

TEN POTENTIAL PROBLEM AREAS WHEN APPLYING FOR ADMISSION

1. Applications for admission differ, which means that you need to follow the specific directions of each college or university admissions office. If a university, for example, the University of California, asks you to recalculate your KAS GPA using a specific formula, be sure to follow the instructions carefully.
2. Watch out for different testing requirements (for example, SAT Reasoning Test, SAT Subject Tests, TOEFL, and IELTS), and be certain to note the different application deadlines. Some deadlines are quite early in the school year, especially Early Decision (ED) and Early Action (EA) deadlines.
3. Use your original transcript from previous schools. KAS typically includes grades or P's (for Pass) from any prior high schools on your KAS transcript, but this information is for the purpose only of tracking credits for your KAS graduation. When you apply for admission to college, most colleges will want to review official copies of transcripts from your previous high schools, sent directly to the college from the earlier schools. You, too, should want the colleges to review your earlier transcripts, in order to make sure that members of the admissions committees see a complete list of your high school courses and grades, not just a record of classes that were transferable to KAS.
4. Take your time when completing applications. Mistakes can easily be made, and careless errors can easily eliminate you from contention. If you have questions about your college applications, please ask for help, rather than guess.
5. Give yourself enough time to complete your applications by the deadlines. Application deadlines are hard and fast; colleges, generally, do not make exceptions. Submit everything on time, including your transcripts, which in some cases will need to be mailed overseas. Keep in mind that you are responsible for notifying Ms. Rachel Chen well in advance, if and when documents need to be mailed. You will want to ensure that important papers reach their destinations on time.
6. Teachers, counselors, and administrators will need plenty of advance notice, too. Given their busy schedules, they simply cannot write effective letters for you on a moment's notice. Most people will need 2-3 weeks of advance notice, if at all possible. Asking for a letter at the last minute can make you seem irresponsible, and

such lack of planning on your part can also cause your letter not to be as well done and effective as it might have been.

7. If you plan to ask a former KAS teacher to write a letter of recommendation, you surely must allow plenty of time. After all, it is likely to take extra time to get in touch with someone who is no longer at KAS, and you will need also to allow time for that person to access our KAS Naviance system and to upload the letter of recommendation.

8. Become familiar with Naviance and keep your Naviance account up to date. Naviance is an important communication tool, connecting teachers, students, and college and university admission officers. You will be using Naviance to research and apply to colleges, and once you have completed an application, you will record in Naviance that you have filed the application. Your college counselor will frequently check the status of your applications and will be able to tell what additional steps need to be taken. If you do not update your Naviance account, we will not be able to help you effectively.

9. You will need to sign (electronically) the Family Educational Rights and Privacy Act (FERPA) statement, authorizing KAS to submit application papers for you (for example, reference letters and KAS transcript) and waiving (or not waiving) your right to read letters that are submitted on your behalf. Once you have done this, you will also need to match your Common App and Naviance account. This is not an overly difficult process, but some students have encountered problems in the past. Please refer to Section 6 of the KAS College Handbook for help.

10. When applying to college, please remember to use your official name at all times. Your official name is the name that is on your passport, and it is the name that should appear on your standardized testing reports (SAT, ACT, TOEFL, and so forth) and on your KAS transcript, as well. It is important that all the names match.