

2016

UNIVERSITY COUNSELING  
HANDBOOK



MIT Vishwashanti Gurukul

8/1/2016

## Contents

Introduction to University Counseling .....	3
University Placement’s Yearly schedule .....	4
MIT VISHWASHANTI GURUKUL’s Counseling Services .....	7
Student Responsibilities in the University Application Process.....	8
Choosing a Country and an Academic System:.....	9
Defining Your Own University Selection Criteria .....	9
Selecting “Best Fit ” Universities .....	9
Resources for exploring Courses and Universities.....	10
Standardized Admission Tests .....	10
A complete application pack- .....	10
Information Directory .....	12

# MIT Vishwashanti Gurukul University Counseling Handbook 2016-17

## Introduction to University Counseling

---

VGS helps students build their skills and academics to gain admission into colleges and universities abroad as well as India. Applying to colleges and universities is an exhilarating and mystifying experience which gives them a chance to look at who they are, what they value, and what they might want to do with their life. It can also be a difficult, challenging, and time-consuming process. VGS counselor helps, guides, support and advice students and parents as they explore colleges, fill applications, select and visit universities, and apply for scholarships. To support with the university assortment and application process, MIT VISHWASHANTI GURUKUL's college counselor have developed the following guide.

*The VGS University Counselor*



## University Placement Office - Yearly schedule

Months	Activities
<b>July</b>	<ul style="list-style-type: none"> <li>➤ IB Transcripts, certificates scanning and sending to parents and students.</li> <li>➤ Orientation and one on one Counseling, IBDP subject introduction, Subject choices as per career options.</li> <li>➤ Session on the different timelines of application</li> <li>➤ Session on Importance of Standardized Test Scores</li> <li>➤ Session on Importance of Extracurricular activities.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>➤ University selection / Applications one- on-Counseling.</li> <li>➤ SAT , IELTS and AP workshop and registration , fees collections.</li> <li>➤ SAT Classes</li> <li>➤ University visits USA/ UK</li> <li>➤ Student's assessment, profiling and career choices for portfolios.</li> <li>➤ Session on options available in the USA for higher studies.</li> <li>➤ Session on - How does University evaluate application?</li> <li>➤ How to write an effective essay for university applications.</li> <li>➤ University Presentation.</li> <li>➤ Subject choices and changes as per career options.</li> <li>➤ Career options in Design- Session by MIT-ID</li> </ul>

<b>September</b>	<ul style="list-style-type: none"> <li>➤ Workshop on writing LOR for IBDP teachers.</li> <li>➤ University Fairs – USA/ UK</li> <li>➤ Psychometric test for ambivalent students.</li> <li>➤ Workshop for students on writing Personal statements for USA applications.</li> <li>➤ SOP writing sessions for grade 12.</li> <li>➤ University application LOR and PG for Grade12.</li> <li>➤ Documentation for university application.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>➤ University application LOR and PG for Grade12.</li> <li>➤ University Presentations</li> <li>➤ Early Applications due</li> <li>➤ Checking students ESSAY and SOP for University applications.</li> <li>➤ Documentation for university application.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>➤ University selection / Applications one- on-Counseling.</li> <li>➤ University application for Grade 12.</li> <li>➤ Documentation for university application.</li> <li>➤ University Visits.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>➤ University selection / Applications one- on-Counseling.</li> <li>➤ University application for Grade 12.</li> <li>➤ Documentation for university application.</li> <li>➤ Financial Aid applications due</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>➤ University selection / Applications one- on-Counseling.</li> <li>➤ Early Decision2 for USA due</li> </ul>

	<ul style="list-style-type: none"> <li>➤ UK Applications due</li> <li>➤ Canadian Applications due</li> <li>➤ Indian colleges Entrance registration.</li> <li>➤ Documentation for Indian university application.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>➤ Counseling for Indian university</li> <li>➤ Indian colleges Entrance registration.</li> <li>➤ Documentation for university application.</li> <li>➤ European College Application begin</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>➤ Indian university entrance examination deadlines and eligibilities.</li> <li>➤ Entrance registration.</li> <li>➤ Documentation for university application.</li> <li>➤ Applications to Australia and New Zealand are initiated.</li> <li>➤ College Acceptance Offers arrive</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>➤ IB Indian early transcripts registration for Grade 12.</li> <li>➤ Entrance registration.</li> <li>➤ Documentation for Indian university application.</li> <li>➤ Declaration of acceptance of College Admission Offer</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>➤ IB Exams</li> <li>➤ Offer of Waitlist acceptance confirmation</li> <li>➤ Rolling Admissions due</li> <li>➤ Documentation for Indian university applications.</li> <li>➤ First placement report collated</li> </ul>

## MIT VISHWASHANTI GURUKUL's Counseling Services

---

Our broad counseling program guides and supports students throughout the university application process, beginning in Grade 11 and continuing throughout Grade 12. The program includes-

1. A one-on-one subject selection for all grade 11 students.
  2. University Fairs and presentations to provide in depth details about university application and selection processes. Eligibility and other criteria are also focused on.
  3. Consultation with students to choose country, course and university of their choice as per their academic performance.
  4. Weekly sessions with Grade 11 about how to select and search course and colleges of their choice. Things to keep in mind while choosing a particular course over the other.
  5. Weekly sessions with grade 12 to guide them through the application process of UK, USA, Australia and Canada.
  6. Advise on tests like SAT, AP, IELTS and ACT.
  7. Guide students in writing personal statements, SOPs, and essays.
  8. Help students prepare for interviews (If requested)
  9. Assist students with the Indian applications, Grade Conversions, and entrance registrations.
  10. Organize regular university fairs and individual college visits.
  11. Maintain relationships with individual college advisors and admission offices to support individual applications by attending workshops and sessions organized in the country.
  12. Advise students about the "Best Fit" once the offers are received
  13. Inform students about the "clearing" and "adjustment" in the UK system.
-

## Student Responsibilities in the University Application Process

---

For students in Grades 11 and 12, the university application process is the first step towards independence. It is a complex, challenging and time-consuming process. It can also be an exciting and revealing experience. Students will have to do a lot of research and spend a lot of time filling out applications and writing personal essays. However, this will give students a chance to look at who they are, what they value, and what they might want to do with their life.

Students will have to make some important decisions, develop self- confidence and perhaps for the first time think about life on their own, outside the environment that they have been in. The VGS counselor emphasizes that the student is in control of the university application process, supported by a team of teachers, and of course, parents.

In working towards the goals, the student - must agree to the subsequent responsibilities:

- **Know yourself-** this is necessary in determining the university where you will be most dynamic and contented (and therefore, successful) analyze your scholastic strengths, your special talents, expertise and other characteristics that distinguish you.
- **Research appropriate courses-** Match your selected subjects to professions, research about the profession's requirements and see if it attracts you. If you feel that a profession attracts you, find colleges that provide you the program to enter that profession. Keep a list of your desired colleges/ Universities ready for one-on-one counselor discussions.( If the student does not have the academic record necessary to be competitive for acceptance, VGS will not be able to fully support the student's candidature to the university).
- **Meet application deadlines – Keep** a list of deadlines of your selected schools, and refer to it fortnightly to keep your applications on time. These deadlines will be helpful while submitting application materials and requesting letters of recommendation and transcripts.
- **Be aware of prelim tests** - Register on- line by the deadlines to take standardized tests, such as the BMAT, UKCAT, LNAT, SAT, ACT, TOEFL, or IELTS.
- **Submit all required forms-** and apply for all testing organizations to present official standardized test results to universities.
- **Notify of your application status** - keep the school counselor posted on your application status, offer received, accepted, & declined, so that requests can be sent to IB accordingly to furnish your transcripts of the universities of your choice.

## Choosing a Country and an Academic System:

---

*“Where do you want to study?”*

Students are introduced to educational systems of UK, USA, Australia, Canada and Singapore. After meeting with university representatives from various countries and colleges they have to make up their mind about – where do they want to study, keeping in mind the course of their choice and the financial background.

The links to educational system of various countries are below-

Finally, students and parents should be certain that subject selection in their Diploma Program meet precise university entrance requirements for the country in which students plan to apply.

Studying in UK - <http://www.britishcouncil.in/why-the-uk>

Studying in USA - <http://www.usief.org.in/Study-in-the-US/Why-Study-in-the-US.aspx>

## Defining Your Own University Selection Criteria

---

Once you have decided which course you are interested in, you need to put down factors that would define your university choice. You need to think and evaluate carefully which elements are of utmost importance. For example- Would you prefer a Public or Private college, Diversity of students, Placement records, facilities and student bodies, connectivity, city or sub-urban, climate, housing- on campus or off, food, support services, degree specialization, flexibility of courses, class size, teaching methodology, research options and tuition fee etc. Once you have your list of concerns you have to match your choice of colleges accordingly.

## Selecting “Best Fit” Universities

---

The key to finding the best university is knowing what you truly want. After you have your selection criteria laid out, you should self evaluate your academic standing with the requirements of colleges of your choice. When you get what you are looking for and your achievements match with the colleges on your list, then you have a best fit list, and you should apply to these colleges on priority.

---

## Resources for exploring Courses and Universities

---

The UCAS website - <https://www.ucas.com/>

COMMONAPP - <https://www.commonapp.org/>

<http://www.collegeview.com/index.jsp>

<http://www.thecompleteuniversityguide.co.uk/>

<https://www.collegeboard.org/>

## Standardized Admission Tests

---

SAT – <https://collegereadiness.collegeboard.org/sat?navid=gh-nsat>

AP – <https://apstudent.collegeboard.org/home?navid=gh-aps>

IELTS - <http://www.ielts.org/>

## A complete application pack-

---

- Application form
- Personal essay and for some schools supplementary writeups
- Application fee
- Transcript and IB predicted grades
- School profile
- School report (counselor's recommendation) and teacher(s) recommendations
- Proof of finances

*The student is responsible for sending (online) the application form, fee, and essay(s) as well as mailing any additional materials (art portfolio, voice tapes, video, financial statement, etc.) .*

*The school counselor sends online or via mail the transcript , IB predicted grades, school profile, school report , and teacher recommendations ( if not completed online) . For schools using the Common Application or other online forms, the student must provide the online systems the correct email addresses for the counselor and teachers so that we are linked and have access to completing the online forms.*

*Students are accountable for the subsequent:*

- Making sure teachers have the online access to complete recommendations. If recommendations are sent via regular mail, teachers must hand them in on time to the counselor. Students should clearly indicate to teachers when they need the recommendations.*
- Providing the counselor with the application list of schools, addresses, deadlines, and required forms (common app or other forms) either online or paper.*
- Requesting from the appropriate testing agencies to have their SAT and/ or ACT scores officially reported to the universities.*
- Requesting all application materials (transcripts, recommendations) at least three weeks before the application deadline (not including school holidays) .*

## Information Directory

---

University Counselor - Ms Jini Varghese

Tel: +91-20-39210118

[university.placements@mitgurukul.com](mailto:university.placements@mitgurukul.com)

IBDP Co-ordinator - Ms. Evelyn Sheen

[ibdpcordinator@mitgurukul.com](mailto:ibdpcordinator@mitgurukul.com)

Head of School - Mr. I Venugopal

[venugopal@mitgurukul.com](mailto:venugopal@mitgurukul.com)

About VGS [www.mitgurukul.com](http://www.mitgurukul.com)

Enquiries to the VGS'S main office

Tel: + 91- 20- 39210000

Fax: + 91- 20- 39210500