



College Counseling Handbook

For students
(and their
parents)



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The dates mentioned in this document may vary slightly from year to year. The college counseling office (CCO) will update all information on the IC website.

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Introduction

This handbook was written for the student–applicant but hopefully will be shared by parents.

The college application process is a journey; it needs to begin at the start of Secondary School. Too often families wait until the applicant is starting Grade 12.

It is our belief that the application process requires close communication between student/parent/counselor (and that all parties should approach their roles with an open mind, a sense of adventure, and wisdom), but that the main actor on the stage/ screen is the student. He/she should be proactive in the process and not rely on others to go through the process on his/her behalf.

Please do not hesitate to contact the college counselor with your questions or concerns

The applications to local universities (LAU, USJ, AUB, NDU, etc.) are rather straightforward, but an increasing number of students are considering other options, mainly to the USA, Canada, and the UK. Those applications are more complicated and very different from one another. Each chapter of this handbook will deal with the different steps in the application processes.



Statement of Purpose

The college process presents an opportunity for personal growth, self-reflection, and self-discovery. We seek to provide you with the tools you will need to navigate the different pathways of college admissions. While the outcomes are important, we believe that college admission is one of discovering good matches between students and colleges. This is your personal journey; to deprive you of this is to deprive you of an opportunity for growth. Our role is therefore to support and guide you and your families as you engage in this sometimes-daunting process.

Please keep the CCO informed about all your applications, recommenders, answers from the universities, and if any external counselors are being consulted.

This is done in several ways:

1. Orientation sessions for students in Grades 10, 11, and 12
2. Assemblies for parents of Grades 10, 11, and 12
3. Visits from local and foreign college representatives
4. Professionals from various fields of expertise addressing students
5. Career guidance forums
6. Individual appointments with parents
7. Individual appointments with students
8. Personal messages sent by the college counselor
9. Website calendar and announcements

Some of the Answers You Will Find in This Handbook

1. Who needs to take the SAT, SAT Subject Tests, IELTS, and/or TOEFL?
2. Which universities require transcripts? Predicted grades? References?
3. What is the difference between a reference (UK) and a letter of recommendation (US)? A college essay (US) and a personal statement (UK)?
4. What does the diploma I hold qualify me for? How many years do I need?
5. Am I considered an international applicant?



Choosing a College

THERE IS NO SUCH THING AS A PERFECT COLLEGE!

There is only a reasonably perfect match between you and one or more colleges.

There are literally thousands of educational institutions around the world. Some of you may have no doubt that you want to apply to LAU or AUB, the more popular choices locally, but other my want to explore others options. Remember that there is no perfect university. Even MIT and Oxford are not "perfect." There is only the most suitable match between you and the college.



The first questions are:

- Do I want to apply to a local university or to a university abroad?
- What is the difference between the various colleges and their requirements?
- Have I included my parents in my explorations?
- What is the best match for me (my interests, my abilities, my qualifications)?

This last question is the trickiest one. Some of these ideas might help you decide:

1. Do your ambitions lead you to a particular career path?
2. Do you want an American style liberal arts education or a British, much more focused one in the UK?
3. What are your academic interests? (Which courses did you excel in? Which did you enjoy the most? Which were the most difficult ones? What field would you like to learn about that was not available to you in high school?)
4. What do you choose to learn when you are given the opportunity to learn on your own? (What research did you enjoy doing? What projects did you learn the most from? What activities or community services projects did you find most satisfying?)
5. Is your academic record an accurate measure of your ability and potential?
6. What were some of the academic challenges you had to face?
7. Do you do better in small, closed groups or large, unrestricted ones? How do you feel about being in a class of 400 students? 10-15? What is the average class size?
8. Do professors in the universities you are considering devote time to meeting with students? Will you be assigned an advisor?
9. How do you respond to pressure and/or competition? How do you react to failure, disappointment, or criticism?
10. Are you able to function if you are ignored or do you need recognition and acknowledgement to perform well?
11. What to you is the most important aspect of university life? What are you looking forward to most? What worries you most?
12. What degree of academic challenges is the best suited for you? Are you ready to sacrifice fun and a social life if necessary?
13. How uncomfortable are you in facing people who hold views or lifestyles that are radically different from your own?
14. Where do you fall on the spectrum ranging from preferring a social environment with clearly defined regulations and expectations to one maximizing personal freedom and individual responsibility
15. Does the college give you the liberty of choosing your roommate?

Choosing a College

16. What kinds of religious, cultural, or special interest opportunities exist here?
17. How competitive are the athletic/ music programs/ art/ theater programs?
18. Does the university offer unusual or uncommon majors unavailable elsewhere?
19. What kind of surroundings is essential to your well-being? Think in terms of physical climate, urban or rural, localized campus or scattered?

Do not limit yourself to only one college. Apply to two if you are applying locally and more if you are applying abroad: 5 for the UK and 3-10 in the USA. Last but not least, have you chosen colleges that match your qualifications and abilities?



No. of Years for a Bachelor's Degree (details available upon request)				
Institution/ Country	Lebanese Bac Diploma	French Bac Diploma	International Bac Diploma	College Prep Program (IC Diploma)
AUB/LAU	3	3	3	4
USA	4	4	4	4
UK	4	3	3	4
Canada	4	3-4	3-4	4
Other	It depends; check for details			

So... How do you choose which ones to apply to?

1. **Make a list** of all the ones you might be interested (see the college counselor for guidance)
2. **Narrow down your list**, possibly basing yourself on some of the following factors:
 - Location (geography, urban/rural, etc.)
 - Size (physical and number of students)
 - Majors and variety of academic programs offered
 - Special programs, such as study abroad
 - Clubs and activities on campus
 - Housing options
 - Available facilities, such as labs, theaters and gyms
3. **Sort Your List:** Once you have a list of colleges you think you will be satisfied attending, sort it into three categories:

Choosing a College

- **Safeties:** These are colleges that you feel you have a very good chance of getting into and that you think you can afford to attend. They should also be colleges you would be happy to attend.
- **Good matches:** These are colleges that you feel you have a good chance of getting into and that are good matches for you overall.
- **Reaches:** These are colleges that you think may be more of a challenge to get into. Getting in is not a sure thing, but it's realistic enough to be worth the effort of applying.

4. Balance Your List:

From your sorted list, you should choose:

- One to two safeties
- Two to four good matches
- One to two reaches

You must complete each section of an application carefully, and admission officers can tell if you're not serious about their school. In fact, they look for students who seem to really want to go to their school. If you have successfully identified one good safety school on your list, you should feel confident that you will receive at least one acceptance letter.

5. Use Your Support Network: Remember, there will be more than one school that is right for you. What you're doing now is narrowing down your options to good possibilities. After this step, you should be able to choose again – from those colleges that offer you a place.



College Planning Calendar

Grade 10

Throughout the year: attend college rep events announced by the CCO.

September

- Connect your IC email account to your smartphone
- CCO registers all students in Grade 10 for October's PSAT
- Start the school year recognizing the importance of your grades this year

October

- Students sit for PSAT at school.

December/January

- Arrival of PSAT results

June

- Decision made concerning which program to follow in Grades 11-12 (CPP, IB, Lebanese Bac, French Bac)

Summer

- It is not necessary to attend summer programs abroad to have an impressive application file; but do choose to do something constructive with your time (take a painting/dancing/music class, do some volunteer work, shadow someone at a company, apply for an internship, etc.) For it to be meaningful, choose an activity you feel passionate about



College Planning Calendar

Grade 11

Throughout the year: attend college rep events announced by the CCO.

October

- Remember the importance of your grades (and clean disciplinary record)
- Register for the SAT

January

- Familiarize yourself with the CCO Handbook
- Register for the SAT

February

- Develop a standardized testing plan (IELTS/ TOEFL/ SAT/ SAT II)

April

- Meet individually with college counselor

May

- Take the SAT
- Make a preliminary college list
- Brainstorm which teachers might write your recommendations
- Prospective Art/ Music/ Film students meet with respective teachers to discuss preparation of auditions or portfolios

July-August

- Visit/ tour colleges abroad if traveling
- If applying to USA, complete online application Common App
- Write/ review drafts of Common App college essays
- Work on portfolios or audition tapes/videos

Summer

- Register and take the LNAT and BMAT if you are applying to medicine or law in the UK
- Refine your list of colleges
- Start your Common App and/or UCAS application and have it checked by the CCO as soon as you return to school in September
- Consider how to spend your summer doing something constructive and that you feel passionate about

College Planning Calendar

Grade 12

Throughout the year: attend college rep events announced by the CCO.

September

- Attend Saturday morning sessions for detailed instructions in how to apply to the UK/USA/Canada
- (UK only) Students applying to Oxford or Cambridge complete their UCAS application and download all the additional required documents
- (UK only) Students applying to veterinary sciences, medicine, or dentistry complete their UCAS application and download all the additional required documents
- All applicants confirm names of recommenders with teacher and CCO

October

- (UK only) UCAS application completed, references approved and submitted by October 15 for medical sciences, Oxford, and Cambridge
- US early admission applications and all required documentation prepared and approved
- Work on applications and essays for the UK and USA
- Transcript release form submitted

November

- US early admissions deadlines November 1 and November 15
- Continue to meet with your college counselor
- November 30 application deadline for University of California and AUB early admission

December

- Submit application to AUB/LAU
- December 15 Finish all college applications, and college essays

January

- January 1 or January 15 Common App deadline
- January 15 UCAS deadline
- Keep working, grades still matter!
- Application deadline for many universities in Canada

Tests

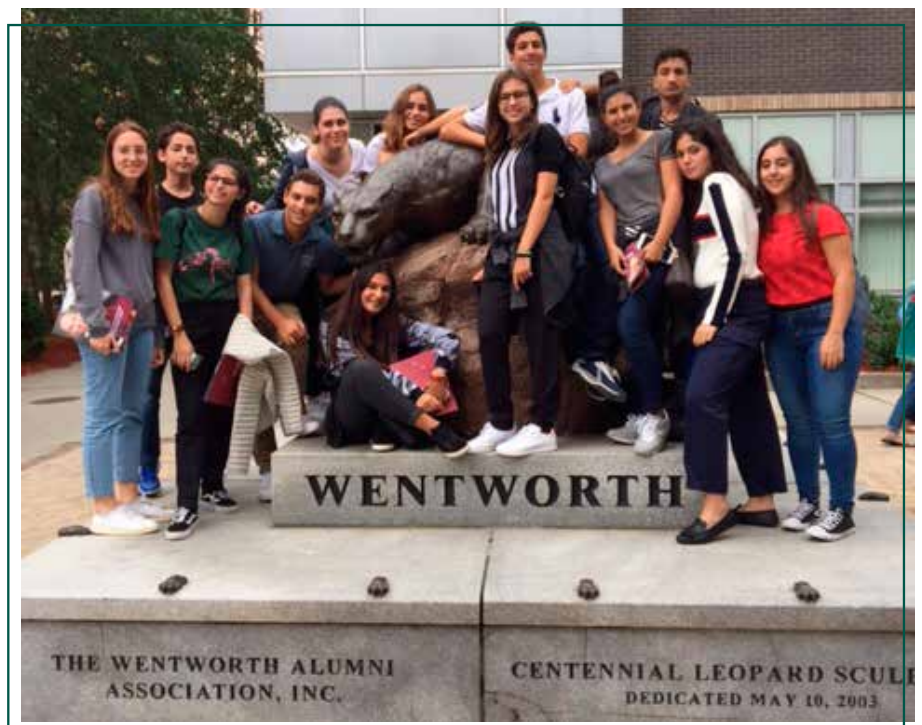
The best preparation for college entrance examinations is to build a very strong academic foundation, by preparing assignments to the best of your abilities throughout your schooling and by extensively reading books/magazines with a rich vocabulary and that are well written – in addition to the books you are required to read for class. Short-term preparation will help you become more familiar and feel at ease, but experience has proven that the student who perform extremely well and get high scores are not the ones who rely on crash courses or practice tests alone.

The requirements will vary for students from the different programs and for universities in different countries. You will have to consult with the CCO to verify which exams you will need to take for the various universities to which you are applying. These are some of the most common ones, but this list is not exhaustive:

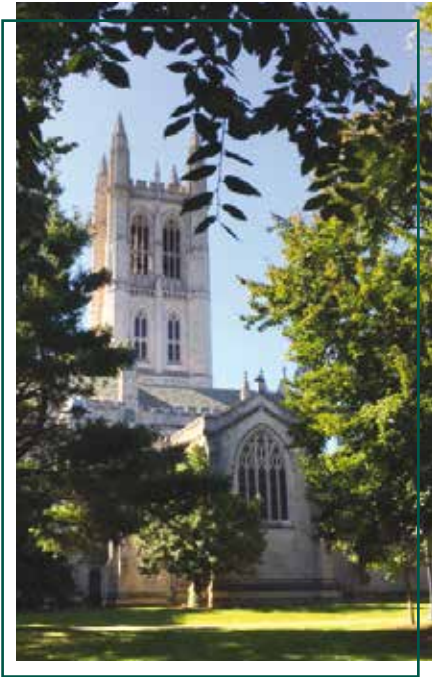
1. **SAT** (Critical Reading, Mathematics; Writing component is optional)
(required by most US colleges, some Canadian, no UK)
2. **SAT** Subject tests (required by some US colleges only)
3. **TOEFL** Language proficiency test most commonly used in USA
4. **IELTS** Language proficiency test most commonly used in UK
5. **IELTS– UKVI** version is needed for visa for UK
6. **LNAT** (for studying law in the UK)
7. **BMAT** (for studying medicine in the UK)
8. **ACT** an alternative to the SAT for US colleges

Some colleges have their own entrance tests.

You are responsible for registering for the tests. This is done and submitted online. Remember to request that your scores be sent to the universities. Each college has different testing requirements. Carefully check which tests are required and the latest test date they will accept. Allow 3– 4 weeks after your test date for college to receive your scores.



Advice on Communicating with Colleges



1. Remember that your email message might be attached to your application file.
2. Use a reasonable email address, preferably your IC address. Avoid personal addresses like partygirl@gmail.com or hatetostudy@yahoo.com.
3. Give your full name, application number (if you have been given one), and high school name (and code for UCAS or Common App) in every message.
4. The subject line should be your candidate name and number.
5. Use salutations like "Dear Admissions Officer" and avoid greetings like "Yo" or "Hey".
6. Be polite and formal. You are not chatting or blogging with someone your own age. Check your spelling and punctuation.
7. Before asking a lot of questions, check the college's website to see if your answer is already available. If it is and you have asked that same question, it will not reflect well on you.
8. Monitor what is placed on your social networking website to ensure that photos and comments are appropriate and respectful.
9. Don't use all lowercase or all uppercase letters.
10. Do not use "Please Read" or "Urgent Reply Needed" in your subject line, as your email will probably end up in JUNK or SPAM.
11. Don't add admissions officers as Friends on your social network. Keep the contact professional.
12. Don't post inappropriate or offensive messages about any university on any website.

College Visits and Interviews

Advice on college visit and interviews is available in separate documents in the College Counseling Office. Feel free to ask for them.

Writing the college essay (US) and personal statement (UK)

You should have already written at least one or two during your English class this year. Further advice on how to write these essays is available in separate documents in the College Counseling Office. Feel free to ask for them.

Requesting Recommendations/References

A letter of recommendations (US) or reference (UK) is a requirement for almost all university applications. This document should be requested at least 6 weeks in advance from someone who knows you well enough to write a meaningful one!

Talk to the teacher/s you want to request this document from and ask them if they are willing to write your recommendation. Remember that this is a request, which means it can be accepted or denied. Most teachers will accept to write one, but expect glowing recommendations **only if you have earned them.**

It is important that your teacher knows you well.

IMPORTANT: Most US colleges will also require a recommendation from the college counselor. Be sure that the CCO knows you well enough to write a meaningful recommendation. Also remember that your disciplinary record should be clear if you want a good one. Students must complete a brag sheet for a counselor recommendation.

Requesting School Documents



In addition to your application form and the recommendation, colleges will also ask for other documents. Some of these might include:

1. Predicted grades on your official Baccalaureate exam
2. School transcript
3. Proof of a language proficiency
4. Copy of diploma
5. School profile (information about IC)

Because the requirements will vary from one college/country to another, be sure to know:

1. Which documents are needed
2. Whether you need them electronically or in print
3. If they should be signed, stamped, and sealed by a school official
4. If they are confidential or can be viewed by you.

WE CAN PROVIDE YOU WITH YOUR DOCUMENTS ONLY IF YOU INFORM US AND GIVE US ENOUGH TIME TO PROCESS THE REQUEST.

Application to to the UK

Applications linked to IC

THE UCAS APPLICATION LIMITS YOU TO FIVE CHOICES. These are choices of programs, not universities. You must apply to the same program at all the universities.

The French Baccalaureate or the IB is a requirement for entry into the first year of a UK university. It will then take you three years to receive your bachelor's degree. You will need to complete the online UCAS application, upload your "personal statement" (college essay) and request a "reference" (recommendation) from a teacher who knows you well enough to write about why the "course" (major) you have chosen is right for you. The college counselor is your referee and will take the recommendations from teachers to complete the references letter on UCAS.

If you hold a CPP School Diploma or Lebanese Bac, you will be required to do a Foundation Year. It is offered at some universities. It is also offered at various institutions that specialize in just foundation years. Details are available upon request.

The UK generally does not provide scholarships or financial aid to undergraduates. You will need to take the IELTS language proficiency exam, for which you register online, and it is administered at the British Council at least once a month.

All "offers" (acceptance) are conditional... pending your actual Baccalaureate results.

Deadline for most applications is January 15. It is recommended to complete and submit your UCAS well before the deadline, as space in some programs is limited.



Application to the UK

Preparing for a UK-style Interview

1. What attracts you to this particular course?
2. Why do you want to attend?
3. Why do you want to study this field?
4. What is the value of studying?
5. What do you expect to gain from your time here, apart from a qualification (diploma)?
6. What can you offer this institution?
7. What have you done to find out about this field before applying? How have you found your information?
8. What books/ films/plays/have you read/seen recently? Which is one that impressed you?
9. What grades do you expect to get on your diploma?
10. Where do you see yourself in 5 or 10 years' time?
11. What do you think are your strengths? Your weaknesses?

You might be asked if you have any questions. Avoid remaining silent. Some suggestions might be:

1. What are career prospects?
2. Opportunities for post-graduate research?
3. Study facilities? Libraries? Electronic documents?
4. Is the course taught in labs, tutorials, lecture halls, etc?
5. Is there an advisor for each student?
6. What is life in the residences like?

Types of reply from UK universities

Straight from the Horse's Mouth...
(i.e., UCAS website)

Unconditional firm (UF)	You're in!
Conditional firm (CF)	You're in if you meet the conditions.
Conditional firm (CF) and conditional insurance (CI)	You've made a first and second choice – you'll be in at the first if you meet the conditions. If not, you might have met the conditions of the second – if so you'll be on that course instead.
Conditional firm (CF) and unconditional insurance (UI)	You've made a first and second choice – if you meet the conditions of the first you'll be on that course. If not, you'll definitely be on the second. You have not been offered a place on the course.
Unsuccessful	You have not been offered a place on the course.

Application to the UK

Types of reply to UK universities

Firm acceptance – this is your first choice.

- If it's an unconditional offer, the place is yours! So that course provider will expect you as their student.
- Or if it's conditional, the place is yours if you meet the offer conditions. So just in case you don't, you can pick a second offer as a backup – your insurance acceptance.

Insurance acceptance – the back-up choice to a conditional firm acceptance.

- If you're choosing an insurance, go for something with lower offer conditions – make sure it's somewhere you'd still be happy to go though.
- That way, if your results are lower than expected, you might still meet the conditions at your insurance choice; then you'd have your place confirmed there.
- Remember, you'll only attend your insurance choice course if you don't meet the conditions of your firm choice, but you do meet the conditions of the insurance. You can't choose between your firm and insurance when you get your results, so make sure you're happy with which is your firm and which is your insurance before you reply.

Decline – you'll need to decline other offers you get.

However, if you decide you don't want to accept any of the offers, you can decline them all and add more courses in the extra service. Alternatively, you can see what courses still have vacancies later on in the Clearing service.

Please note: You can only accept one firm choice and one insurance choice (if you choose to have one). You must decline all other offers.



Application to the UK

How to make your replies to the offers you've received

When your last decision comes in, you will be sent an email to say there's an update (or a letter advising you about replying).

- **Then you go to Track to make your replies.**
- **You'll have a deadline shown in Track to do this by** – how much time you have depends on the time of year, varying from one to five weeks.

Reply dates

These are based on when UCAS gets the last decision in from your universities or colleges. Check Track to see your personal deadline.



Offers for courses with early start dates

If you want to accept a place on a course that starts before your reply date, you should contact the university or colleges concerned to discuss what to do. If they give you an earlier deadline to reply, you should be aware that they might withdraw their offer if you do not accept it before their specified deadline.

Application to the USA

All American colleges require that a student has completed Grade 12 to qualify for admission to the Freshman Year. It takes four years to get a bachelor's degree, regardless of the qualifications you acquire in addition to your high school diploma granted by International College, although you might be able to be exempted from Freshman requirements, depending on your test scores and Baccalaureate results.



The components of the Common App (the most common application form in the USA) are:

1. Online application (Common App or the university's unique application)
2. A student essay (topics available on the application website)
3. Initial transcript (Grades 9 – 11)
4. Midyear transcript (Grades 9 –11 plus 1st semester of Grade 12)
5. Final transcript (9 – 12)
6. School Profile (found on IC website) provided by the CCO
7. Predicted grades if you are a Baccalaureate student
8. Counselor recommendations letter and form
9. Teacher recommendation and forms (the number will vary)
10. SAT, sometimes SAT II (Subject test) or ACT test
11. Interview (Sometimes)
12. Admission officer want to know how you spend your summers, but attending a summer program is not guarantee of admission at all

If you hold dual citizenship, indicate both nationalities, but list the American one as your primary nationality, if you hold a US passport; that way you are not considered an international applicant.

If you are interested in studying Law or Medicine in the US, you can only do this if you already have your Bachelor's Degree; in other words in graduate school. There is no discipline required for a BA/BS in order to apply to law or medicine although there are prerequisites that you would need to take while getting your undergraduate degree.

Make sure to check the deadline for the colleges to which you are applying as they can vary quite a bit.

Also make sure to check how the colleges want the supporting documents provided. For example, UC asks you to self report your grades in the online application. If you are accepted then you have to mail the printed transcript in a sealed, signed, and stamped envelope. Most colleges accept documents uploaded and submitted through our online software, but others have their own portals.

Application to the USA

Types of College Applications

Although some US colleges use a single application type, the Common App, many of them have what is called Writing Supplements. These are additional essays the applicant must write and submit as part of the application file. Your application is not considered complete until all sections of the application including the supplements are complete.

Some universities (like Penn State, MIT, University of California, to mention a few) do not use the Common App and will require you to complete a separate application online on the university's website. These tend to be straightforward, but the CCO is available for specific questions. Although most American universities and colleges have January 1 as the application deadline, there are some exceptions: UC (November 30) and U of Michigan (February 2) to cite a few.

There are different deadlines for submitting applications:

1. Early Decision (usually Nov. 1)
2. Early Action (usually Nov. 1)
3. Restricted Early Action (ranges between Jan 1 and Jan 15)

Details of these can be found in Appendix 1.

Admissions decisions are typically released at the beginning of April. As for responding to colleges, the official Candidate's Reply Date is May 1. If you are accepted at more than one college, respond in writing to all of them, accepting the admissions of only one college and graciously declining the offers made by the others. If you don't do that, then you are disadvantaging students on their waiting list. **Be sure to inform the CCO which college you will attend so that we can send your final transcript.** Speaking of which... if you are on a waitlist and really want that college, there is a procedure you can follow. Please come by the CCO to discuss your alternatives.

Application to Canada

Canadian universities are very similar to US universities in terms of the education they provide, but the application process for each is different.

Some things to remember:

1. You are an **international student even if you hold Canadian citizenship** because you have graduated from a high school outside the USA or Canada
2. Canada will request proof of English language proficiency. Some will accept the IB English course; others will not. Some will insist on the IELTS or TOEFL even if you have been in the English program all your life. Read the requirements for each college carefully.
3. McGill and Concordia have their own separate online applications. Most of their programs do not require letters of recommendation.
4. Universities in Ontario (University of Toronto, Waterloo, etc.) use a common application called the OUAC.
5. Each university will list the qualifications you need for specific majors. Read these carefully; they are not the same for all universities.
6. Some universities also request printed and sealed transcript in order to be considered official.
7. Many of the universities in Canada will require students to upload their own transcript and predicted grades to the application portal.



Miscellaneous but Important



1. Check your IC email daily
2. Make sure you know how each college expects your official test results to be sent
3. Different qualifications are accepted in different colleges/countries. Make sure you know that before choosing which track and/or which courses to follow in Grades 11 and 12
4. Some universities will require specific courses as prerequisites for particular majors. Find out.
5. Always keep a record of your usernames, passwords, and application numbers.
6. Whenever you communicate with a university, write your name and application number in the Subject Line of the email.
7. Information about Financial Aid and Scholarship is available upon request.
8. The definition of "international student" is not the same in the USA, Canada, and the UK. Be careful when you indicate your status on the college applications.

We cannot stress enough how important it is that you be proactive in this process by:

1. Abiding by the time frames and deadlines; giving us enough time to do our work for you with enough thought and thoroughness. You are placing your application at a disadvantage by rushing yourself, your teacher, and the CCO.
2. Remembering how important it is for you to stay on top of the process. We will help you whenever we can, but we will not do it for you.
3. We are available for one-on-one conferencing. All you have to do is sign up for an appointment.

Application to AUB

All Applicants: Freshman and sophomore

Early Admissions:

To qualify for Early Admissions:

- Your applications must be submitted to AUB by the early deadline.
- You rank in the top 25% of your class in Grade 10 and Grade 11 (students will be notified).
- Your SAT score must meet the early admission requirements.

Admissions decisions are released by January 30. Admission is conditional upon the students receiving the certificate or diploma (recognized by the Ministry of Education) on the basis of which admission was sought and on evidence of having met the English Language Proficiency Requirement (ELPR). Students may not register until these conditions are met.

Applicants who apply early but no granted early admission are automatically placed in the pool of all other applicants to the same level and same faculty/school and given equal consideration.

Regular Admissions:

Deadline to apply for regular admission is in December. There is not a specific date when decisions are released.

Applications for Financial Aid

You will have to

- Submit it personally to AUB before de deadline.
- Apply online for financial aid; you need the application number.
- Take your Financial Aid application to the admission office in person by the deadline.



Application to AUB

Application to the Freshman Class (7th CPP)

The freshman program is general whereby the student can take different courses and follow either a scientific track or a track in humanities. Once the student completes the freshman year, he/she gets to enroll in a specific major at the sophomore level based on his/her average or GPA.

All students applying to the Freshman class at AUB must submit

- A completed application to the Freshman Class
- One photo
- A photocopy of your passport/ID (if there is more than one, include both)
- Payment
- Your SAT scores
- Essays

You will have to ask teachers to write you letters of recommendation.

The CCO will send these documents to AUB:

- Your transcript
- Your teachers' letters of recommendation

Admission is competitive and equally based on the above requirements as follows:

- 50% is based in the student high school averages in grades 10 and 11
- 50% is based on the SAT I exam (reading + math sections only)
- A consideration of personal qualities and academic motivation, as determined in the completed application and personal statement as well as the recommendation from teachers and school counselor.

Students are compared to their class average.

Upon admission, students are required to present evidence of having successfully completed Grade 12 and show a level of proficiency in the English language on the TOEFL, IELTS or SAT.

Application to the Sophomore Class

If you hold a Lebanese, French, or International Baccalaureate, you will be applying to the sophomore class, and for most majors, you will need three years to get your Bachelor's degree.

Your application file will consist of the following:

- A completed application
- One photo
- A photocopy of your passport/ID (if there is more than one, include both)
- Payment
- SAT scores
- Your transcript

Application to AUB

Sending Your SAT Score Report to AUB Office of Admissions



Please follow both Step A and Step B:

A. To send AUB your unofficial SAT I score report:

- Login to www.collegeboard.org
- Go to each of your scores' "understand your test performance"
- Click on it you obtain the full SAT score report
- Click on the print button; it will open your full report (2 pages) in PDF format
- Print and send it to AUB
- If you already submitted your application and received an application ID#. Then e-mail the PDF file to admit@aub.edu.lb and make sure to write your AUB application ID#, so your file can be completed.

Any online SAT I format different than the above will not be accepted.

B. To send AUB your official SAT I score report:

- Login to www.collegeboard.org
- Request to Send Score to universities
- Do a search for colleges. Select more search options
- Enter AUB ETS Code 0902
- Select American University of Beirut, New York, NY
- Add it to Your Selected Recipients
- Finalize your send score request and print the receipt as a proof for eventual future use

Important Notes:

- AUB will use the unofficial printed copy temporarily to complete your file while waiting to receive the Official SAT report sent to AUB (ETS Code 0902)
- SAT can be done several times; the highest scores from each section and each session are chosen.

Application to LAU (Beirut and Byblos)

The application file to LAU must include:

1. Official high school transcript for Grades 10, 11, 12
2. Official scores of SAT I
3. Proof of language proficiency through one of the following
 - a. SAT I writing section
 - b. TOEFL
 - c. EEE (English Entrance Exam) administered at LAU
4. Certified copies of all official graduation documents (IC Diploma, Baccalaureate, etc.)
5. Two recent passport size photos
6. Clear photocopy of identity card or passport
7. Application fee
8. A photocopy of your exemption form from the Ministry of Education if you are applying with a CCP or IB diploma

To request your official SAT scores to be directly to LAU, include the LAU code 2595 when you register for the test or subsequently apply for "send scores" online.



Appendix 1

Restrictive Early Action

Restrictive Early Action is a non-binding early application option for students who have completed a thorough college search and are confident that a particular university is their first choice. Admission decisions are usually released by December 15, and admitted students have until May 1 to respond to their admission offer, which allows them to compare financial aid awards across institutions. To students who apply for financial aid, universities provide an estimated award at the time of admission. The application deadline for Restrictive Early Action is November 1.

Possible Restrictive Early Action Admission Decisions

1. Applicant is admitted and has until May 1 to respond to the admission offer.
2. Applicant is denied; may not reapply for Regular Decision admission in the same year.
3. Applicant is deferred to Regular Decision and will receive a final decision by April 1.
As a result, only small a percentage of Restrictive Early Action applicants are deferred.

Restrictive Early Action Policy

1. Applicants agree not to apply to any other private college/university under an Early Action, Restrictive Early Action, Early Decision or Early Notification program.
2. Applicants may apply to other colleges under their Regular Decision option.

Exceptions

1. The student may apply to any college with early deadlines for scholarships or special academic programs as long as the decision is non-binding.
2. The student may apply to any public college with non-binding rolling admission process.
3. The student may apply to any college with a non-binding rolling admission process.
4. The student may apply to any foreign college on any application schedule.

Change of Application Plan

If you originally applied under Restrictive Early Action and would like to be considered as a Regular Decision applicant, you must follow these instructions:

Request a change in status by December 1 via email. Applicants must confirm that the request has been received to ensure the change has been made.

Appendix 2

UCAS Entry requirements

Each course has different requirements- usually a mix of qualifications; subjects or exam grades they recommend you should have or be working towards. Make sure you check when searching for courses.

How entry requirements work: the course providers set them as a guide to the kinds of qualifications, subjects and exam grades you need.

- You might be asked to pass an **admissions test, interview or audition,** or a **health check.**
- Course descriptions often mention other skills, interests or experience it's good to have too – applications can be quite competitive, so look out for these extra details.

Be aware that meeting the entry requirements doesn't mean you'll be guaranteed a place.

- If you are offered a conditional place, you must meet the conditions you are given to be accepted.
- These conditions can be higher or lower than any entry requirements the course provider has recommended.
- Course providers have internal benchmarks and although we don't encourage any changes to entry requirements during the academic year, this can happen based on the applications they receive.

If you have any questions about entry requirements please contact the course provider directly.

Admissions tests: Many course providers ask you to take an admission test, particularly for certain subjects. They often happen early in the academic cycle, so it's worth researching whether you'll need to take one before you've sent in your application.

Qualifications, subjects and exam grades

Most course providers set entry requirements based on one or a combination of these.

Sometimes they might only accept quite specific qualifications, subjects or high grades. If this is the case, it'll be stated in their requirements.

Some may recommend a combination – for example a high grade in a certain subject or subjects relevant to the course you're applying for.

Don't worry if you don't meet the exact requirements or your qualification isn't listed. If you have a qualification of a comparable level, it's likely your application will be considered. Feel free to contact the course provider to confirm this.

UCAS use Tariff points in their entry requirements. This does not apply to you, so ignore it.

Appendix 3

UCAS

International applicants

If you are applying from outside the UK or EU, **many (but not all!)** universities and colleges will consider your application as long as it is received at UCAS by 30 June. This does not apply to applications for the universities of Oxford and Cambridge, courses in medicine, dentistry, veterinary medicine or veterinary science. For all of these, applicants must apply by 15 October. Universities and colleges **do not guarantee to consider applications** they receive after 15 January, and some popular courses may not have vacancies after that date. Check with individual universities and colleges. **You are advised to apply as early as possible—before or by the normal deadline of January 15.**

Allow enough time for entry clearance or immigration checks, and to make travel and accommodation arrangements, which can take longer during the summer when immigration departments are busy.

Reminders for applicants

- Universities and colleges that interview, audition, or request additional work such as an essay or a portfolio, are able to indicate requirements through Courses Search. In addition universities or colleges are able to send invitation on Track as soon as possible.
- Applicants must read and understand the offer they receive from universities and colleges, including when they must achieve their specified conditions.
- If any qualifications have changed since your application was sent to UCAS, you need to notify the universities.
- To secure a place in coming year, all conditions of an offer must be met by August 31. This date applies to applicants wanting to take a gap year or starting their course the next year.
- All personal statements are compared against a library of personal statements held by UCAS and sample statements collected from a variety of websites and other sources. If UCAS finds an applicant has been copied from another source, it will contact the applicant and the universities and colleges the applicant has applied to. The universities and colleges will then take any action they consider to be appropriate.
- Keep contact information as up to date as possible.
- Applicants can choose to nominate someone, e. g. a parent, guardian or adviser, who can discuss their application with UCAS and the universities if you are unavailable.

Appendix 8

Summary of Roles

This is what we expect from you:

1. Link your phone to your IC email account.
2. Keep you parents informed about your plans.
3. Check your IC email and Moodle regularly
4. Let us get to know you. Come and see us. Talk to us.
5. Take an active role in the college application process. Be pro-active.
6. Attend to college rep visits.
7. Attend the Saturday morning application workshops (Grade 12).
8. Work on maintaining good grades to increase your chances of getting into the university of your choice (Remember that US colleges want a transcript that includes Grades 9 – 12).
9. DO something productive, constructive, or something you feel passionate about during the summers.
10. If you travel in the summers, try to visit some of the universities you are considering.
11. Start asking questions in Grade 10. Some of the decisions you make in that year will affect your qualifications for colleges abroad.
12. Read. It is the only way to improve your SAT scores significantly. Of course courses and the one period a week in your English class will help you become more familiar with the test format and skills. As the Critical Reading component is a language skill, you must understand that someone who scores high in that part is someone who reads more than the required text at school. It does not have to be novels. Read high-quality newspapers or magazines like National Geographic, Premiere (films), the New York Times, the Guardian, the Economist, for example. Listen to the BBC. Watch documentaries.
13. If you are planning to apply for medical sciences or law in the UK, or to Oxford or Cambridge, you should start planning your application in Grade 11, as there are other external tests required.
14. 12th Graders: Keep the CCO informed and up to date about your decisions to apply and the responses you get.
15. Remember all your usernames and passwords.
16. ABIDE BY PROCEDURES THAT HAVE BEEN DESIGNATED –including the materials, recommendations letters, and reference request forms.
17. ABIDE BY THE TIME FRAMES THE CCO HAS PROVIDED. Otherwise, we cannot guarantee that your request will be processed in time. DO not pressure your teachers into writing you letters of recommendation without providing them with enough time.
18. 18. Know that every educational institution has a code. For the US, it is called a CEEB code. For IC it is 685300. Include this when you register for SAT or request scores.



International College

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