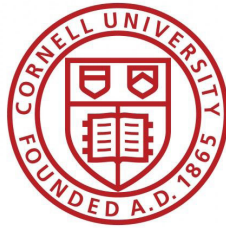


English Version



ual: university of the arts london



Duke UNIVERSITY



Harrow Beijing

University Application Procedure

大学申请流程

Harrow Beijing - University Application Procedure

Dear Year 12 Students and Parents:

This document pertains to the University Application process for students in Year 12. As with all that we do at Harrow Beijing it specifies how parents and the school can support students to manage this process. This is in accordance with our school mission of Educational Excellence for Life and Leadership. It has been our consistent experience that university application processes that are led by our students are not only the most successful applications but also reflect the character traits of independence and persistence that produce long-term success at university and beyond.

We fully understand that applying for university can be stressful and we want to help make this process as smooth as possible and so we have produced this document to outline how we can all support students' efforts. The process of applying to a university is an important one and so it is vital that we all work collaboratively to achieve the best possible outcome. It also important to remember that this is an educational process where students develop traits that will help them to succeed in the future and join the ranks of the many great leaders who have benefitted from a Harrow education.

We also know that some students may not be applying to university in Year 13 for a number of reasons. For example, a student may want to go to an Australian university and the best time to apply to Australian universities is after A-level results are released in August 2023. Students then apply in October 2023 for entry in February 2024. Another reason may be that students want to take a gap year and apply for university after their A-level results. Harrow Beijing fully supports students who opt to apply to university as alumni and each year a few students do not apply to university during Year 13; instead, they wait till after they have received their official A-level results in August.

University offers take careful planning and preparation along with good grades and a well-prepared application. Our experience is that students who carefully prepare and realistically plan their applications well in advance of the submission date greatly increase their chances of success.

Below are some important points of guidance that we wish to draw to your attention:

1. All Harrow Beijing students have a **university application deadline of 30th November**.

The reason for this is that Term One of Year 13 is reserved to work solely with Year 13 students and their university applications. By preparing and submitting all university applications by 30th November students ensure that their applications are received on

time by the universities and many students finish Term One of Year 13 with at least one university offer, sometimes more.

There are some exceptions to the 30th November deadline:

UK applications to the University of Oxford or the University of Cambridge, medicine, veterinary medicine/science and dentistry all have a UCAS application deadline of Saturday, October 15, 2022.

We ask that students pay and submit their UCAS application to their counsellor before Sunday, 25th September 2022 so that there is enough time to check the application before final submission by Wednesday, 12th October, 2022. The counsellor can return the application so the student can continue working on it but does not have to pay again.

We ask that students who wish to apply to the University of Oxford or the University of Cambridge confirm with us by Monday, 28th February, 2022. We understand that some Year 12 students are taking four A-levels with Further Mathematics as the fourth; **for students who are taking three A-levels we expect Oxbridge candidates to complete an EPQ in Year 12.**

In addition, two U.S. universities – University of North Carolina at Chapel Hill and Georgia Institute of Technology – also have an Early Action deadline of 15th October.

Many U.S. universities have an Early Decision One (EDI) or Early Action (EA) deadline between 1st and 15th November. We expect students who are applying Early Decision I or Early Action to tell us the university name(s) by Friday, 9th September, 2022.

Other universities – Hong Kong University, Chinese University of Hong Kong, University of Amsterdam, University of Toronto and others – also have deadlines earlier than Wednesday, 30th November, 2022.

In cases where a university deadline is after 30th November – such as in the United States for Early Decision Two (EDII) and Regular Decision (RD) which are normally early January – we understand that students may not wish to submit some of those applications until after they learn of their EDI decision which arrives in mid-December.

However, we do expect that all EDII and RD applications are finalized by 30th November. The reason is that students have their mock exams to prepare for over the winter holiday and our counsellors are on vacation or travelling. They are also not in school during the holiday with access to all required documents to support students. Therefore, students should have finished all their applications by the 30th November

deadline and be ready to submit them if they do not get an Early Decision One offer.

2. Keeping in line with other top international schools, both in Beijing and globally, Harrow Beijing students can do a maximum of twelve (12) university applications with the exception of the University of California (UC) which counts as one application. (Students can apply to nine undergraduate universities in the UC system.)

We count a UCAS application as five universities out of the twelve. Most Harrow Beijing students do not submit twelve university applications and many Harrow Beijing students submit only to the United Kingdom.

The reason we and other top international schools limit the number of applications is the time and effort required to submit a well-prepared application. Sadly, students who do more than 12 applications overstretch and are unable to focus their time on each individual application. Furthermore, feedback from many universities is that students should do no more than 12 university applications and we tell universities that Harrow Beijing students submit to no more than twelve universities. **Therefore, universities know that a submission from a Harrow Beijing student is a well-thought-out and carefully considered application.** Finally, it is important to remember that students are going to go to one university only and we want our students to thoroughly research each university that they are applying to.

It is also important to remember that students can apply for more than one degree at some universities. Examples include Hong Kong University, Chinese University of Hong Kong, University of Toronto, University of British Columbia, Emory University and others.

It is also helpful to remember that students could also apply to Australia after their A-level results for entry in February 2024 and that would not count as one of their 12 applications submitted during Year 13. As highlighted above, Harrow Beijing fully supports students with university applications after graduation and each year a small number of Harrow Beijing alumni avail themselves of this option.

3. Due to the binding Early Decision (ED) agreement for U.S. universities that students, parents and Harrow Beijing counsellors have to sign prior to submitting an Early Decision application we are unable to support an ED application to the United States **and** an application either to the University of Oxford or the University of Cambridge. If a student chooses to submit a binding ED application to a university in the United States, then that student is indicating that this university is their first choice above all others. While this may be a difficult choice, ED agreements are considered worldwide from the university point of view and if a student is admitted Early Decision, s/he must withdraw all other university applications and enroll in the Early Decision university.

Hence, students must decide between Early Decision application to the United States or

an application to either the University of Oxford or the University of Cambridge. UCAS does not allow students to apply to both the University of Oxford and the University of Cambridge.

In summary, students need to choose to apply Early Decision to the United States or an application to either the University of Oxford and the University of Cambridge. This again is keeping in line with other top international schools.

Again, students who are applying Early Decision I or Early Action must confirm the university name(s) by **Friday, 9th September, 2022**.

4. We respectfully ask parents and students not use the services of an external agent or educational consultant. It is our experience that by working together with **mutual trust and respect is the best pathway for ensuring success without the interference from external paid agents or educational consultants who do not have the professional relationships that our University Counsellors have with universities.**

In addition, academic honesty must exist in the university application process and a breach of academic honesty with regard to applications can jeopardize a student's chances of admission along with the reputation that universities associate with Harrow Beijing and our students. Universities expect that Harrow Beijing students are submitting applications, including essays, which are entirely their own work. This expectation is further echoed by both elite U.S. and U.K Russell Group universities.

If you do employ the services of an educational consultant, we ask that you share this information with us as our experience is that this is in the best interest of all parties **and helps in maintaining our relationship of trust and mutual respect.**

5. Some non-UK universities may ask students to upload a copy of their High School transcript as part of their application. Examples include the University of Toronto, University of British Columbia, Hong Kong University and the Chinese University of Hong Kong. Students can get a copy of their **Unofficial Student Issued Harrow Beijing transcript** (no signature and school stamp) but not the official version. Official Harrow Beijing transcripts are sent only directly to universities; we are unable to give an official transcript to students or parents.

Students can get their Unofficial Student Issued Harrow Beijing Transcript (no signature and school stamp) from Miss Jingjing Shi (Email: mshi@harrowbeijing.cn).

Students can also get their official I/GCSE and AS result certificates from Harrow Beijing's Examination Officer Miss Linda Zhang (Email: lzhang@harrowbeijing.cn).

Please allow one week's notice and note that these requests cannot be made when school is closed for holidays or other official events.

Harrow Beijing does not rank students or calculate GPA.

6. We ask that all students who are considering applying to universities in the United States or the National University of Singapore take the **SAT by March of Year 12** at the latest. Harrow Beijing is an official SAT Test Centre for currently enrolled Harrow Beijing students only.
7. For students considering applying to the University of Oxford or the University of Cambridge we ask that students achieve an IELTS or equivalent English language test score of at least 7.5 Overall and 7.0 in each band by **Wednesday, 30th March of Year 12**.

Student-Counsellor-Parents: Working in Partnership

Term Two of Year 12

It is important to note that we expect students to start doing their research early in Term Two as this will be of great benefit once application season begins in Term One of Year 13. We expect students to have their completed university application list by Friday, 9th September of Year 13.

Term Two of Year 12 is the term when students start working on their university application plan. Each student should meet first individually with their assigned University Counsellor and this is followed by a Student-Counsellor-Parent meeting also in Term Two.

The University and Career Counsellors will also be giving presentations to Year 12 students about the university application process throughout Terms Two and Three. This will include specific information on applying to different countries, their application systems and how to best prepare for university applications.

Students should be attending online university information webinars, taking advantage of MOOC courses and other opportunities offered by universities around the world.

Actions for Term Two of Year 12:

- ◇ Check I/GCSE grades and confirm three A-level subjects with counsellor.
- ◇ Discuss university and degree options along with target country(s) with counsellor.
- ◇ Give your counsellor any documents that are going to help your university application: English language results, copy of school transcript if not at Harrow Beijing for Years 10 and 11, copies of summer school transcripts and outstanding awards that you have received such as UKMT, LAMDA, China Thinks Big etc. Any documents that will help in the university application process.

- ◇ Look into possible online summer courses and apply if necessary. Examples include King's College London, Cambridge University, University of Bath, MOOCs and U.S. universities - some will be posted onto Unifrog.

These opportunities are helpful no matter what country or university students are thinking of applying to.

- ◇ Fill out the University Planner Spreadsheet.
- ◇ Learn how to write your home address and telephone number in a format that makes you look professional.

Example:

Apt. 1201 Unit 4 Building 3
Hong Ren Jia Yuan
No. 257 Dong Qiao Lu
Chaoyang District
Beijing
100103
China

Tel: (+86) 136-9876-0986

- ◇ Students are to research the universities that they are considering applying to by doing the following:

Look at university websites and the degree that the student is interested in studying.

Sign up on the university admissions page to receive information from those universities. *** It is important that students open and read those emails from the universities.***

Email universities with any admission questions and take full advantage of opportunities to interact with universities when possible: Online Webinars, Online Open Days, Information Sessions, Beijing Consortium Thursday Talks and One-to-One Interviews.

If you really like a university attend more than one online event. Learn as much as you can about the universities that you are interested in and what you need to do to get an offer.

Look at the required entrance exams and take them this term if possible: English Language including IELTS, TOEFL and Duolingo. Other entrance exam requirements can include SAT*, Portfolio Requirements, and any other entrance exams required (UCAT

and BMAT for Medicine etc.)

*We recommend that students take the SAT test no more than three times.

- ◇ Get a copy of your I/GCSE results from Miss Linda Email: lzhang@harrowbeijing.cn
- ◇ **If possible, renew passport so that it is valid through to at least December 2025.** Some universities request a copy of passport as part of the application process.
- ◇ All students should complete their EPQ in Year 12; we do not encourage students to do an EPQ in Year 13.
- ◇ Student-Counsellor-Parent meeting to discuss progress and share ideas.

Term Three of Year 12

By Term Three, students should have a broad list of schools they are “thinking” of applying to and are actively researching.

Term Three of Year 12 is the term where students can open and start filling out some university application accounts such as UCAS and Common Application. Students will also work on drafting a UCAS Personal Statement and Common Application/Coalition essay. We expect two drafts of UCAS Personal Statement and/or Common Application/Coalition Essay to be completed in Term Three.

The University and Career Counsellors will continue giving presentations to Year 12 students about the university application process throughout Term Three of Year 12. This will include specific information on applying to different countries, their application systems and how to best prepare for university applications.

Actions for Term Three of Year 12:

- ◇ Take full advantage of opportunities to interact with universities when possible: Online Webinars, Online Open Days, Information Sessions, Beijing Consortium Thursday Talks and One-to-One Interviews.

Look at university websites and the degree that the student is interested in studying. Sign up for information from those universities. *** It is important that students then open and read those emails. ***

If you really like a university attend more than one online event. Learn as much as you can about the universities that you are interested in and what you need to do to get an

offer.

- ◇ Students to continue meeting with counsellor to share updates and discuss options.
- ◇ Fill out the University Planner Spreadsheet.
- ◇ Begin to get an idea of what the portfolio requirements are for the different university art-based degrees you are applying for.
- ◇ Finish EPQ.
- ◇ Look at the required entrance exams and take this term if possible: English Language including IELTS, TOEFL, and Duolingo, SAT*. Other entrance exam requirements can include Portfolio Requirements, and any other entrance exams required (UCAT and BMAT for Medicine etc.)

* We recommend that students take the SAT test no more than three times.

- ◇ Open UCAS and Common Application/Coalition Application accounts.

For UCAS fill out application with biological data (name, address, telephone number, date of birth etc.) and I/GCSE information.

For Common Application/Coalition Application fill application out with student and parent biological data (name, address, telephone number, date of birth etc.).

For the United States, look at the current individual supplemental essay questions that universities asked students to write this year.

- ◇ Two drafts of UCAS Personal Statement and/or Common Application/Coalition essay.
- ◇ Continue signing up for information from universities and attending online events.
- ◇ Monday, 30th May: Students who are applying to the United States, Hong Kong and for Medicine should ask two subject teachers if they would be prepared to write a letter of recommendation supporting their applications.
- ◇ Second Student-Counsellor-Parent meeting to discuss progress and share ideas.

Summer Between Years 12 and 13

- ◇ Attend Summer School if you signed up for one or do an online MOOC course (available on Unifrog) in the degree area that you are interested in. Examples include King's College London, Cambridge University, University of Bath, MOOCs and U.S. universities - some will be posted onto Unifrog.
- ◇ We encourage all students to complete their IELTS, Duolingo or TOEFL English language requirements before returning to school in August.

Students should do InitialView during the summer if InitialView is accepted by the U.S. universities that they are applying to.

- ◇ Take UCAT test if applying for Medicine.
- ◇ Work on your art portfolio if you are applying for an art-based degree.
- ◇ Take full advantage of opportunities to interact with universities when possible: Online Webinars, Online Open Days, Information Sessions, Beijing Consortium Thursday Talks and One-to-One Interviews.

If you really like a university attend more than one online event. Learn as much as you can about the universities that you are interested in and what you need to do to get an offer.

- ◇ Students will have completed their university application list (country(s) and universities) by Friday, 9th September of Year 13.

Term One of Year 13

This is now application season and the research that students have done in Terms Two and Three of Year 12 will be very beneficial here. We expect students to start Year 13 with a complete list of schools and countries to which they are applying by Friday, 9th September.

UK applications to the University of Oxford or the University of Cambridge, medicine, veterinary medicine/science and dentistry all have a UCAS application deadline of Saturday, October 15, 2022.

We ask that students pay and submit their UCAS application to their counsellor before Sunday, 25th September 2022 so that there is enough time to check the application before final submission by Wednesday, 12th October, 2022. The counsellor can return the application so the student can continue working on it but does not have to pay again.

Students who have an application deadline of 15th October will receive their Predicted Grades

on Wednesday 21st September; everyone else will receive their Predicted Grades on Monday, 17th October.

All other UCAS applicants are to pay and submit their UCAS application to their counsellor by Monday, 31st October.

Harrow Beijing is a UCAS Centre. This means that all UCAS applications are first 'paid and submitted' by students and then reviewed by a counsellor before being sent to UCAS. As part of this review the counsellor will add the student's reference and Predicted Grades. If required, the counsellor can return the application to the student so s/he can continue working on it but does not have to pay again.

Actions:

- ◇ By Friday, 9th September: Students have their university and country application list.
- ◇ Look at university websites and the degree that the student is interested in studying. Sign up for information from those universities. *** It is important that students then open and read those emails from the universities. ***

The goal is to attend an online session with every university that the student is submitting an application to.

If you really like a university attend more than one online event. Learn as much as you can about the universities that you are interested in and what you need to do to get an offer. Many universities record student interest in their university via the emails they send students after a student registers and by events that the student attends.

- ◇ Where applicable (Geography and Biology), check AS grades. Students should have their official I/GCSE certificates from Harrow Beijing's Examination Officer Miss Linda Zhang (Email: zhang@harrowbeijing.cn)

After Monday, 17th October students can get a copy of their unofficial Student Issued Harrow Beijing Transcript (no signature and school stamp) from Miss Jingjing Shi (Email: mshi@harrowbeijing.cn).

This transcript will be required for Hong Kong, Canadian and some U.S. applications.

- ◇ Fill out UCAS application with English language results and universities that you are applying to.

Fill out Common Application/Coalition Application. The University of California opens 1st

August and other application systems open during September and October.

- ◇ Finish UCAS Personal Statement and Common Application/Coalition Application essays. Work on University of California Personal Insight essays.

- ◇ Take SAT *if needed.

* We recommend that students take the SAT test no more than three times.

- ◇ If parents want to have another Student-Counsellor-Parent meeting we ask that this be completed by Friday, 30th September.

- ◇ It is really important that after submitting university applications that students read all emails that the universities are sending them. Students may have to open accounts and upload documents so again it is really important that students check and read all emails from universities after submission.

Timeline for Applying to the United Kingdom

- ◇ By Friday, 9th September: Students have finalized their university and country application list.

This is not the time to decide to apply to the University of Oxford or the University of Cambridge. We have already asked that students who wish to apply to the University of Oxford or the University of Cambridge to confirm with us by Monday, 28th February of Year 12 that they are applying and attend all supporting application information sessions.

- ◇ UK applications to the University of Oxford or the University of Cambridge, medicine, veterinary medicine/science and dentistry all have a UCAS application deadline of Saturday, October 15, 2022.

We ask that students pay and submit their UCAS application to their counsellor before Sunday, 25th September 2022 so that there is enough time to check the application before final submission by Wednesday, 12th October, 2022. The counsellor can return the application so the student can continue working on it but does not have to pay again.

- ◇ All other UCAS students should continue working on their UCAS Personal Statement and wait for their Predicted Grades which will be available on Monday, 17th October.

These students are to pay and submit their UCAS application to their counsellor by

Monday, 31st October.

The counsellor can return the application so the student can continue working on it but does not have to pay again.

- ◇ Once a student has received their Predicted Grades we encourage them to submit their UCAS application.

Timeline for Applying to the United States

Students who are applying Early Decision I or Early Action must confirm the university name(s) by Friday, 9th September, 2022.

By Friday, 9th September 2022:

- ◇ Students have almost finalized their university and country application list.
- ◇ Students will link their Common Application account to their Unifrog account, so counsellors can send their supporting documents to the universities that they apply to.
- ◇ Students will speak again with their two subject teachers about their letters of recommendation.

By Friday, 16th September:

- ◇ Students will send a formal request through Unifrog to their two subject teachers requesting that their letters of recommendation be uploaded onto Unifrog.

Teachers will upload these letters by Friday, 14th October.

- ◇ Students will also fill out a Teacher Letter of Recommendation Form to help their teachers write those letters of recommendation and give it to each teacher.
- ◇ Students will also fill out a Counsellor Letter of Recommendation Form to help their counsellor write the Counsellor Recommendation and give it to their counsellor.

By Wednesday, 30th November:

- ◇ Students will be finished with all their applications, including Common Application/Coalition Application/University of California Application and any other country or system.

- ◇ In cases where a university deadline is after 30th November – such as in the United States for Early Decision Two (EDII) and Regular Admission (RD) which are normally early January – we understand that students may not wish to submit some of those applications until after they learn of their EDI decision which arrives in mid-December.

However, we do expect that all EDII and RD applications are finalized by 30th November. The reason is that students have their mock exams to prepare for over the winter holiday and our counsellors are on vacation or travelling. Therefore, students must have finished all their applications by the 30th November deadline and be ready to submit them if they do not get an Early Decision One offer.

Timeline for Applying to Canada

- ◇ By Friday, 9th September: Students have finalized their university and country application list.
- ◇ Canadian application systems normally open in September or early October.
- ◇ Some Canadian universities (University of Toronto) have an Early Application deadline of 7th November and we strongly suggest that students apply by that deadline.
- ◇ Students need a copy of their unofficial Student Issued Harrow Beijing Transcript from Miss Jingjing Shi (Email: mshi@harrowbeijing.cn) for Canadian applications.

Timeline for Applying to Hong Kong

- ◇ **By Friday, 9th September:**

Students have finalized their university and country application list.

Students will speak again with their two subject teachers about their letters of recommendation or their counsellor if the counsellor is writing one of the two letters.

- ◇ **By Friday, 16 September:**

Students will also fill out a Teacher Letter of Recommendation Form to help their teachers write those letters of recommendation and give to each teacher.

Students will also fill out a Counsellor Letter of Recommendation Form to help their

counsellor write the Counsellor Recommendation and give it to their counsellor.

- ◇ Individual Hong Kong universities normally open their application systems in September or early October, with an Early Round deadline in Mid-November.
- ◇ Students need a copy of their unofficial Student Issued Harrow Beijing Transcript from Miss Jingjing Shi (Email: mshi@harrowbeijing.cn) for Hong Kong applications.

Term Two of Year 13

- ◇ It is really important that after submitting university applications students read all emails that the universities are sending them. Students may have to open an individual university account after submitting an application and upload documents so they need to check and read all emails from universities after application submission.
- ◇ Universities will continue releasing decisions throughout Term Two of Year 13.
- ◇ Often in March and April universities will invite accepted students to an “Admitted Student” event. These can be either online or in person in Beijing. This is an opportunity for students to learn more about that university.

We suggest that students attend these events if they are still deciding which offer to accept.

Term Three of Year 13

- ◇ This is the term when students decide which university offer to accept.

August After Graduation

- ◇ After the release of A-level results we will continue to support students with options if their grades do not meet the admission requirements of their intended university.

Harrow Beijing University Application Resources

- A. Harrow Beijing has an excellent reputation with universities around the world and they recognize the name Harrow Beijing and the A-level Curriculum. Universities welcome applications from our students.

We are all responsible for protecting the reputation that Harrow Beijing has with

universities and not do anything that will discredit our reputation.

- B. Unifrog University and Careers Platform is our central database where students can research universities, careers, write application essays, prepare a resume/CV and much more.
- C. Harrow Beijing does a block booking for our students to take the IELTS exam at the British Council at least twice each academic year. Mr. Ben Coldham, Head of Language and Learning, coordinate this with students.
- D. Harrow Beijing is an official SAT test centre only open to current Harrow Beijing students.
- E. Resources Available in library Sixth Form Study Area:

So You Want To Go To Oxbridge? (Oxford and Cambridge applications)

The Times Good University Guide 2021 (for U.K. universities)

Fiske Guide to College 2021 (for U.S. universities)

The Best 385 Colleges Princeton Review 2021 (for U.S. universities)

Colleges that Change Lives (for U.S. universities)

Who Gets In and Why (for U.S. universities)

The Hidden Ivies (for U.S. universities)

Harrow Beijing Oxbridge Reading List and Other Useful Resources

Harrow Beijing Recommended Reading List Years 11, 12 & 13

The Economist (hardcopy in library and also available online)

Reminder of the Main Points

1. The final university application deadline for Harrow Students is Wednesday, 30th November 2022.

2. Harrow Beijing students may apply to a maximum of 12 universities in an academic cycle (i.e.: September of Year 13 to the following August).
3. Students may not apply Early Decision to the United States and submit an application to the University of Oxford or the University of Cambridge.

Students who wish to apply to the University of Oxford or the University of Cambridge should have made that decision by Monday, 28 February of Year 12.

Students who are applying Early Decision I or Early Action to the United States need to confirm the university name(s) by Friday, 9th September, 2022.

Students who have an application deadline of 15th October will receive their Predicted Grades on Wednesday, 21st September; everyone else will receive their Predicted Grades on Monday, 17th October 2022.

4. Please stay away from external agents or educational consultants.
5. Students can get an Unofficial Student Issued Harrow Beijing transcript (no signature and school stamp) but not the official version.
6. Take the SAT by March of Year 12 if considering applying to the United States or National University Singapore.
7. University of Oxford/Cambridge applicants should achieve an IELTS or equivalent English language test score of at least 7.5 Overall and 7.0 in each band by Wednesday, 30th March of Year 12.

I confirm that I have received and read a copy of the Harrow Beijing – University Application Procedure.

Student Name (Printed): _____

Signatures: Student: _____ Date: _____

Parent: _____ Date: _____