleges are undergraduate institutions offering academic programs leading to a bachelor’s degree. In addition to arts and sciences, many colleges offer degrees in business administration, education, nursing and a variety of technological programs. There are approximately 3,000 undergraduate colleges in the United States.

Institutes of Technology
Institutes of technology, or polytechnic institutes, offer specialized programs in the sciences and engineering in addition to basic sciences and liberal arts. These institutes, many of them highly regarded in the United States, usually offer undergraduate and graduate degrees.

Community Colleges
These institutions serve the general population of local communities in providing high school graduates, earners of the GED (the US high school equivalency exam) and other adults the
opportunity to earn college credit toward a certificate or degree. Courses taken can generally be applied toward graduation requirements in a four-year college or university; some states offer guaranteed admission to complete an undergraduate degree at a four-year college is a student in community college maintains a certain average over two years. Many technical and paraprofessional programs are offered which prepare students to enter the workforce directly. Community colleges generally do not provide on-campus housing, but are much lower cost than four-year colleges.

Financial Aid (United States)
It is expensive to study at colleges and universities. The vast majority is residential in nature, and a student has to consider not only the tuition and fees (that pay for course-work) but also the room and board. An additional concern will be transportation costs to and from family and friends.

The cost of a college education in the US has risen sharply over the past 10 - 12 years. For each of the past 10 years, the annual increase in college costs has been greater than the cost of living index and has usually been 8% to 10% per year (some colleges have seen even great increases). A price tag for room, board and tuition of between $15,000 and $65,000 a year at most 4-year colleges or universities is common.

In the United States, in most cases, the lowest priced are the state universities. For in-state students, or those who qualify as state residents, the tuition rates are usually low compared to those for out-of-state students and/or students going to private colleges. State universities are usually large and student to faculty ratios are very high. Because of that, classes can be quite large and students might have to wait a long time to see their advisor or register for courses, etc.

Because most of the money that is used by colleges for financial aid is tied up with U.S. government grants, etc, there is a much smaller amount of money available for financial aid for foreign students. Most of the money that is available for a foreign student comes directly from the college or university’s operating budget. In the more than 3,000 colleges and universities in the U.S., each has its own policies for granting aid to foreign students. Foreign students seeking financial aid will be asked to complete either/or the FAFSA or PROFILE Financial Aid forms, all of which are available online.

It is also important to understand state residency requirements. Applicants must not assume that, because they used to live in a specific state or, because they might have a house or summer place there, that they are automatically a state resident for admissions and tuition purposes. Each state has its own regulations concerning residency and some states are very strict about it. Often, one of the main criteria is whether state income tax has been paid in the years prior to matriculation.

In this whole picture, the private colleges and universities in the U.S. have to stay competitive in order to stay in business. Their price tags are far higher than local residents pay at their state
universities. But, sometimes it doesn’t necessarily cost more to go to a private college. The private colleges want a healthy cross-section of students from all backgrounds. In order to make that diversity possible, private colleges raise incredible amounts of money from outside sources to be able to offer financial aid and scholarships to students who otherwise could not afford the big price tags. Often, with the money they offer a student in financial aid or scholarship, it can be more reasonable.

Most of the money that is available to finance college education in the United States for U.S. citizens comes through financial aid. Financial aid is dependent totally on the demonstrated financial need of a student and the student’s parents. Applicants submit a confidential form called the Free Application for Financial Aid Form (FAFSA) that is available online at http://www.fafsa.ed.gov/. The FAFSA is processed in the U.S. and any colleges to which you are applying will receive a copy if desired. The FAFSA will generate figures showing the expected parental contribution and the colleges will use that as a basis for determining financial need. The FAFSA4caster is a free financial aid calculator that gives you an early estimate of your eligibility for federal student aid. This information helps families plan ahead for college. Some colleges are proud to meet “100% of demonstrated financial need” and they base that on the figures coming off the FAFSA.

Financial aid will come to students in the form of grants (out-right gifts from the college, not to be repaid), work-study (students may be required to work 8 - 12 hours per week in a campus job), or loans (to be repaid after leaving college and usually on very favorable terms and with relatively low interest). No student should let a high price tag discourage them from applying to any college or university; sometimes there is more money there than you can imagine when you first look up the price.

Please note: your request for financial aid can be a factor into the acceptance decision. Therefore, if you do not need financial aid, and you indicate that you will not be applying for financial aid, you may have a better chance of acceptance. But, once you have indicated that you do not need financial aid, you cannot normally change your mind at a later date.

The International students section of FinAid Financial Aid Information page http://www.finaid.org/
Canada

Canadian universities educate more than 1.5 million students annually. Degrees conferred from Canadian universities include the Bachelor’s, Master’s and PhD. Canada’s higher education institutions are diverse - varying in size, character and breadth of programs - and they are located across the country. There is no federal ministry of education or formal accreditation system. Instead the university’s provincial government charter is generally deemed the equivalent. There are almost no private universities.

Undergraduate programs in the humanities, social sciences, physical and applied sciences are available at most universities in Canada. However, professional programs, such as medicine, dentistry, law, architecture, engineering and journalism, are not available in all provinces. You must have completed (or nearly completed) an undergraduate qualification in order to be eligible to apply for a graduate / professional degree such as medicine, law, dentistry, etc.

Description and types of schools
Canada also has community colleges, and in most provinces there are colleges of general and vocational education that are different from universities. These non-degree granting institutions offer technical or vocational post-secondary courses or courses for transfer to a university.

Entrance requirements/admissions procedures
The application process in Canada varies somewhat from province to province. In most cases you have to apply directly to each university because applications are mostly decentralized, but Ontario has by far the most universities, and therefore has a centralized application system. A majority of the post-secondary institutions in Ontario use the OUAC (Ontario University Application Center) as a central application agency.

Although a student may be Canadian, they must follow the application process as if they were applying from an international school. Applicants are judged based on the credentials that they present: if they are an IB diploma candidate they will be reviewed differently. Always check the university catalogs for the information pertaining to “Graduates from outside Canada”.

Cost
Students spend between CAD $15,000 to $50,000 (excluding medicine degrees) on tuition per year. Each university calendar lists the individual fees, often separated by area of study and scholarships available. Some provinces in Canada charge higher fees for international students than Canadian students, so international students pay quite different fees from Canadian citizens. In some cases it may be up to 10 times more. Therefore, it is important to check the international fees!
The Netherlands

More than 1,500 study programs are taught in English in the Netherlands, and a relatively large number of students who apply to Dutch higher education institutions have a high school diploma from an international school. The main requirement for admission to a bachelor’s program is a secondary school diploma at the appropriate level. There are other admissions requirements for a number of university programs. More specifically: admission requirements for medical studies (including veterinary studies), technical studies and economics/econometrics & (international) business studies are now expressed in terms of specific tracks that students need to have completed in their secondary school program.

The reforms in secondary education are known in Dutch as the ‘invoering tweede fase’ and the four specific tracks are known as ‘subject clusters’.

1. Natuur - en gezondheid (N&G; physical sciences and health sciences)
2. Natuur & techniek (N&T; physical sciences)
3. Economie & maatschappij (E&M; economics & social sciences)
4. Cultuur & maatschappij (C&M; humanities)

If you know which diploma the institution of your choice has set as a minimum requirement, you can check how your diploma compares to this on the Nuffic website (Netherlands Organization for International Cooperation in Higher Education).

For the IB diploma the guidelines for the minimum requirements are as follows:

- Economics, econometrics and (international) business studies: Math SL
- Social Sciences: Math Studies SL
- Technical universities: Maths and Physics at Higher Level (Chemistry at HL instead of Physics: only for certain specific fields and
- Chemistry at SL (or Physics at SL when Chemistry is offered at HL)
- Medical and related fields are the most complex: Biology at HL, Math at SL, Chemistry at SL including options A (organic chemistry) and option B (higher physical chemistry) and Physics at SL including options D (biomedical physics) and option H (optics) as a seventh certificate subject.

IB certificates (from September 2011 “Diploma Programme courses”) are not accepted for admission to higher education in the Netherlands.

Students often have to register on the Dutch national student registration database (Studielink) at https://app.studielink.nl/front-office/#52 before starting an application.
Check out this link to find the Dutch universities. And read about some of the best options here:

- Nuffic, Netherlands Organization for International Cooperation in Higher Education
- Study in Holland
- Scholarship Information

Leiden University College The Hague

Leiden University College The Hague (LUC) is a joint initiative of Leiden University, the oldest and most prestigious university in the Netherlands (est. 1575) and the city of The Hague, the judicial capital of the world. The College, which is highly selective, is based on a Liberal Arts and Sciences ethos but focuses on the kinds of themes for which the city of The Hague is well known, as the international city of peace and justice. Hence, the College offers a BA and a BSc degree in the field of 'Global Challenges' with content centered around issues of peace, justice and sustainability. Students find opportunities for internships and research in the various NGOs and other organizations that are based in The Hague. LUC provides a challenging academic education and prepares students for prominent positions in international society.

University College Maastricht (UCM)

At the University College Maastricht (UCM), students can choose between three concentrations: Social Sciences, Humanities and Sciences, but they must take an additional four courses outside their concentration to learn how people in other academic areas think and work. One science concentration at UCM offers students the opportunity to enroll in several research master's programs in the medical field and allows them to take the MCAT (Medical College Admissions Test) which is required for entering a medical school in the USA. UCM uses Problem-Based Learning (PBL) in which students work in small tutorial groups (12 maximum) on an academic or practical problem (teachers only help them along).

For more information, please visit their website.
University College Utrecht (UCU)

University College Utrecht (UCU) is the best Dutch university according to the Shanghai Academic Ranking of World Universities (http://www.shanghairanking.com/). After graduating, 91% of UCU students enroll in a Master's program; of these, 36% of graduates continue their studies abroad. The most popular universities are the London School of Economics, the University of Oxford and the University of Cambridge.

For more information, please visit their website. Deadline for application is March 1.

Roosevelt Academy (RA)

Roosevelt Academy (RA) is located in the historic heart of Middelburg in the southwest of the Netherlands. Roosevelt Academy is one of the international honors colleges at Utrecht University. There are only 600 students in total and 200 spots per year. Unique to RA are the special performing arts and medical programs. Students can freely select courses in their first year, albeit with their prospective major in mind (Cultural Anthropology, Film, Theater and Media Studies, Art History, Rhetoric and Argumentation, etc). Roosevelt Academy is a so-called residential college. All students are required to live on campus in one of the three student dorms across the town, all within easy biking distance of one another.

For more information, please visit their website.

Amsterdam University College

Amsterdam University College (AUC), founded only two years ago is another option.

Deadline for Application: March 1.
Tilburg University

Tilburg University, in the very south of the Netherlands, offers majors in Humanities (European History and Culture), Business and Management, Social Sciences and Law in Europe.

Deadline for application: April 1

Fees & Tuition

Dutch Universities are state funded. Tuition fees are therefore low: 1,713 Euros per year for European citizens and from 6,500 to 9,000 Euros per year for Non-Europeans.

European Universities

Study medicine in Europe in English
Check out schools here.

Study in Germany:
Check out the German language requirements for German universities here. Check out this site to search for degrees in English. Or you can study in English at schools like Jacobs University or Webster University

Jacobs University Bremen

Bachelor of Applied and Computational Mathematics, Bachelor of Art in Comparative Literature and Culture (Integrated Cultural Studies), Bachelor of Arts in Integrated Social and Cognitive Psychology, Bachelor of Arts in Integrated Social Sciences, Bachelor of Arts in International Politics and History. Tuition fees: 18000 € per year (a private institution)

Berlin School of Economics and Law (Hochschule für Wirtschaft und Recht Berlin)

During the first two years of the programme students study in Berlin, the third year they spend at one of more than 60 partner universities around the world. Bachelor in International Business Management entirely taught in English. One additional semester will be spent in an international company. Other programmes available. No Tuition fees.
Universität Magdeburg (Otto-von-Guericke Universität)

In Eastern Germany between Berlin and the medieval towns of Werningerode, Quedlingburg, Goslar in the Harz-Mountains offers an entirely English taught B.Sc. in Management and Economics. Small class sizes of an average intake of 80 students (50% of places reserved for international candidates) allow for better individual attention. One or two semesters may be studied abroad with travel grants available. No tuition fees.

Georg-Simon-Ohm Hochschule, Nürnberg

Bachelor in international Business. Besides competence in business and work experience (an integrated internship) there is an obligatory semester abroad. The first 3 semesters are 100% in English, thereafter 60% in English, 40% in German (proof of approximately 100 hours of lessons). Tuition fees: 500 € per semester

SRH Hochschule, Berlin

(A private state-approved university of applied sciences with an alternative, innovative concept of teaching (practical oriented peer group learning style mentored intensively by the teaching staff). Bachelor of Economics – Business Administration. Tuition fees: 8400 € per year

Hochschule für Technik und Wirtschaft Berlin (HTW Berlin)

Bachelor of International Business. Entirely taught in English. 7 semesters, including an internship abroad. Special attention is given to the specific structures of the EU and the integration of European countries. No tuition fees. For accommodation and living costs students should allocate 600 € per month

Fachhochschule Süd-Westfalen (South Westphalian University of Applied Sciences)

Bachelor in Business Administration with informatics focuses on International Economics. In cooperation with the Swiss/German University, Jakarta (Indonesia), an international team of lecturers prepares international students in a study course exclusively taught in English to efficiently master global demands. Tuition fees: 500 € per semester

Hochschule Furtwangen University (in the South-West of Germany)

Finds its programmes BA in International Business Management and International Business Administration ranked amongst the top of all 550 German bachelor programmes (third place of the top ten). Languages and communication skills are an integral part of the programme. For native speakers of English the first foreign language is German (at all levels), the second is Chinese (beginners), French, or Spanish. Tuition fees: 500 € per semester.
Hochschule Flensburg in cooperation with the Syddansk Universitet close to the German border.

The Bachelor programme of Sciences in European Studies is taught on the Sonderborg campus of the Danish university in its buildings. Tuition is in English and there are no fees charged for Europeans. Non Europeans have to pay 10700 € per year

Brandenburgische Technische Universität, Cottbus

Bachelor of Environmental and Resource Management combines the knowledge of several closely related fields (technical subjects, natural sciences, sociology, economics). The choice and combination was strongly influenced by the issues of the ‘Agenda 21’. No tuition fees. For accommodation and living expenses students should allocate 600 – 700 € per month.

Hochschule Ravensburg-Weingarten University of Applied Sciences,

Bachelor of Engineering, (Electrical engineering and Information Technology). The programme starts every summer semester. In the first two years the course language is English. During this period part of the standard curriculum is “German for Foreign Students”. If students have passed this language course they should be able to do a practical semester in a German company to get some experience of working as an engineer. The last two semesters are mostly offered in German. Most foreign students are accommodated in a student’s residence. The monthly rate varies between 190 and 240 €. Tuition fees 500 € per semester

Universität Karlsruhe, Carl Benz School

Countless Nobel Prize winners and pioneers in engineering have studied and taught here. In 2006 the Universität Karlsruhe was awarded the status of elite university and now ranks among the top three universities in Germany. Carl Benz School of Engineering, an institute within the big university, offers a B.Sc. in Mechanical Engineering + 12 weeks internship. Students can also develop their English and German skills. Tuition fee: 12000 € per year

Hamburg University of Applied Sciences

Bachelor of Information Engineering. Basic studies during semester 1 to 4, industrial placement during 5th semester, (20 weeks), major studies during semester 6 and 7. Tuition fees 1200 € per year (inclusive free travel on Hamburg’s public transport system.)

Hochschule Mannheim, University for Applied Sciences

Bachelors of Science in Electrical Engineering and in Automation Technology awarded after a 7 semester-course of study comprising 210 credits. During the first two semesters lectures and lab courses are held exclusively in English. In the subsequent semesters instruction is primarily in German. Language instruction is an integral part of the degree programme. In addition, all-day language classes in three-week sessions take place in the semester breaks. Tuition
Fees: 500 € per semester. Deadline for application is May 15th. Intensive language courses start in September.

Fachhochschule Aachen, Aix-la-Chapelle

There is a unique Freshman programme for students who do not meet the admission requirements to German universities. Students who enter the programme directly, as well as those who complete the Freshman year, can study in one of the Bachelor’s programmes in Applied Chemistry, Biomedical Engineering, Electrical Engineering, Mechanical Engineering (within this course there are several study paths: Energy Engineering, Environmental Protection Engineering, Nuclear Engineering), Physical Engineering. Students with a bilingual degree have a head start in the job market or in a Master’s programme. Courses are held in English during the first year and then mostly in German. German classes are offered, but must be paid for (300 € per semester). Tuition fees: 700 € per semester.

Study in the Czech Republic
Click here if you know what you want to study to search for universities.

Study in Belgium, search here

Study in France

Study in Italy

Are you interested in studying art—whether it be visual arts, fashion, or product, graphic, media or theater design?

Why not consider NABA the Nuova Accademia di Belle Arti Milano, one of the most progressive academies of art and design in Italy? In Milan, as in the whole of Italy, creativity and artistic expression are, and have been for centuries, a fundamental part of the culture.

The primacy Italy places on artistic and creative expression is evident all around—you can see it in the ancient ruins, the classical architecture, the timeless paintings and sculptures, the exciting fashions of the day and in the most innovative design being conceived and produced anywhere in the world. By studying in Milan, students have access to the trend-setting work of leading Milanese artists and designers, world-famous design shows, exhibitions and fashion weeks.

NABA is the first and the largest private academy recognized by the Italian Ministry of Education. Today, more than 1,800 students come from all over Italy and almost 50 countries to
pursue undergraduate and postgraduate degrees in visual arts, product design, fashion, graphic, media and theater design. The 10-building campus in a newly renovated industrial complex has significant architectural value and is situated in one of Milan’s most exciting and stimulating areas. A superb IT infrastructure and state-of-the-art equipment and labs provide students with every resource for unlimited experimentation and self-expression.

NABA diplomas are equivalent to first- and second-level university degrees and comply with the Bologna Agreement what means that students can continue their studies in universities and academies in Italy and abroad.

Since the beginning of 2011, three of the NABA undergraduate degrees are offered in English:

- **BA in Design**
  - (For the professional fields: Interior Design, Product Design, Display Design, New Technologies Design)
- **BA in Graphic Design & Art Direction**
  - (For the professional fields: Graphic Design and Packaging, Advertising, Multimedia Communication)
- **BA in Fashion Design**
  - (For the professional fields: Garment, Textile and Accessories Design, Fashion Events and Displays, Fashion Marketing and Management)

NABA international students must take the NABA admissions examination, either online or at the NABA campus (between February and May for non-EU students and February through September for EU students).

NABA requires international BA applicants to take an intensive three week Italian language training course. This mandatory course is held in September and is offered free of charge.

Tuition fees for degree courses in English are 15,000 Euros per year. Tuition fees for degrees in Italian range from 7,000 to 10,300 Euros. More information is available on the School’s website.

For more details visit [Naba’s website](#).

**Bocconi** (programs in English):

3 year programs in Economics and International related programs. Check out the programs and the fees [here](#).

**Study in Spain (in English)**

IE-University
IE-University, based in Segovia and not far from Madrid, finds its roots in the IE Business School, which is continually ranked in publications such as the Financial Times, the Economist and the Wall Street Journal as one of the top ten Business Schools worldwide.

70% of the students are international, and there is an incredible professor to student ratio, with one professor for every eight students.

IE-University offers an innovative, unique approach to undergraduate students, which mixes entrepreneurial ideals with humanities for an integrated vision of knowledge. Professors and students initiate high-value projects that bridge academic and professional divisions.

The University comprises seven schools which complement each other with a shared faculty, which trains students across all programs, including:

- IE Business School (Bachelor in Business Administration in English or Spanish)
- IE Law School (Bachelor of Law in English or Spanish)
- IE School of Arts and Humanities (Bachelor in Art History in English)
- IE School of Architecture (partnership with Politecnico Milano. The Bachelor is complemented with a Minor in Business)
- IE School of Communication
- IE School of Biology
- IE School of Psychology

IE University's beautiful medieval campus is housed by the Convent of Santa Cruz la Real, a national heritage site.

60 % of the students who applied for an IE scholarship were awarded some form of financial support (early application is necessary).

For more information, please visit their website.

Study in Turkey
Universities in Turkey offer undergraduate, postgraduate and doctoral programmes in a wide variety of subjects. Applications usually open later in the year in May. There will be different requirements for Turkish passport holders and non-Turkish passport holders.

Generally, the entrance requirements require the following:

1) A certified copy of Secondary Education Certificate (and its translation by a sworn translator in case it is in a language other than English or Turkish. The school awarding the certificate, embassies, consulates or notaries are regarded as certifying authorities. Uncertified diplomas will not be taken into consideration),

2) Exam Scores: SAT and ACT scores will only be valid if issued in the current and previous calendar year. Applicants can submit the online print or photocopy of their scores for application. Applicants who apply with SAT scores must make sure that their official score report is sent to Hacettepe University by ETS until the date of registration (Hacettepe University SAT Code: 7661),

3) Application Form: The form must be filled in online. Following the online submission of your application form, please make sure that you print and attach the form to application documents. Applications of those who only submit application form without attachments will be invalid. Application form will be available on our website in May.

4) Photocopy of the page of the passport containing the applicant's photo,

5) Applicants who hold dual citizenship (one of which is Turkey Republic), must submit a certificate of identity register,

6) Applicants who apply pursuant to the Article 4 of the eligibility criteria must submit a certified document which states the complete fulfillment of secondary education abroad (A certified document from the school graduated or a transcript covering all years must be obtained).

Study in Australia and New Zealand

Universities in Australia and New Zealand offer undergraduate, postgraduate and doctoral programmes. There are hundreds of programmes available covering a vast array of subjects – from Antarctic studies to accounting, mathematics to marine biology, sport coaching to speech therapy, environmental science to economics.

Your application will be assessed on your IB Diploma results. Students applying for degrees in medicine or dentistry may have to sit extra tests as part of the application process. Each university sets its own entry requirements, so they vary considerably. Entry requirements for each degree are clearly set out by the institutions.

The academic year in Australia and New Zealand starts in February (rather than September). The first term runs from February to June, the second from July to November. The long university holiday falls over the southern hemisphere’s summer – November through to
February. Almost all programmes can be started in the first semester (February) and some can also be started in the second (July).

Students apply between five and 18 months before your course is due to start. If you have already finished school or university, it is up to you when you apply within that timeframe. If you are currently studying, you can apply for a conditional offer in your final year. This works in the same way as it would in the UK or Ireland – your place will be dependent on your getting certain grades in your final exams. Alternatively, you can wait until you have completed your studies, and go for an unconditional offer. Please make sure you apply at least five months before the course is due to start (applications for February 2014, for example, should be submitted by the end of September 2013). Some specialist courses, such as medicine and dentistry, and performance-based courses such as drama, music and art, have earlier deadlines. Most universities take between three and six weeks to assess an undergraduate application.

Links to Applying to Universities in Australia

Study in Australia: A great resource for courses, study costs, and living information for Australian and New Zealand universities.

The Australian Education Network University and College Guide.

University Australia, an education organization representing 39 Australian Universities and promoting studies in Australia.

The Australian Universities' Review: Australia’s oldest and most widely read journal dedicated exclusively to higher education issues.

How to write an application essay/personal statement

Most universities will require a short essay/personal statement as part of the application process. The directions for the essay vary from university to university. This essay/statement is used to strengthen the application. In fact, the essay/statement can be the strongest part, presenting the student as a thoughtful, sincere, interesting applicant. It is one of the ways that a university tries to get an idea about the person behind the grades, tests scores, and school offices held. However, it cannot stand alone in gaining admittance to a university, nor will it be the one thing that results in a denial to a university, but it may play a significant role if the applicant is considered “borderline”. It is the one part of the application that allows students the opportunity to be creative, to show who they are and how they are different from the other thousands of applicants. Best of all, students can demonstrate that they know how to write well, an ability all universities value. These essays/statements do vary in style between applications for the United Kingdom and the United States.
General essay guidelines

- Many schools include directions for the essay/statement. Follow the rules.
- Try to write a new essay for each application.
- Ask yourself and others about your most unusual or unique character trait.
- Think of the best thing someone has said about you.
- Consider telling a story. Storytelling comes naturally to everyone - we all do it every day. Often the best essays written are simply stories that are well told.
- Write honestly and sincerely as admissions officers can tell when applicants seem to be writing what they “think” the admissions board wants to hear.
- A sharp contrast between a student’s essay and everything that the reader has learned about the student through the rest of the application will raise many questions and go against the admission.
- Be authentic, sincere, and honest. Use your ‘voice’ for the essay.
- Do not write something beyond your personal experience as a teenager.
- Use an appropriate and positive tone and keep the essays semi-formal. Write as though you are talking to a friend, but without any slang.
- Cynicism and sarcasm will not get you far, nor do you want to be insulting, or overly opinionated.
- Being light-hearted is okay, but do not try to write a humorous essay about something funny.
- Write about something for which you have a passion.
- Do not let others - especially your parents, teachers, and agents - decide for you about what to write.

Stay away from overused and predictable topics

- Your big trip to a faraway place and how it enhanced your cultural awareness, or showed you the difference of others, or how there is no place like home.
- Winning / losing the big game and how it taught you the importance of teamwork.
- Your leadership/outward bound course that taught you to face your fears, meet new challenges, and rise to the occasion.
- How you will work to cure cancer or achieve world peace.

Proofread each essay as though it is a writing exam

- Obvious or frequent errors may adversely affect your chances of admission. There is really no excuse for spelling errors. Read carefully for errors.
Personal statements for the United Kingdom

The personal statement is the chance to tell universities and colleges why they should want you as a student. Admissions officers will want to know why the applicant is interested in the courses applied for and what the applicant hopes to do after their studies. A good personal statement is important - it could help to persuade an admissions officer to offer you a place. In many cases, applicants are not interviewed, so this may be the only chance to make the case for admission.

Carefully consider the information given and the best way to present it effectively. Remember, be truthful and accurate in what is written. Suggestions from the UCAS website include:

- Why you have chosen the courses you have listed? Remember that, although each university or college you have applied to cannot see your other choices, they will all see the same personal statement.
- What interests you about your chosen subject? This is really important. You should show your interest immediately. Include details of what you have read about the subject.
- What career plans do you have for when you complete your course of study?
- Include any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to incorporate the skills and experiences you have gained from these activities.
- Discuss any involvement in widening participation schemes like summer schools or mentoring activities that relate to your chosen course of study.
- Provide details of any accreditation received for your activity in preparation for higher education.
- Reasons for taking a Gap year, if you plan to do so.
- What are your social, sports or leisure interests and how have they taught you the skills necessary for the course of study?
- What are you future plans?

Writing your personal statement

International students - try to also answer these questions:

- Why do you want to study in the U.K.?
- What evidence do you have to show that you can complete a higher education course that is taught in English? Please say if some of your studies have been assessed in English.
- Have you had a position of authority or used your communications skills in any activity?
- If you want to send more information such as a CV, send it directly to your chosen universities or colleges after UCAS has sent you your welcome letter and Personal ID/application number. Do not send it to UCAS.
How to format a personal statement

Enter up to 4,000 characters (this includes spaces) or 47 lines of text (this includes blank lines). Preview the text and the system will indicate how many characters are still available or if too many characters have been used. It is not required to use all the spaces.

The presentation of your personal statement by using features such as bold, italic or underlined text or foreign characters cannot be changed. If these types of formatting are used they will be removed from the text when pasted on to the application and saved. Prepare your personal statement offline using a word-processing software and copy this in the Apply system. This is because Apply will timeout after 35 minutes of inactivity. When entering a personal statement directly into Apply, save it to prevent work being lost.

Make sure your personal statement is your own work

UCAS will, along with other verification, check for identity and academic qualifications, as well as test applications to detect plagiarism. If they have cause to question your application, they will inform all of the universities and colleges to which you applied. They will then take the action they consider to be appropriate. They will also contact you by email.

Do's and Don'ts when writing your personal statement

● Do create a list of your ideas before attempting to write the real thing.
● Do expect to produce several drafts before being totally happy.
● Do ask people you trust for their feedback.
● Do check university and college prospectuses, websites and entry profiles, as they usually tell you the criteria and qualities that they want their students to demonstrate.
● Do use your best English and do not let spelling and grammatical errors spoil your statement.
● Do be enthusiastic - if you show your interest in the course, it may help you get a place.
● Don’t feel you need to use elaborate language. If you try too hard to impress with long words that you are not confident using, the focus of your writing may be lost.
● Don’t say too much about things that are not relevant - if you think that you are starting to, take a break and come back to your statement when you feel more focused.
● Don’t lie - if you exaggerate you may get caught out at an interview when asked to elaborate on an interesting achievement.
● Don’t leave it to the last minute - your statement will seem rushed and important information could be left out.
● Don’t rely on a spellchecker as it will not pick up everything - proofread as many times as possible.
● Don’t expect to be able to write your personal statement while watching tv, or surfing the internet - this is your future, so make the most of the opportunity to succeed.
Essays specifically for the United States

Many schools will use the Common Application for their application process. The Common App establishes five different essay prompts each year that students can choose from to write their essay. Some universities will have additional questions to answer along with the common application essay. It is important to know exactly what is required of you as an applicant.

Find a topic
Universities genuinely want to know who the applicant is. Although it is difficult to believe, admissions officers do not have an “ideal student” in mind. They want a variety of students. Grade-point averages and SAT scores do not give them all the information needed. They want to know what kind of person an applicant is, what aspirations they have, what struggles they may have gone through, and what is important to that applicant. They ask applicants to write an essay about themselves because they want more personal information. This essay is not as factual as a personal statement for the United Kingdom; it is far more narrative. It would help to read some good sample essays before starting.

Points specific to the College Application Essay
First impressions count! Try to engage the reader right away. Start with things like an observation, an opinion, a dialogue, a confession, or a thoughtful question. This essay is continuous writing. Use a variety of sentence lengths and structures and logical paragraph breaks. Do not use bullet points or listing.

Narrow your topic
You only have one and a half to two pages for this essay.

Show, Do Not Tell
Convince the admissions representatives of your virtues. At the same time, you do not want to sound as if you are bragging. Make your essay memorable. Use specific examples and not general ones in your writing.

Describe what you have done
You do not need to have a long list of flashy experiences. Colleges want to know how you reacted to those experiences. Colleges want to know what you did with failure.

Focus on Yourself and Meet Your Deadline
Start earlier than you think you need to. Start writing during the break between grade 11 and 12. Share your ideas with your parents, teachers and counselor.
Standardised tests important to Albanian College students

Scholastic Assessment Tests - SAT Subject tests
These are tests that are required for admission to many universities, primarily in North America, but are increasingly used in the UK. The SAT measures verbal and math reasoning ability and is required by most colleges/universities for admission. The SAT subject tests are in specific subjects and are required by many selective universities. Those universities require up to three SAT subject tests. The SAT and the SAT subject tests may not be taken together on the same day.

Registration must be done online at [www.collegeboard.org](http://www.collegeboard.org). It is the student’s responsibility to check the deadlines for the dates of the tests and to register on time. International registration deadlines are very early for the SAT, so must be checked carefully. International registrations must be made by the deadlines published by the College Board. If you would like SAT practice or more information please go to the following [https://www.khanacademy.org/sat](https://www.khanacademy.org/sat).

The SAT subject tests are one hour long examinations that measure the student’s level of achievement in certain subject areas. Subjects tests are offered in various subjects listed on the College Board website and in your counselor’s office. Universities require subject tests to aid in determining if a candidate has achieved a level of competence necessary for admission, to assist in placing students in courses and sections at different levels, and in predicting future university performance.

When should I take the SAT?
It is advisable for grade 11 students to take the SAT Reasoning test in May or June. Students in grade 12 should take the October SAT Reasoning test. Then if necessary, the SAT subject tests can be scheduled in November.

When should scores be reported to universities?
If you know you are going to apply to a particular university it is IMPORTANT to put the appropriate codes on the pre-paid part of the test registration forms. The CEEB code for Albanian College Durres is 704079. In 2017, use 000004 for Albanian College Tirana.

There are two ways to send your scores to colleges, universities and scholarship programs:
1. During registration
You receive four free score reports every time you register for the SAT. We highly recommend that you take advantage of these reports, as additional reports are subject to a fee.
Also, using registration score reports ensures that the test scores are sent to universities as early as possible. Choosing your score recipients during the registration process ensures that colleges have the most complete set of your information to review for admission as well as scholarship awards, course placement, or selection to a specific program or major. In a recent
survey, colleges said that receiving score reports is important to them because it shows which students are interested in their schools.

2. After registration
You can send score reports at any time from your “My SAT” account. The time frames for score delivery vary based upon each institution’s method of receiving scores. Please remember that an additional week may be needed for the score recipients to process your scores once they receive them.

There is a fee for sending score reports after registration. However, if you are a fee-waiver-eligible student, you may have additional score report credits.

Another option is to wait to use Score Choice: This service permits students to send only their best scores from an overall test date. This is optional and if students plan not to use it, all scores will be sent automatically. However, please note that many universities opt out of Score Choice and request students to report every SAT taken. It is the student’s responsibility to research his/her university usage of Score Choice.

American College Test (ACT)
The ACT is another college admissions test. It measures a student’s knowledge and ability in English, reading, math and science. Almost every college will accept the ACT or the SAT for admissions. Register for the ACT at www.actstudent.org. Please note that only the April and October test dates include the writing portion.

The ACT is a 4-part, 2-hour and 40 minute test of abilities that students will need to succeed in university work. It deals more with the use of skills than with specific subject matter. The areas test are: English - including usage, mechanics and rhetorical skills. Basically these measure the student’s ability to understand and manipulate language. Mathematics - measures the ability to reason with mathematical abstractions. Reading - a test of reading comprehension skills. Science reasoning - the content is drawn from biology, chemistry, physics and other physical sciences. Advanced knowledge in these areas is not necessary, but general science knowledge may be needed to answer some of the questions. We highly recommend that students take the writing option. Students should carefully check the admission requirements at prospective universities to determine if ACT is an acceptable alternative to the SAT. Most universities in the United States accept the ACT in place of or in addition to the SAT.

When should I take the ACT?
The ACT should be taken in April or June of your Grade 11 year and then again in October of Grade 12.

Test of English as a Foreign Language (TOEFL)
This test is required for students applying to colleges where the language of instruction is English and English is not their first language. Register for the test on the TOEFL website at www.toefl.org. Most students take this test in the 11th grade. But it is okay to also take it in grade 12.
International Baccalaureate Exams (IB)
The IB exams are given in May. Students attending US colleges can receive college credit for high exam scores. UK, European or other universities around the world may require IB exams/diplomas for determining admission.

UK Bound students testing
Students can register for some of these UK entrance tests at the British Council in Albania http://www.britishcouncil.al/en/exam.

One last note of importance
The SAT, ACT and TOEFL all have fees that must accompany registration. Payment must be made by credit card online.

Gap Year
What is a gap year?
A gap year is a term that refers to a prolonged period between life stages. It is often, but not always, a year. The most popular gap years are taken after college or university and before beginning graduate school or a professional career. Many students take a gap year between high school and university. Some take their gap year after university, and some students successfully take a year in the middle of their course.

Students may choose to take a Gap Year for one or more of the following reasons:
● Broaden horizons and increase self-confidence in new situations
● The chance to meet new people
● The chance to volunteer or have a real job with pay; put money towards tuition
● Confirm your interest in a possible course or career and improve your employment prospects
● Learn a language
● Re-energize after an intense academic high school experience
● Experiment with a taste of independence, making the transition to college easier
● To take some well-earned time to finalize decisions

How do universities view gap years?
A gap year has been a common and popular rite of passage in Australia and Europe (especially the UK) for decades. The concept is now becoming more popular in America and other parts of the world. Universities and colleges accept requests for deferral, assuming a student demonstrates that he/she has an organized plan for the year off. They prefer a well-planned and structured experience that is linked to study or future work. There are many companies that can offer services in helping you structure a rewarding gap year, or you can plan it on your own.
Some key considerations
We strongly recommend that students apply to university at the end of high school and defer. It is very difficult to try to organize references and paperwork after after a student has been away from school for a year or more. Finances must be in place and students need to invest a lot of time researching and planning a budget. It is very important that health insurance is in place. Plans for keeping in touch with your parents and family are also very important.

The key to a successful gap year is having some key goals and plans on how to achieve them. Here are some websites to help you get started with your planning:
http://www.gapyear.com/plan/
http://www.usagapyearfairs.org/programs
Common terminology used in the university application process

Conditional offer: an offer made by a university or college, whereby you must fulfill certain criteria before you can be accepted on the relevant course

Deferred: an admissions decision given to early applicants. Students who apply early are often deferred to the regular deadline pool for further consideration

Deferred Entry/Admission: Some colleges allow a student to defer entrance for up to one academic year in order to pursue other interests but not to enter another university program.

Early Decision: This is a plan under which a student applies (Binding commitment) to his first-choice university early in the fall. Early decision applicants are judged on the basis of their grade 11 test scores and grades. Decisions are given early December. A student not accepted under this plan will not automatically be deferred into the regular admissions review.

Early Action: This is a plan used primarily in highly (non-binding commitment) selective colleges. Early action follows the same application/notification timetable as early decision but gives the accepted candidates until May 1 to accept or decline the offer of admission. Under Early Action programs, a student may be accepted, deferred into the regular review, or denied admission.

Insurance offer: the offer from your UCAS applications that you have accepted as your second choice, in case you do not meet the requirements from your firm offer.

Liberal Arts: Academic work ranging from Fine Arts, Humanities and Social Sciences, to Math and Natural Sciences, as opposed to technical or professional subjects such as Engineering or Architecture.

Need Blind: Colleges with need blind admissions look at each student’s academic and extracurricular record without regard to his or her family finances. Whether or not that student will need financial aid does not play into the acceptance decision, and admissions and financial aid paperwork do not cross paths. That said, there is one caveat. Even schools with need-blind admissions may use financial need as one aspect of its evaluation of applicants on the waiting list, as well as transfers and international students.

Need Aware: At schools with need-aware policies, schools do examine the financial need of students. At many, the majority of students, however, are selected regardless of their financial neediness. Using this approach, a school will accept most of its freshman class without any regard to its financial bottom line. For the last 10%, 20% or 30% of slots, however, a school may start looking at the financial ability of applicants, which will favor students with the ability to pay. With this admission approach, the students who are marginal applicants AND financially
needy can be rejected. Wealthy students who are marginal applicants can be accepted.

Reach, Target and Safety schools:
It is important to understand these terms in order to successfully organize the best list of universities with your son/daughter. This maximizes your child’s opportunities to attend a university that will best suit them.

Target / match school: a school where your academic credentials fall well within (or even exceed) the school’s range for the average freshman. There are no guarantees, but it is not unreasonable to be accepted to several of your target or match schools.

Reach school: a school where your academic credentials fall below the school’s range for the average freshman. Reach schools are long-shots, but they should still be possible. If you have a 5.0 GPA (out of 7.0), Harvard is not a reach school - it is a dream.

Safety school: a school where your academic credentials fall above the school’s range for the average freshman. You can be reasonably certain that you will be admitted to your safety schools.

Students are encouraged to apply to a few schools from each category. Separating them will help you manage your expectations throughout the admissions process. And it will ensure that you set ambitious goals and give yourself some backup options. Do not include a school on your list that you are not willing to attend.

Rolling admissions: Applications are considered as soon as all required materials (application form, fees, transcript, recommendations, test scores, etc) are received by the college. Students are notified as soon as the decisions are made.
Four year planning outline for university and careers

Grade 9
August to December:
- Introduction to the counselor
- Learning the importance of grades and what a transcript is

January to June:
- Begin the creation of student’s cv (mostly concerned with documenting activities done throughout the year)
- Encourage involvement in activities and document them
- Discuss and choose courses for grade 10
- Think about a summer experience or program that could give you a chance to explore an area of interest you have (especially if you are interested in studying medicine or veterinary sciences.

Grade 10
August to December:
- Continue emphasis on importance of grades
- Introduction of Careers program
  - Complete the interest inventory and skills assessment - Keirsey and Holland
  - Share information with your counselor

January to June:
- Investigate your interest inventory results with compare with career options (use the Careers Resources document for this)
- Consider summer programs or internships or experiences
- Work with IB Coordinator and University Counselor to select your IB program and how it will link to what you want to study in university
- Attend university presentations at AC
- If you are keen on a particular university or two, consider visiting them over the summer months

Grade 11
August to December:
- Continue to attend University reps who visit campus
- Sign up for SAT or ACT as necessary and begin prep work for the tests
- Continue to add activities to your cv for university applications
January to June:
- Attend the University Planning and Preparation workshop with your parents
- Decide on a Program or Major you want to study in University
- Take SAT or ACT as necessary
- Schedule a family meeting with your counselor to discuss university options and plans for after graduation
- Keep your cv updated
- Plan summer internships, work experience
- Plan a visit to a university or two
- Ensure course selections for grade 12 are complete
- Complete a list of universities you are considering applying to (this can be a long list that we will pare down in fall of your grade 12 year)
- Students work on rough draft of their personal statement or essay for applications

Grade 12
August to December:
- Attend University Application Planning workshop for students & parents
- Students meet with their counselor regularly
- Create final list of schools you will apply to & know their deadlines
- Counselors collect projected scores for university applications
- Students request letters of recommendation from two teachers
- Students decide if they will apply ED, EA to US schools or to Medical, Vet or Dentistry in UK (Deadlines will be October 15 for UK and November to December in US)
- Students apply and submit applications with finalized essays/personal statements
- Apply for scholarships (know thy deadlines, usually January 1 for US schools)
- Register for October or November SAT/ACT if necessary
- SAT Subject area tests taken in November if necessary
- Register for TOEFL to be taken before December

January to June:
- Complete applications for European schools by designated deadlines
- Apply for scholarships (know thy deadlines)
- Prepare for interviews as needed
- Follow up with UK offers as necessary
- Meet with counselor to decide which university offer to accept
- Attend Transition workshop
- Complete graduation survey
### University Websites

**Exploring College**
- College board: [www.collegeboard.org](http://www.collegeboard.org)
- Colleges that Change Lives: [www.ctcl.com](http://www.ctcl.com)
- International Student Advisor: [www.i-studentadvisor.com](http://www.i-studentadvisor.com)
- NACAC: [www.nacacnet.org](http://www.nacacnet.org)
- Peterson's: [www.petersons.com](http://www.petersons.com)
- Princeton Review: [www.princetonreview.com](http://www.princetonreview.com)
- Unigo: [www.unigo.com](http://www.unigo.com) (popular for the “inside scoop”)

**Online Applications**
- Common Application: [www.commonapp.org](http://www.commonapp.org)
- University of California Pathways: [www.ucop.edu/pathways](http://www.ucop.edu/pathways)
- UCAS: [www.ucas.com](http://www.ucas.com)

**Financial Aid/Scholarship/Loans**
- FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Fastweb: [www.fastweb.com](http://www.fastweb.com)
- Finaid Info Page: [www.finaid.org](http://www.finaid.org)
- Go College: [www.gocollege.com](http://www.gocollege.com)
- eStudent loan: [www.estudentloan.com](http://www.estudentloan.com)
- American Student Assistance: [www.asa.org](http://www.asa.org)
- CanLearn Canada: [www.canlearn.ca](http://www.canlearn.ca)

**Links to College Homes Pages**
- College Board: [www.collegeboard.org](http://www.collegeboard.org)
- Virtual Campus Tours: [www.campustours.com](http://www.campustours.com)
- Virtual College Tours: [www.youvisit.com/education](http://www.youvisit.com/education)

**Test Prep**
- College Board - SAT: [www.collegeboard.org](http://www.collegeboard.org)
- Peterson's: [www.petersons.com](http://www.petersons.com)
- Free SAT Test prep: [www.number2.com](http://www.number2.com)
- ETS: [www.ets.org](http://www.ets.org)
- ACT: [www.actstudent.org](http://www.actstudent.org)
- Princeton Review: [www.review.com](http://www.review.com)

**Athletics**
- NCAA: [www.ncaa.org](http://www.ncaa.org)
**Country Specific**

Canadian universities  www.studyincanada.com  
Australian universities  www.studyinaustralia.com.au  
New Zealand universities  www.newzealandeducated.com  
Video tour of Canadian uni’s  www.campustour.ca/  
USA universities  www.educationusa.state.gov  
Holland universities  www.studyinholland.co.uk/studielink.html  
UK Higher Education  www.ucas.com  

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http://www.isparis.edu/student-life/university-counseling