



Bombay Scottish School, Alahim

FOREIGN UNIVERSITY APPLICATION GUIDELINES

e-BOOKLET 2024-2025

University Application Guidelines

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University Application Guidelines

Bombay Scottish School Mahim

Dear Students and Parents,

Welcome to the University Guidance Cell of the ISC department of Bombay Scottish School, Mahim. We would like to introduce our team members.

Mr. Malcolm Ovichegan ISC Co-ordinator

Email: mahim.acisc@bombayscottish.in

Ms. Mayura Mohta – University Guidance Counsellor

Email: educounsel@bombayscottish.in

Ms. Salma Shaikh – Admin & Transcript Coordinator

Email: salma.shaikh@bombayscottish.in

School Office

Email : mahim@bombayscottish.in

Over the next two years, we look forward to meeting you for all university guidance related matters. Our counsellor is available to meet students and parents on fixed days. For appointments please send an email to ***educounsel@bombayscottish.in***. The counsellor will guide you through everything including academic and non-academic portfolio, essay writing, resume creation, college lists and the filling and submission of the university application forms.

It is mandatory for students to apply for US and UK colleges from the school via UCAS, Common App or Coalition portals. Other countries such as Canada, Singapore, Australia, India etc. have an online application form to be filled and submitted directly by the student. To initiate the application kindly submit the Student Application Request Form and email it to the school office, ***mahim@bombayscottish.in***

This booklet will help you gain clarity and perspective on the procedure and timeline that is set for university applications. We look forward to assisting you and wish you all the success for your university admissions.

University Application Guidelines

Student Application Request Form

Parent letterhead

Date:

To, The Principal Bombay Scottish School, Mahim

Dear Madam, Sub: University Application Request

We, Mr... and Mrs..... Parents ofin Std....., Div, herby confirm that we undertake the responsibility to follow the university application procedure for or daughter/son's higher studies at university.

Name of Countries where student plans to apply (*tick the ones applicable*):

- UK (*only 5 permitted by ucas*)
- US (*max. 20 permitted by common app*)
- Singapore
- Canada
- Hong Kong
- Australia
- India
- Netherlands
- Germany
- Ireland
- Other (*name*)

Letters of Recommendation from teachers: Only two will be provided.

1. Teacher Name 1:

2. Teacher Name 2:

Counsellor Letter: Needed / Not Needed

Note: Letter from the counsellor is mandatory for US and UK universities but not for Indian Universities. Teachers letters are not needed for UK applicants.

Transcripts (*tick the ones required*):

Only one hard copy will be provided on request. Student has to submit soft copies of the final report cards of Grades 9 & 10 to Ms. Salma Shaikh @ (salma.shaikh@bombayscottish.in) to convert into transcripts. After receiving transcripts from Ms. Salma please email them to the counsellor (educounsel@bombayscottish.in)

- 9th
- 10th
- 11th
- 12th predicted scores
- 12th first term
- 12th second term /prelim
- 12th final mark sheet
- Any additional documents (specify):

We understand that it will take a minimum of two weeks to process this request. We confirm that we will complete the applications well within the deadline stated by the university. We confirm that we have read the University Application Procedure Booklet of Bombay Scottish School Mahim.

Yours Sincerely,

- Mr. X : Name and Signature
- Mrs. X : Name and Signature

*** Please submit an updated high school resume of the applicant along with this form**

University Application Guidelines

Getting started with the College Application process

A good place to start is by determining the location (s) you wish to apply to:

1. Stay in India
2. UK
3. USA
4. Singapore or Hong Kong
5. Other locations – Australia, Canada, Hong Kong, Europe

Start thinking about the subject or subject areas in which you wish to pursue your undergraduate degree. Are you interested in the arts, the sciences, business, a dual degree or an interdisciplinary degree?

Once you can answer a) and b), you should meet the counsellor so that she can give you a college list. You can then start looking at individual university websites and do research. To start,

1. Visit university websites
2. Meet college representatives when they come to visit our school
3. Speak to the counsellor
4. Google for more details

Criteria for selecting a University

Please DO NOT base your choice of universities on some ranking table! There are too many of these and this could be misleading. There are many other important criteria that are listed below:

- . a) **COURSE** – The main reason you are going to university is to study. Which is the course that is of interest to you?
- . b) **STYLE OF TEACHING** –How is the course taught? Are there lectures, classes, or tutorials and what is the student to teacher ratio?
- . c) **REQUIREMENTS** – What are admission criteria? Do you match the selection conditions?
- . d) **CAMPUSE vs. CITY** – Where do you want to spend the next four years? Do you want to be located in a big city or a small town campus?
- . e) **PERCENTAGE OF INTERNATIONAL STUDENTS** – Do you want to be at a college with a fair number of International students like yourself.
- . f) **SPORTS, CLUBS AND CAMPUS ACTIVITIES** – What activities does the university have to offer? Are there sports clubs, gyms, student led clubs, campus events, research facilities?
- . g) **COST** – Although some financial aid may be available it is not much and does not cover the entire cost. Financial support documents have to be submitted by parents before final admission and hence the family needs to prepare for the projected four year cost of study.

Predicted Grades and Recommendation Letters

When applying to a university, you may need to submit recommendation letters from two teachers and the counsellor. These documents will **NOT** be given directly to the student. You will have to send a request by emailing **The Student Application Request Form** to the School office. Once the recommendation letters are ready, **THE SCHOOL WILL SEND THEM DIRECTLY TO THE UNIVERSITY.** The students will not receive the recommendation letters in hand.

It is your responsibility to make sure that you submit an updated RESUME documentation high school (9th std. to 12th std. achievements only) well in advance along with the **Student Application Request Form.**

- US Universities typically have a four-year undergraduate program
- Liberal Arts courses are very flexible with major, minor and dual degree options
- Other popular courses include – Business, Engineering, Data Science, Art and Design etc.
- Please note that Medicine and Law are not offered as Undergraduate programs in US

Main Components of the Application:

- Academics – grades from 9th to the 12th
- Standardized Test – general SAT/ACT/TOEFL
- Common App Essays and Supplemental Essays
- Letters of Recommendation
- Extracurricular Activities and Accomplishments

After researching and creating the first list of universities of your choice, narrow it down to about a short list of twelve to fifteen final universities. The counsellor can help you shortlist the university list best suited to the student profile.

US application procedure:

- **PART 1: Early Decision, Early Action & Regular Decision**
- **PART 2: Submission of online application form, including essays and applications fee**
- **PART 3: Submission of all standardized test score (SAT/ACT/TOEFL)**
- **PART 4: Submission of school transcripts**
- **PART 5: Submission of additional supporting documents**

PART 1:

Please be aware that all four parts of the application must reach the university before the application deadline!

PART 1: Early Decision, Early Action & Regular Decision

EARLY DECISION – ED is a policy used in college admissions in the United States for admitting first year student to undergraduate programs. It is applicable for those students who wish to narrow their top single choice on their ‘Dream’ university. It is a **BINDING** decision and upon selection the student is obliged to accept the offer from their ‘Dream’ university and withdraw his/her application from other universities. Students applying early decision typically submit their applications by the end of October and receive a decision in mid- December.

EARLY ACTION – Early Action is another application policy that some universities offer in their admission process. Here students typically apply to a few top select universities of their choice in October and receive selection offers anytime between December and February. The difference between ED (*Early Decision*) and EA (*Early Action*) is that while students can only apply ED to one university they can apply EA to multiple universities who offer this EA policy. Unlike ED, the EA offer is **NON-BINDING** and students can decide to accept or

reject the offer after looking at all their university offers in April.

REGULAR DECISION- The Regular Decision cycle is offered by all universities and the deadline is usually 1st January of the new year. Students are encouraged to apply by 14th December before school closes for the Christmas Holidays. Students receive acceptance letters by 1st April. Some universities offer a relatively long window known as rolling admission. This implies that applications are reviewed as and when students apply, and different students will hear their admission decisions at different times. There is no fixed date to receive selection offer.

If you are considering **Early Decision**, please note that if you get an admission offer from a particular university that you chose, all other university applications have to be withdrawn. This includes applications to universities outside of the US as well. BOMBAY SCOTTISH SCHOOL will not support ANY other applications in ANY other country including India if you have been admitted EARLY DECISION. Please keep this in mind before applying early decision anywhere.

PARENTS MUST FILL AND SUBMIT THE STUDENT APPLICATION REQUEST FORM STUDENTS MUST MEET THE COUNSELLOR AND DISCUSS WHETHER THEY ARE APPLYING ED/EA AND TO WHICH UNIVERSITY IN AUGUST.

PART 2:

COMMON APPLICATION

Check if the universities that you want to apply to are part of the Common Application (www.commonapp.org). Students need to register and create their own accounts on these portals. Students can register as early as July. As soon as you register on the common app, you will receive your student ID. Please email this ID to the counsellor to enable her to upload student documents such as transcripts. If necessary, the counsellor will guide you on how to fill out the application form. All the information on the Common Application form is visible online to those universities that you have applied to and which are members of the common application system. In addition to the common application form you will also have to fill out a section that is specific to each university selected by you.

It is responsibility of the student to make sure the common application, including the individual university section, essay and the application fee payment has been submitted before the application deadline for each university.

NON COMMON APP

Universities that are not members of the common application will have their own online application forms on their individual website or a **Coalition Application**. The counsellor will guide you with the application procedure and also go over your application if necessary. These universities might generate a unique application ID number for your application. Please make note of this ID number as you will need it later. This online application form will include the specific essays you have to write for this particular university and the application fee.

If you would like the counsellor to review any application forms (Common App or Non Common App such as Coalition), please schedule an appointment at least 3- 4 weeks before the application deadline.

PART 3:

Submission of all standardized test score – SAT/ACT/TOEFL (must be submitted online by the student to each university before the deadline)

Most universities (common app and others) in the US may require you to submit Standardized Test Scores (SAT). The universities only accept official scores that are sent directly to them by the testing agency. They will not accept scores that have been sent by the applicant or by the school. It is the responsibility of the student to ensure that the scores are sent to each of the universities to which he/she is applying.

- SAT scores can be sent through your account on www.collegeboard.org
- ACT scores can be submitted through your account on www.act.org *It usually takes a few weeks and students should start sending their standardized test scores to universities as soon as they have decided which universities they will be applying to.*

PART 4:

School Forms & Transcripts

COMMON APP UNIVERSITIES Supporting document such as transcripts need to be uploaded by the school (i.e. counselor/coordinator) once the students emails the common app link to the counsellor. Please see below the school forms that will be sent to the common app universities by the school officials directly.

Secondary School Report (SR) –The counsellor uploads basic information regarding academics and extracurricular involvement and the student’s high school transcripts (Std. 9 -12). Your standard 9,10, 11 & 12 transcripts will be generated by the school office upon request (The Student Application Request Form). Students then send a scanned PDF copy of the same to the to the counsellor.

Counselor’s Recommendation – This is uploaded by the counselor after reviewing the students updated Resume.

School Profile – This is uploaded by the counselor. The school profile provides information about Bombay Scottish School, Mahim to the universities.

Teacher Letters of Recommendations (LOR’s)– This is uploaded by two academic teachers of your choice after they review the students updated Resume. The teacher’s LOR will be uploaded on the common app portal the teacher receives a recommendation request link from the student.

NON COMMON APP UNIVERSITIES Universities that are not part of the common app might also have their own school forms for school counselor or teachers to upload. Some colleges might not have these forms at all. Students should go to the respective university website and find out if the university has any specific forms to be filled by counselor or teachers. If you are not sure please meet the counsellor.

PART 5:

In case there are any documents that applicants need to send to foreign universities (common app and non-common app); then, these must be sent in hard copy via courier in an envelope sealed by the school. Students are required to submit the envelope with the documents to the school. On each university envelope please mention the name of the university and postal address.

On the top right corner of the envelope, please include your application details (sample label on the right below). Place the label with the name and address of the university on the center of the envelope (sample label on the left below).

Name of Student: Uni App ID: XXXXXX Undergraduate Application Fall 2020
Early Decision/Regular Decision Home Address of Student INDIA

Name of University Address (check online to see where they want the documents sent) USA

SOME TYPICAL COMMON APPLICATION ESSAY PROMPTS

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

The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?

Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?

Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?

Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

APPLYING TO UNIVERSITIES IN CANADA

Canada has become a very popular country with Bombay Scottish School students in recent years. Here are some features of the Canadian system of Education:

Undergraduate courses are usually for four years. Students need to have a sense of which broader discipline that they are applying to, example, business, engineering, social sciences etc. In most cases, it is possible to change your major within a chosen area. Admissions criteria are based on academic performance, recommendations and predicted grades. Some Universities require application essays or personal statements. Popular universities in Canada tend to be – McGill, UBC, Uni of Toronto, Uni of Waterloo, Uni of Alberta, York University etc.

There is no standardized application portal for Canadian universities like the Common App or UCAS. Universities in Ontario are on the OUAC portal which is limited to universities in that region. Every university has its own online application where students have to file out the application form, write an essay (could be more than one) and pay an online application fee. For universities in Canada, the student either submits high school documents online or in a physical packet which is couriered out to the university by the school (this differs from university to university).

APPLYING TO UNIVERSITIES IN THE UK

CHOOSING YOUR 5 UNIVERSITIES FOR UCAS

There are several good universities in the UK which offer a wide variety of interesting courses although with less flexibility to change their major. Some UK universities also offer Liberal Arts which is similar to a Liberal Arts program in the US (less flexible than the US). The counsellor will suggest names of UK universities that she thinks will be a good fit for you in individual appointments. Once you have a tentative list, you can start doing some and move forward with the application process. The application process to the UK is fairly straight forward, but all offers made are conditional. This means that what you eventually get in the final ISC examinations, will determine whether you get admission into a particular university or not. Universities will make a conditional offer based on your

application (predicted score, personal statement and counsellor reference letter) For example, a university may ask you to get 85% percent in the ISC, with a 90% in mathematics or economics. You can be admitted in this particular university, only if you meet the indicated criteria in the final ISC exams. Students apply through a centralized system called UCAS (www.ucas.com). Students can schedule appointments with the counsellor to fill out specific guidelines on the UCAS application.

- Student can apply to maximum of 5 universities in the UK (this is a UCAS rule).
 - Students should apply for a similar course to each university, as they write only one personal statement that is sent to all 5 universities.
 - The entire application is completed online. In most cases, no physical documents need to be mailed out. Students should go and register on UCAS in July - August. Upon request, the counsellor will share the buzzword for linking your application to school.
1. Go to www.ucas.com
 2. Click on 'Apply' which is on the right hand side.
 3. Click on Register / Log in to use Apply 20XX
 4. Then click on 'Register'
 5. Fill out all the details you are asked for
 6. They will ask you for a buzzword (ask the counsellor) when you create an account. Once your type in the buzzword, you are automatically an applicant from Bombay Scottish School. This step is extremely important, if you do not do this, we will not be able to submit predicted grades and the counsellor reference letter on your behalf.

After sending UCAS applications, students will start to hear back from the universities about their conditional offers. Students have to make a decision about which university they want to choose as their firm (first) choice and which one as their insurance(second) choice by May, and let go of other offers. If a student meets the requirement for his/her firm choice university, that is the final university choice. If the student does not meet the first university criteria but instead fulfils the criteria of their insurance university, then the second university is the final choice.

If a student does not meet either of the entry requirements, then he/she may apply through a system called 'clearing'. The counsellor can tell more about this later on in the academic year.

PERSONAL STATEMENTS

Students are all required to write ONE personal statement that all the 5 universities they apply to. A personal statement has to justify to the university why you want to study that particular subject. The initial part of the statement should be about the academic subject that interests you. E.g. if you are applying for Economics, focus on what aspects of Economics you like, perhaps write a paragraph about your class project or internship. You can also write about anything extra you may have done in Economics such as doing an independent course, workshop or research paper over the summer. If you are applying for Physics you can talk extensively about your involvement in a summer internship, the projects that inspired you and how you have developed research and analytical skills in the subject which will help you in your undergraduate study of economics. For rest of the statement, you can mention sports and other extracurricular activities but not in detail. Conclude the essay with a mention of an aspiration, dream or goal. The counsellor will be sharing a personal statement and essay writing workshop presentation with students before school close for summer where the counsellor will share guidelines to format the personal statement. Students should to use the summer holidays to write first drafts of personal statement.

DEADLINES

Offers are made on a rolling basis. This means that the earlier you apply, the greater the chance of you getting an offer. If you apply in October you might be competing for the early vacant spots. If you apply in December you might be competing for the remaining spots. The deadline for applications to University of Oxford, University of Cambridge (for candidates who will go to Cambridge to give the interview) and courses in Medicine, Dentistry and Veterinary Science or Veterinary Medicine is the **15th October** – if you are interested in applying to Oxbridge, please let the counsellor know as soon as possible. The regular UCAS deadline for most other courses is 15th January, however, as mentioned above, the counsellor recommends that students apply as early as possible. At our school, we try and submit all UCAS applications **before 1st December**.

Please keep in mind that the counsellor is here to walk you through the entire university application process and that you can approach her by emailing at educounsel@bombayscottish.in for any help, any time!

APPLYING TO UNIVERSITIES IN SINGAPORE

Singapore has become a very popular effective choice with students in recent years. Here are some features of Universities in Singapore.

Undergraduate courses are usually for four years

Students need to have a sense of which broader discipline that they are applying to, example, business, engineering, social sciences etc. in most cases, it is not possible to change the major within a chosen area.

Admissions criteria are predominantly academic – based on transcripts and predicted grades. Some universities may require SAT exams.

In most applications personal statements, recommendation letters and interviews are required.

Require English proficiency test score for Indian applicants.

3 popular universities with wide variety of undergraduate courses available. Singapore Management University, Nanyang Technological University and National University of Singapore are top choices.

Submit proof of how you will be funding your studies is required. Academics (ISC final mark sheet) acts as the main criteria for entry into undergraduate programs. Admissions are based on academic merit and maybe SAT exams for certain courses. Indian students are required to fulfill the subject prerequisites for the courses which they are applying for. For example, if you are looking for admission in Engineering, then you need to have passed Physics and Mathematics in your 12th standard. Or if you are considering Business Studies, then you need to have passed Mathematics and Economics. The deadlines for undergraduate applications are in March or April. Indian students seeking scholarships should apply for admission as early as January or February.

APPLYING TO UNIVERSITIES IN HONG KONG

Listed below are some features of Universities in Hong Kong.

Hong Kong is home to some of the highest-ranked Asian universities such as University of Hong Kong, The Hong Kong University of Science and Technology, Chinese University of Hong Kong, City University of Hong Kong and Hong Kong Polytechnic University.

Admissions criteria are based on academic records and SAT scores.

Require English proficiency test scores for Indian applicants.

In most applications personal statements, recommendation letters and interviews are required.

Application deadlines are typically in November.

Submit proof of how you will be funding your studies is required. Indian students are required to fulfill the subject prerequisites for the courses which they are applying for. For example, if you are looking for admission in Engineering, then you need to have passed Physics and Mathematics in your 12th standard. Or if you are considering Business Studies, then you need to have passed Mathematics and or Economics. The deadlines for undergraduate applications are in March or April. Indian students seeking scholarships should apply for admission as early as July or August

APPLYING TO UNIVERSITIES IN AUSTRALIA

Applying to Australian universities is easy, although it will take some time and careful planning. Listed below are some features of Universities in Australia.

Admissions criteria are based on academic records.

Require English proficiency test scores for Indian applicants.

In most applications personal statements, recommendation letters are required.

Submit proof of how you will be funding your studies is required.

Application deadlines are typically in March. Australian universities offer two major intakes. In some universities, intakes may also be referred to as a semester. The two intakes available in Australia are: Semester 1: Starts late February/early March to late May/early June Semester 2: Starts late July/early August through to November When choosing the intake that is best for you, consider factors like the availability of your preferred program, your academic records, entrance test scores, and your readiness to join the program. Typically, most Indian students prefer the July intake but February intake is equally good for certain programs.

TIMELINE WITH DEADLINE

The timeline below is helpful in planning the college application process for foreign universities or private Indian universities.

May:

Do an internship or a summer program that is relevant to the future major/interest area of study

Continue with SAT prep and other standardized tests if necessary

Visit or do a virtual college tour

June: Make an initial college list

Submit Student Resume to the school office along with the Student Application Form

Inform Teachers about writing the LOR for US, Canada and other universities

July/August: Fill and send the Student College Application Request Form (Google Doc) to the Principal

‘Fast track’ applicants – UK: medical-related, Oxbridge; US: EA/ED – should finalize application essays and college choices

Start filling the UCAS application after requesting the counsellor for the buzzword

Get started on filling the UCAS application form.

August: Get started on Common App/Coalition forms for US universities

Email the Common App/Coalition link to the counsellor and to the respective teachers writing the LOR

September: Complete application for US “Early Action” and “Early Decision” and inform the counsellor

October: Open UCAS and Common App accounts and start finalizing the SOP
Meet the Counsellor to see if the application needs any changes or has additional requirements

‘Fast track’ applicants – UK: medical-related, Oxbridge; US: EA/ED – should complete and send their UCAS application by 10th Oct

November: Get started on pending UCAS applications.

University of California applicants complete and send the UC application by 30th November

November - December: Submit all US applications by 15th December

Mid-December: Receive US “Early Action” and “Early Decision” results

Submit last minute pending US university applications by 31st December

January: Complete application forms for Canada, Singapore, Hong Kong, Australia and other countries.

February: Send additional documents that may be requested by some universities.

Mid- March:

Discuss broadly where to apply (e.g., US, UK, India, Canada, etc.)

Create a Plan A, B & C and make a list of targeted universities

Use 11th standard marks to determine if you meet entry requirements

Explore internship or learning opportunities for the summer

Mid-April: Check out SAT/ACT dates and register for standardized tests Fill the Student Information Sheet and download the resume template for the school website Begin setting individual appointments with the University Guidance Counsellor Parents welcome to set appointments with the University Guidance Counsellor Write first draft of personal statement (focused on the likely course/major) Keep refining the personal statement based on counsellors’ feedback

NOTE: This timeline is focused on US, UK and Canada deadlines. The counsellor would be happy to meet you for deadlines pertaining to other countries. Students should keep checking the university portal for additional information such as new documents that may be necessary, financial aid availability or other deadlines.