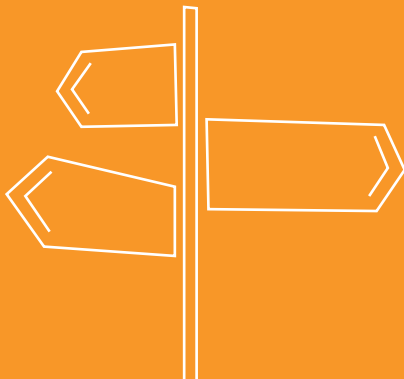




# ICS University and Vocational Guidance Handbook



1960



inter-community school

zurich

# Contents

<b>1</b>	Introduction
<b>2</b>	Career and University Preparation Roadmap
<b>3</b>	What To Do When
<b>4</b>	<b><i>Grade 9: Time to start thinking about your future</i></b>
<b>5</b>	Exams important to ICS students – USA
<b>6</b>	Exams important to ICS students – UK
<b>7</b>	<b><i>Grade 10: Time to pick your IB subjects</i></b>
<b>8</b>	IB DP Pre-Requisites for Universities by Country
<b>9</b>	<b><i>Grade 11: Time to choose a University</i></b>
<b>10</b>	Factors to Consider when Choosing a University
<b>11</b>	What Universities and Colleges look for in an Applicant
<b>13</b>	Countries
<b>14</b>	Paying For Your University Education
<b>15</b>	University visits at ICS and Visiting a University
<b>16</b>	University Visit Score-Cards
<b>17</b>	<b><i>Grade 12: Time to apply to University</i></b>
<b>18</b>	Teacher Recommendations
<b>19</b>	Information needed for your application
<b>20</b>	<b><i>Appendix</i></b>
<b>21</b>	BridgeU
<b>22</b>	Responsibilities
<b>23</b>	Responsibilities of the ICS Student
<b>24</b>	Responsibilities of the Parent/Guardian
<b>25</b>	Responsibilities of ICS



Look for the links!  
We have added some useful links to external documents and websites to help you. They are listed at the bottom of the page like this and are underlined

You can return to this contents page by clicking the 'Home' icon in the corner.





# Introduction

Welcome to the ICS University and Vocational Guidance Handbook for students and their parents/guardians.

Here at ICS we believe that it is important to support each and every one of our students not only during their time at ICS but also in preparation for their life beyond ICS. Our students are all individual high achievers and we encourage them every day to reach for the highest goal that they can. This opens up a wealth of global opportunities available to our IB students and we understand that this can often seem extremely daunting if the correct supportive processes are not in place.

Therefore, to support and guide our Grade 9 to 12 students in preparation for their life beyond ICS we have put together this extensive University Guidance and Vocational Handbook to help guide our students and their parents/guardians through the university selection process, providing details of what they need to do and when during their time in Grades 9, 10, 11 and 12. We hope that by reading through this book, both our students and their parents/guardians will fully understand what they need to do to reach their goals, how to do it and by when. This will ensure that what can be a daunting experience will become an exciting and rewarding one.

This handbook further enhances the wealth of knowledge and preparation which our students will gain during individual and group sessions with our Guidance Counsellor throughout their time from Grades 9 through 12. It also highlights the many opportunities our students have during their time at ICS to prepare themselves for life after school including summer internship opportunities with local companies and participating in the ICS annual Career Fair.

We look forward to working with you during this exciting time. Please do not hesitate to contact us should you have any questions. Students (and their parents/guardians) who need further help and advice can also contact the University and Career Counsellor, Mrs Rachel Doell directly on [RDoell@icsz.ch](mailto:RDoell@icsz.ch).

Kind regards



Mary-Lyn Campbell  
Head of School



James Penstone  
Secondary Principal





# Career and University Preparation Roadmap

For Parents and Students

## Getting Ready

BridgeU Access  
University Visits  
ICS Website: University & Career Counselling

## Which Courses?

BridgeU Access  
"IB Selection Course" Evening  
"IB Selection Course" Individual Meetings  
University Visits  
ICS Website: University & Career Counselling



Parents

## Which University?

BridgeU Access  
PSAT, SAT I & II Exams  
"UK & USA Application Process" Workshop  
University Visits  
ICS Website: University & Career Counselling

## Applying to University

BridgeU Access  
University Visits  
ICS Website: University & Career Counselling  
"After the IB Results are Out" Workshop



You are now leaving ICS

Grade 9

## Who Am I?

BridgeU: Careers Tool & Strategy Advisor  
PSAT Exams University Visits  
PDP Lessons

## What Courses Shall I Take?

BridgeU: Careers Tool & Strategy Advisor  
PSAT and SAT Exams  
Career Fair  
"IB Selection" PDP Lessons  
University Visits Internships

Grade 10



Students

Grade 11

## Where Will I Go? What Will I Do? How Will I Get There?

BridgeU: Profile Builder & University Lists  
PSAT, SAT I & II Exams  
"Getting Started" Workshop  
Career Fair  
"University Application Preparation" Workshop  
"Personal Statement/Essay" Workshop  
"Interviewing Skills" Workshop  
University Visits  
Internships  
"UK & USA Application Process" Workshop

Grade 12

## How Do I Apply?

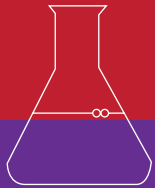
BridgeU: Writing Builder, Applications  
SAT I & II Exams  
"Personal Statement/Essay/Interview" Workshops  
UK Entrance Exams  
Interview Preparation  
University Visits  
Internships  
"After the IB Results are Out" Workshop



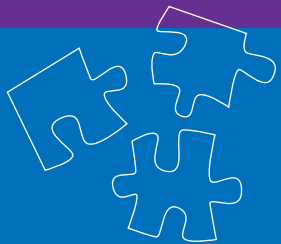
**It's time to ...**



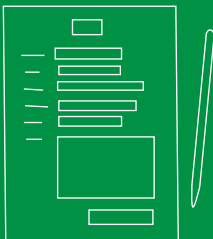
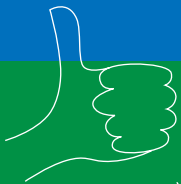
**Grade 9  
Time to start thinking about  
your future.**



**Grade 10  
Time to pick your IB subjects.**



**Grade 11  
Time to choose a University.**



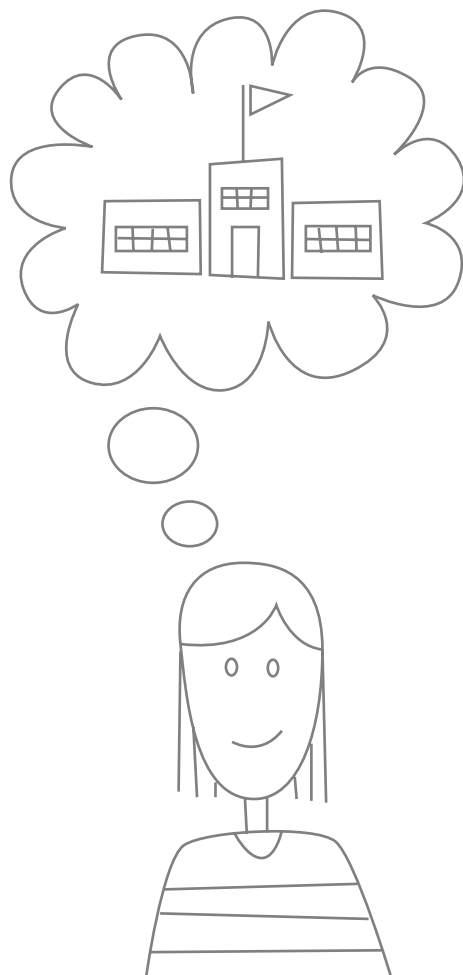
**Grade 12  
Time to apply to University.**



## Grade 9: **Time to start thinking about your future**

Have you registered with BridgeU? It is very important that you are aware of how BridgeU can help you over the next 4 years in preparation for university and future careers. Click [HERE](#) to find out more.

Check out the the next two pages to see what exams may be important to you in your university preparation...



# Exams important to ICS students – USA

Name	When	Where	Registration
PSAT (Preliminary Scholastic Aptitude Test)	Recommended in Grades 9-11.	ICS	Registration with University and Career Counsellor.
SAT I (Scholastic Aptitude Test)	Recommended in Grades 9-12 but it is highly advisable that students are done taking the SAT by the end of Grade 11.	Various locations	Registration through <a href="http://www.collegeboard.org">www.collegeboard.org</a>
SAT IIs (Subject tests)	Recommended in Grades 11 and 12.	Various locations	Registration through <a href="http://www.collegeboard.org">www.collegeboard.org</a>
ACT (American College Test)	Recommended in Grades 9–12 but it is highly advisable that students are done taking the ACT by the end of Grade 11.	Various locations	Registration through <a href="http://www.act.org">www.act.org</a>
IELTS (International English Language Testing System)	If necessary in Grade 12 (English language test required by many USA colleges if English is not your native language)	Various locations	<a href="http://www.examenglish.com/IELTS/">www.examenglish.com/IELTS/</a> <a href="http://www.ielts.org">www.ielts.org</a>
TOEFL (Test Of English as a Foreign Language)	If necessary in Grade 12 (English language test required by many USA colleges if English is not your native language)	Various locations	<a href="http://toeflgoanywhere.org/">http://toeflgoanywhere.org/</a> <a href="http://www.examenglish.com/TOEFL/">www.examenglish.com/TOEFL/</a>



# Exams important to ICS students – UK

Name	Where	Registration
<b>General</b>		
IELTS (International English Language Testing System)	Various testing centres (needed by some UK universities if English is not your native language – also needed for a visa to study in the UK)	<a href="http://www.ielts.org">www.ielts.org</a>
<b>Medicine/Vetinary Medicine/ Biomedical Sciences/Dentistry</b>		
BMAT (BioMedical Admissions Test)	ICS	Registration with University and Career Counsellor  <a href="http://www.admissionstestingservice.org/our-services/medicine-and-healthcare/bmat/about-bmat/">http://www.admissionstestingservice.org/our-services/medicine-and-healthcare/bmat/about-bmat/</a>
UKCAT (UK Clinical Aptitude Test)	Various locations	<a href="http://www.ukcat.ac.uk/">http://www.ukcat.ac.uk/</a>
<b>Law</b>		
LNAT (Law National Admission Test)	Various locations	<a href="http://www.lnat.ac.uk/">http://www.lnat.ac.uk/</a>
<b>Specific Universities</b>		
Oxford	Various locations	<a href="http://www.ox.ac.uk/tests">www.ox.ac.uk/tests</a>
Cambridge	Various locations	<a href="http://www.cam.ac.uk/assessment">www.cam.ac.uk/assessment</a>

NOTE: Please check entry exam and admissions requirements for each university. A useful website about entry exams in the UK as well as subject-specific tests: [www.admissionstestingservice.org](http://www.admissionstestingservice.org)







# Grade 10: Time to pick your IB subjects

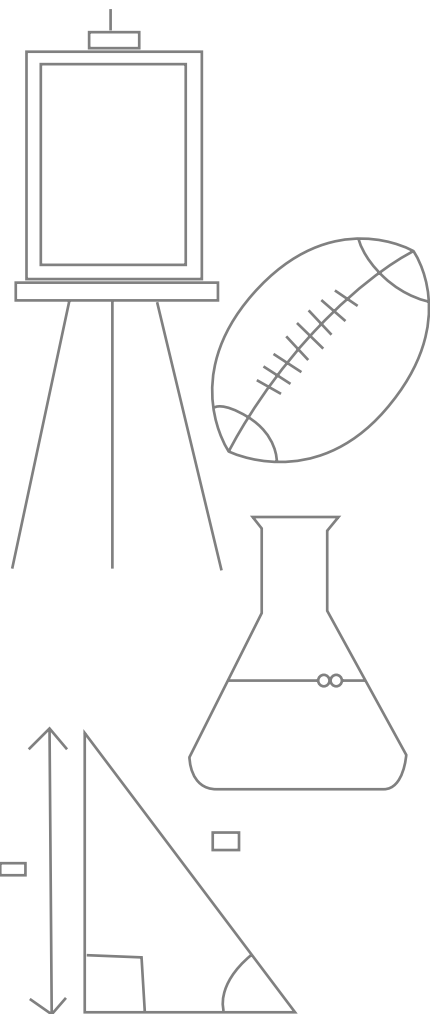
Choosing IB subjects? You are not alone in this process. There are many people at school who can guide you and answer your questions prior to choosing your IB subjects. Besides your current teachers and our IB teachers, you and your parents/guardians will have the opportunity to talk to the Guidance Counsellor, IB Coordinator and Secondary Principal throughout this process.

BridgeU can also help you in the process of deciding which IB subjects to choose by researching what subjects complement best your potential university course.

Did you know that some universities in some countries require specific subjects for you to get in? Use the link below to access the IB website for university recognition. It's a really good idea to start thinking about this early, so see the table on the next page to find out about university pre-requisites.

Do you know what exams may be important to you in your university preparation? Skip back to the previous chapter to refresh your memory.

ICS runs an annual Career Fair for Grade 10 and 11 students. Professionals from different sectors come and give information and advice to our older students as they consider their future study and career choices. This is one of the ways in which we support our students in setting high expectations for themselves and thinking creatively about potential career paths.



IB website - [University Recognition](#)  
ICS website - [Career Fair](#)

# IB DP Pre-Requisites for Universities by Country

This table provides you with a starting point for researching what some countries require from the IB programme for specific courses at University. However, these pre-requisites may well change at any time so it is your responsibility, as the student, to conduct your own research into what courses you may need to study at Diploma level in order to study the university course you want in the country you want.

	UK	USA	Canada	Australia
Architecture	May require HL Maths; HL Physics; Art or Design Technology and a portfolio.	Recommend HL Maths and a HL Science for B.Arch.	May require HL or SL Maths; may require two Sciences.	May require HL Maths and/or Physics; may encourage a portfolio.
Art and Design	Portfolio usually required; Art or Design Technology also usually required.	Portfolio often required; Art or Design Technology recommended.	Portfolio often required; Art or Design Technology recommended.	Portfolio usually required; Art may be required.
Business/Commerce	May require SL Maths.	No specific pre-requisites.	May require HL or SL Maths.	May require HL or SL Maths.
Economics	Often require HL Maths; may require SL Maths.	No specific pre-requisites.	May require at least SL Maths.	May require at least SL Maths.
Science	May require SL or HL Maths and one or more HL Science.	Recommend HL Maths and one or more HL Science.	May require HL or SL Maths; may require two Sciences.	May require SL Maths and one HL Science.
Law	May require English A; essay based subjects recommended (e.g. History).	Not available as an undergraduate option.	Not available as an undergraduate option.	May require English A.
English Literature	Recommend English A: Literature.	Recommend English A: Literature.	Recommend English A: Literature.	Recommend English A: Literature.
Medicine	Requires two HL Sciences (HL Chemistry and usually HL Biology) and SL Maths.	Not available as an undergraduate option.	Not available as an undergraduate option.	Usually require Chemistry and may require one of Physics and Maths at HL or SL.
Psychology	May require at least SL maths; may require one HL from Biology, Chemistry, Maths or Physics.	No specific pre-requisites.	May require at least SL Maths.	May require at least SL Maths.

Switzerland: Most Swiss Universities require Maths and/or another natural sciences subject at HL.  
For more information please check [www.swissuniversities.ch](http://www.swissuniversities.ch).





# Grade 11: Time to choose a University

The pages that follow aim to answer questions such as:

*What should you think about when choosing a university?*

*What country do you want to go to?*

*What do you think the universities look for in a student?*

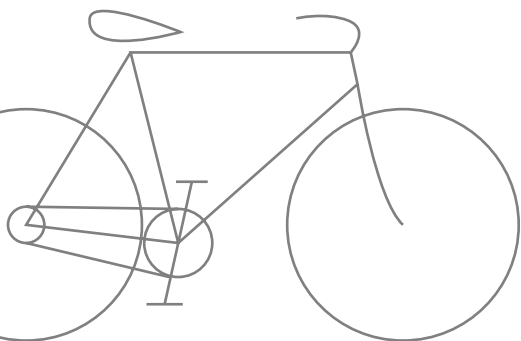
*How are you going to pay for university?*

*Did you know that university representatives come to ICS?*

Also the links below will help you find out more about where other ICS students go to university and some useful country specific links.

Download and fill in our university score-cards. You can take these with you to help make notes and collect your thoughts whilst you are visiting a university.

ICS runs an annual **Career Fair** for Grade 10 and 11 students. Professionals from different sectors come and give information and advice to our older students as they consider their future study and career choices. This is one of the ways in which we support our students in setting high expectations for themselves and thinking creatively about potential career paths.



ICS website - [Where other ICS students go](#)

ICS website - [ICS University and Career Counselling page](#)

ICS website - [Career Fair](#)



# Factors to Consider When Choosing a University

Have you thought about where you want to go to university? Which country do you want to study in? Do you want to be near home or as far away as possible? Is there a specific course you want to study or are you open to ideas? There are so many questions to answer before you can make a short list of universities.

To help in this often overwhelming and difficult decision, take the following 3 step process and complete the profile builder in BridgeU:



## Who Are You?

Think about the type of person that you are. The following questions may help you to focus on your likes and dislikes, hopes for the future etc.

What are your strengths and weaknesses? What are your values and goals?

What activities do you enjoy?

What culture do you enjoy?

How do you learn the best?

What methods of teaching do you prefer?

What courses interest you?

Are you more comfortable in big groups or smaller, personal settings?

Does studying abroad excite you or scare you?

What are your preferred social settings?



## Research, Research, Research!

Which universities offer your chosen subject?

What academic qualifications do these universities require – is this realistic for you?

What are the universities' reputations?

What are the campus sizes/locations?

What would the cost be of studying there?

Have you looked at the websites?

Have you got a copy of the prospectus(es)?

Is there an Open Day you can attend?

For UK universities see [www.opendays.com](http://www.opendays.com)

What are the career prospects like?

Is there a culture of students taking placement years, sandwich placements or year abroad programmes, if that is important to you?

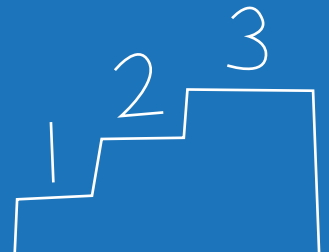


## Prioritise and Choose

Look at all the information you have discovered about yourself and the universities which you have researched.

Prioritise the things that are most important to you and then create a serious list of universities and courses which will be the ones you apply to.

You can do all this on BridgeU using the profile builder and then making a shortlist of universities to apply to.





# What Universities and Colleges look for in an Applicant

## **Responsibility:**

Correspondance and university contacts should be initiated by you, the student, and not by your parents or University and Career Counsellor. Many university admissions personnel feel that direct correspondence from a student is a reflection of the student's sense of responsibility, organisation, courtesy and good judgement.

## **Proven Academic Achievement:**

As demonstrated on the school transcript, this is the most important factor. How well you have done in your courses in high school is the best predictor of university success.

## **Courses:**

Have you taken the most challenging academic programme that you are capable of handling?

## **Predicted Grades:**

It is important that these are a true and realistic representation of your academic achievement.

## **Results of External Exams:**

E.g. SAT, ACT, TOEFL, BMAT, ELAT and TSA scores: external exams are, in many cases, as important as grades.

## **School recommendation (USA only):**

This is written by your University and Career Counsellor and pulls together many of the different threads of your high school experience.

## **A student's activities and interests:**

These include time management, ideas, social concern, and non-scholastic potential. Two or three well developed interests are preferable to a scattering of partially pursued clubs and activities. The nature of the interest is less important than your commitment to it.



**Teacher recommendations:**

These are very important as they are written by teachers that know you well and they have seen your academic progress and potential.

**One outside recommendation (USA only):**

This may be helpful, if it is factual and adds information not provided by the school. It is critical that the writer knows you personally and can relate specific knowledge of your character and ability (e.g. from a CAS supervisor). Please note that universities have a limited number of recommendations that they accept. Please choose your recommenders wisely.

**The application itself:**

The application is what you have to say about yourself. Colleges consider carefully the time and thought you put into your applications, especially the personal statement and application essay. Do not rush them off hastily or at the last minute. Whatever you do, make sure your application looks good. It should be typed. It is recommended that you seek advice/opinion before you submit your personal statement or essay.

**Individual flavour:**

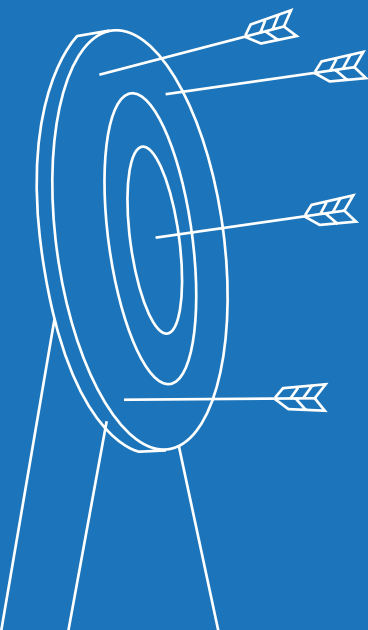
Any admissions committee seeks out uniqueness in your admissions credentials – a different or uncommon consideration which may set you apart from the other candidates and may produce a decision in your favour. Good universities want interesting students; outstanding musicians, writers, actors, athletes, editors and photographers. They want students who have engaged in unusual hobbies or activities, who have had work experience, who have initiated their own projects, and those who have studied or travelled and grown from these experiences.

**Goal orientation:**

Demonstrated by your motivation for a particular course of study and possible graduate course in the future.

**Alumni:**

In the USA, daughters and sons of alumni receive careful attention at most universities. Many highly selective universities try to accept about 50% of alumni children who apply.



# Countries

There are many countries in the world which you may be interested in going to university in.

Thinking about going to university in Europe? Does studying in North or South America appeal to you? Does the sun, sea and surf of Australasia inspire you to study hard? Does an Asian country appeal?



On the link below you will find all the information you need to know about applying to university in many different countries. If there is a country which you are interested in and we haven't covered please contact [RDoell@icsz.ch](mailto:RDoell@icsz.ch) and our University and Career Counsellor will guide you to all the useful websites which provide information specific to the country that you are interested in.



# Paying For Your University Education



You've chosen which country you want to study in, you've researched lots of different universities and may have even got to a short list of the ones which you want to apply to. But have you thought about how you are going to pay for your university education? This is probably one of the most important conversations to have as a family. There must be a clear understanding of who will pay for the cost of university and how much is available to invest into this educational journey.

Financial aid or scholarships can be applied for. The best way to find out about how to apply is to check the specific university websites. Each university has its own financial aid/scholarship application procedure. As well as the specific university websites the following websites can help to give further information on financial aid and scholarships:

Austria	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/austria/">http://www.thecompleteuniversityguide.co.uk/international/europe/austria/</a>
Belgium	<a href="http://www.brussels.irisnet.be/education-and-training/studying-in-brussels-as-a-foreign-student">http://www.brussels.irisnet.be/education-and-training/studying-in-brussels-as-a-foreign-student</a>
Denmark	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/denmark/">http://www.thecompleteuniversityguide.co.uk/international/europe/denmark/</a>
Germany	<a href="http://www.hochschulkompass.de/en/degree-programmes/fees-funding.html">http://www.hochschulkompass.de/en/degree-programmes/fees-funding.html</a>
Italy	<a href="http://www.cimea.it/en/index.aspx">http://www.cimea.it/en/index.aspx</a>
Monaco	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/monaco/international-university-of-monaco/fees">http://www.thecompleteuniversityguide.co.uk/international/europe/monaco/international-university-of-monaco/fees</a>
Netherlands	<a href="http://www.studyinholland.nl/">http://www.studyinholland.nl/</a>
Norway	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/norway/">http://www.thecompleteuniversityguide.co.uk/international/europe/norway/</a>
Rep. of Ireland	<a href="http://www2.cao.ie/handbook/handbook2018/hb.pdf">http://www2.cao.ie/handbook/handbook2018/hb.pdf</a>
Spain	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/spain/">http://www.thecompleteuniversityguide.co.uk/international/europe/spain/</a>
Sweden	<a href="http://www.thecompleteuniversityguide.co.uk/international/europe/sweden/">http://www.thecompleteuniversityguide.co.uk/international/europe/sweden/</a>
Switzerland	<a href="http://www.crus.ch/information-programme/studying-in-switzerland.html?L=2#9_Scholarships">http://www.crus.ch/information-programme/studying-in-switzerland.html?L=2#9_Scholarships</a>
UK	<a href="http://www.ucas.com">http://www.ucas.com</a>
Brazil	<a href="http://www.prospects.ac.uk/study_in_brazil.htm">http://www.prospects.ac.uk/study_in_brazil.htm</a>
Canada	<a href="https://www.aucc.ca/canadian-universities/facts-and-stats/tuition-fees-by-university/">https://www.aucc.ca/canadian-universities/facts-and-stats/tuition-fees-by-university/</a>
Mexico	<a href="http://www.collegescholarships.org/scholarships/country/mexico.htm">http://www.collegescholarships.org/scholarships/country/mexico.htm</a>
USA	<a href="http://www.collegeboard.com">www.collegeboard.com</a> <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> <a href="http://www.finaid.org">www.finaid.org</a> <a href="http://www.fastweb.com">www.fastweb.com</a> <a href="http://www.edupass.org">www.edupass.org</a>
Australia	<a href="http://www.uac.edu.au/">http://www.uac.edu.au/</a>
New Zealand	<a href="http://www.universitiesnz.ac.nz">http://www.universitiesnz.ac.nz</a>
India	<a href="http://www.thecompleteuniversityguide.co.uk/international/asia/india/">http://www.thecompleteuniversityguide.co.uk/international/asia/india/</a>
Japan	<a href="http://www.thecompleteuniversityguide.co.uk/international/asia/japan/">http://www.thecompleteuniversityguide.co.uk/international/asia/japan/</a>
Singapore	<a href="http://www.thecompleteuniversityguide.co.uk/international/asia/singapore/">http://www.thecompleteuniversityguide.co.uk/international/asia/singapore/</a>
Worldwide	<a href="http://www.fastaid.com">http://www.fastaid.com</a>



# University visits at ICS

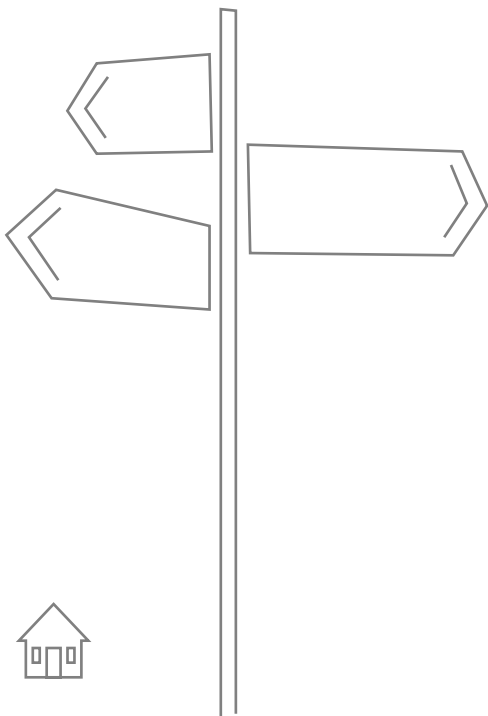
Many universities visit ICS throughout the year. During a university visit, a university representative is available to answer any questions that students may have, including entrance requirements, academic courses, location, campus life etc. These visits are open to all students and parents in Grades 9–12. Even if it is not a university which you are considering, it is often worth coming along to these visits to hear the type of questions that your peers are asking and also to hear what other universities are offering.

## Visiting a University

If possible it is advisable to visit university campuses before making a decision to apply or before accepting an offer. It gives you the opportunity to confirm (or not) your thoughts that you already have on that specific university from all the research that you have already done. Arrange these visits through the university itself by checking their websites and contacting them directly. For UK universities check the following website to find out which universities are having open days and when: [www.opendays.com](http://www.opendays.com)

Download and fill in our [university score-cards](#). You can take these with you to help make notes and collect your thoughts whilst you are on the university visits. It will help you decide which university is your preferred choice at the end of all the visits.

Finally, a brief letter of thanks when you return to Switzerland is also a good idea; it will leave the college/university with a good impression of you and ICS students as a whole. This could help you, and future ICS students, to be accepted.



## University Visit Score-Cards

Download and fill in the PDF score-cards to record your impressions of the facilities offered by the university to help you decide where to go.

If you wish to download the Score Cards and fill them in electronically on a mobile device, make sure you have downloaded Adobe Reader for your device so that you can use the scoring and text-editing functionality of the interactive PDF document.



**[www.icsz.ch/uploaded/University\\_Handbook/uni-scorecard.pdf](http://www.icsz.ch/uploaded/University_Handbook/uni-scorecard.pdf)**



# Grade 12:

## Time to apply to University

You have been preparing for this moment for the last 3 years and it is finally time to apply to your select few universities. If you are applying to a UK or USA university, a document will be available with the ICS internal deadlines to help students manage their time.

In ICS there is a specific process for obtaining a teacher reference needed for many university applications. We advise that you check this process as early as August so that you can plan accordingly dependent on the application deadlines of your specific university.

See the following pages for the process and the University Profile form. Take a look at pages 5 and 6 for a reminder of which extra exams you may need to take before applying to your universities.

## Some really important information!

### How to write a great personal statement:

<http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement>  
<http://university.which.co.uk/advice/10-things-to-put-in-your-personal-statement>  
<https://www.dur.ac.uk/study/ug/apply/ucas/personalstatement/>  
[http://www.studential.com/guide/write\\_personal\\_statement.htm](http://www.studential.com/guide/write_personal_statement.htm)

### How to write an inspiring application essay:

<http://homeschoolsuccess.com/common-application-essay-strategies/>  
<https://bigfuture.collegeboard.org/get-in/essays/tips-for-writing-an-effective-application-essay-college-admissions>

### How to interview well:

<http://university.which.co.uk/advice/university-interviews-how-to-prepare>  
[http://www.studential.com/redirect.php?404;http://www.studential.com/guide/interviews/interview\\_faq.asp](http://www.studential.com/redirect.php?404;http://www.studential.com/guide/interviews/interview_faq.asp)  
<http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/invitations>

# Teacher Recommendations



Teacher recommendations/references at ICS are confidential (i.e. once written they are not shared with students and parents). References are submitted to the University and Career Counsellor. The counsellor uploads it to the relevant system or mails it as appropriate.

Teachers are provided with examples of references and offered workshops on reference writing.

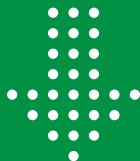
It is crucial that the student completes Step 1 thoroughly. This provides teachers with detailed information regarding the achievements the student wants to emphasize for the particular course and university.

Step 1	<p>Student completes University Profile Form</p> <p>Student ensures a copy of the form is given to the University and Career Counsellor.</p> <p>Please note the University Profile Form must include information about the Extended Essay, CAS project(s), co-curricular commitments fulfilled, the minimum requirements for university entrance for the given course, and details about the university itself.</p>
Step 2	<p>Student approaches the teachers he/she wants to write a reference at least 3 weeks prior to the due date for the reference.</p>
Step 3	<p>Student and teacher meet to discuss the reference and the student's future plans. This discussion must include information about the universities to which the student is applying.</p> <p>Student provides teacher with a copy of the University Profile Form.</p>
Step 4	<p>Teacher writes reference by deadline and submits it to the University and Career Counsellor.</p>
Step 5	<p>University and Career Counsellor reviews reference and provides feedback to teacher if necessary.</p>
Step 6	<p>Teacher signs and scans reference and emails it to the University and Career Counsellor.</p>
Step 7	<p>University and Career Counsellor submits the reference through the relevant system by the due date and ensures a copy of the final version of the reference is on the student file.</p>

## **Information for your University application**

Download and fill in the PDF with important information for your university application.

If you wish to download the forms and fill them in electronically on a mobile device, make sure you have downloaded Adobe Reader for your device so that you can use the text-editing functionality of the interactive PDF document.



**[www.icsz.ch/uploaded/University\\_Handbook/uni-application.pdf](http://www.icsz.ch/uploaded/University_Handbook/uni-application.pdf)**



# Appendix

The following pages will help you understand more about BridgeU and the responsibilities of the student, parents and ICS during this important educational journey from Grade 9 to Grade 12.

START HERE





# BridgeU

BridgeU is a comprehensive website which helps students research career choices, find universities that match their personal profile, and write applications. Here at ICS our students have access to BridgeU from the start of Grade 9. In Grade 9, students will attend workshops with our Guidance Counsellor to learn how to use BridgeU and to take full advantage of its tools to help guide their future beyond ICS.

By the time Grade 12 arrives, all students' important information related to careers and colleges will be in one place helping them with the sometimes complex college application process. This private information can only be accessed by the specific student (everyone will have their own login) or the counselling department.

The website is very easy to use, and the workshops will guide students through in more detail. For quick reference, below are some two-minute video introductions to the different components.

[Strategy Advisor](#)

[Careers Planner](#)

[Profile Builder](#)

[University Matches](#)

[Shortlist](#)

[Applications](#)

[Writing Builder](#)



BridgeU website - [www.BridgeU.com](http://www.BridgeU.com)



# Responsibilities

Are you a student? Are you a parent/guardian of an ICS student or are you a member of ICS? Whomever you are, it is important to reflect on the different responsibilities we each have towards creating a successful and enjoyable university application procedure.

We all want the result of this process to be a university acceptance, so read the following pages carefully to learn more about the responsibilities of everyone involved in the process.







# Responsibilities of the ICS Student

Read through all the information in this handbook, especially the information relevant for your Grade. If there is any information you don't understand make sure you ask your parents/guardians or book an appointment to see the University and Career Counsellor, Mrs Rachel Doell.

Regularly log onto BridgeU and complete the tasks assigned to you.

Continue to produce your best academic work. Depending on your university choice, your transcripts may be sent to the university with all your grades from Grade 9 – 12.

Meet with our University and Career Counsellor early and throughout the application process. Listen carefully to the recommendations you are given for filling out university applications.

Research thoroughly and find a variety of universities that fit your requirements. Ensure that you fully understand all the admission procedures of the universities to which you plan to apply, including deadlines, entry requirements, application fees, etc.

Continuously update Bridge U.

Register for and take any necessary admission tests required. Take a look at pages 5 and 6 for a final reminder of which extra exams you may need to take before applying to your universities.

It is your responsibility to meet and be aware of all registration deadlines.

Make sure that all documents required are sent before the deadline. Please allow at least 3 weeks for letters of recommendation to be completed. You must be honest by being the sole author of all your application materials.

Make all necessary communication with universities and respond to any requests for additional information throughout the application process.

Arrange for visits and be available for interviews at universities of your choice.

Inform the University and Career Counsellor of each offer or admission decision that you receive.



# Responsibilities of the Parent/Guardian

Talk with your child about their plans, goals and needs, both personal and academic.

Participate in the university search with your child, helping to find a university where he or she can be happy. Encourage your child to explore a variety of options in terms of type, size, location and selectivity of university.

Be realistic about what is the right place for your child.

Meet with the University and Career Counsellor and your son/daughter to discuss university plans.

Make sure your child gives his or her full effort to all university applications. You can give him or her unlimited support and guidance, but don't do it for your child.

If possible, travel with your child to visit universities being considered.

Investigate international student requirements if applicable.

Investigate any visa requirements and that you are able to fulfil these.

Submit all financial forms requested by universities before the deadlines.

Pay all application fees.

Ensure that the chosen IB subjects will be accepted by the universities as well as the courses to which your child is likely to apply. This is particularly important for courses such as Design Technology, Mathematical Studies, Theatre Arts, Visual Arts, and Music which may not be accepted by some universities. Pay close attention to Swiss, German, Dutch and Canadian university requirements. Take a look at page 8 to see the IB Subject prerequisites for universities.

Please visit the International Baccalaureate Organization website for specific information about IB university recognition by country.



IB website - [University Recognition](#)



# Responsibilities of ICS

Offer support and guidance to the student throughout the application process.

Be available to meet with students and parents/guardians to discuss future plans.

Provide a BridgeU account to all students Grades 9–12 as well as initial training and support.

Inform students of most common university entrance test dates, important deadlines, and visits by university representatives.

Advise students about a number of universities and programmes that might be suitable for them. Support students in finding their own list of universities and be available to meet with them to review their final choices.

Arrange for suitable Test Preparation Courses to be available when possible.

Check student's rough and final drafts of the application as requested.

Guide students through the process of writing personal statements and/or essays.

Keep a record of letters of recommendation, official school transcripts and university adviser evaluations.

Send supportive documents as requested by students.

Keep a clear record of the progress of students' applications.

After the IB results have arrived, ensure along with the IB coordinator that any subsequent information (i.e. transcripts) are sent.

Refer students to external support agencies as needed.

Clearly communicate deadlines and processes to students and parents in a timely manner and using a range of mediums (e.g. email, website, workshops, one-to-one meetings, and BridgeU).

