

We are committed...

to helping learners acquire and use knowledge, communicate effectively, and become responsible and respectful active individuals in their community, prepared to meet the challenges of the future.

from the AMS Mission Statement

GUIDANCE
UNIVERSITY Handbook
for academic year 2008-2009



www.almawakeb.sch.ae

MONTHLY CALENDAR OF EVENTS AND WORK LIST

September

- ❑ Register for SAT I or II for Oct. / Nov. SAT test
- ❑ Search / Decide on universities for application Nov. 6
- ❑ Obtain application and start filling it out.

October

- ❑ **SAT I & II - Oct. 4- test date**
- ❑ Register for December 3 SAT test
- ❑ Keep a look out for Visitors from Universities – Counselor will keep you updated.
- ❑ Working on Applications
- ❑ Registering for the TOEFL – This should be done every month.....
- ❑ Start sending out applications

November

- ❑ **SAT I & II (Nov. 1-test date-Al Barsha test center)**
- ❑ Deadline for early admissions to universities in US
- ❑ Asking for Recommendations from Teachers through Guidance Office
- ❑ Request first term grades from counselor for universities with December or January deadlines
- ❑ Start sending out applications
- ❑ Send AUB, AUD, and AUS applications.

December

- ❑ **SAT I & II (Dec. 6-test date)**
- ❑ Avoid Holiday rush and mail documents before the holidays
- ❑ Deadline for applications for selective universities---
- ❑ **Check dates in application!!!**
- ❑ TOEFL registration
- ❑ Register for January SAT deadline Dec. 19

January

- ❑ **SAT I & II – Jan. 24 –test date-** Last test date accepted by most universities
- ❑ Submit transcript requisition to counselor for midyear marks
- ❑ **To do list for the Mid year holiday:**
 - ❑ Finalize applications for Jan. deadline
 - ❑ Check for any missing documents with application – email, phone or fax university and follow up.

February

- ❑ Deadlines for many Canadian universities - check dates carefully
- ❑ Send mid-year grades to universities

March

- ❑ Early applicants will be receiving admissions decision
- ❑ Fill out application for Universities with late deadline
- ❑ Register for SAT I, 31st of May test date..

April

- ❑ Admission decisions should be arriving---if you have not heard by now, contact university to make sure your application is complete.. **Do not wait for them to contact you.**
- ❑ Register for SAT I, deadline April 29 - for June test date.



May

- ❑ Finalize decisions about universities
- ❑ **May 2, Last chance to take SAT I & II** for students who need equivalence or thinking of applying for next year. *(Barsha Test Center)*
- ❑ **Apply for student Visa!!!!**
- ❑ Notify Guidance Center, university acceptance or rejection
- ❑ Final exams ----do well!!!!

June

- ❑ Prepare and submit final transcript for university
- ❑ June 6, SAT-(test Center Al Barsha)

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SAT – GENERAL INFORMATION

- Registration
- Test Center code
- FAQ



AL MAWAKEB SCHOOL
High School Code:

697000

Test Date	Oct. 4	Nov. 1	Dec. 6	Jan. 24	May 2	June 6
Registration Deadline	Sept. 9	Sept. 26	Nov. 5	Dec. 26	March 31	May 5

SAT I



SAT I: Reasoning Test:

The SAT I is an objective, standardized, three-hour 45 minutes test that measures verbal and mathematical reasoning abilities that students develop over time, both in and out of school. It consists of eight sections, each timed separately. The first five (30-minute) sections can appear in any order, as can the two 15-minute sections. Test takers sitting next to each other in the same testing sessions may have test booklets with entirely different sections.

Each edition of the SAT I includes the following:

Mathematics

- ❏ Two 30 minute sections plus one 15 minute section
- ❏ Emphasis on data interpretation and applied math questions
- ❏ Calculator use permitted but not required
- ❏ 10 questions require students to produce their own answers and enter them in special grids on the answer sheet
- ❏ 60 questions total

Verbal

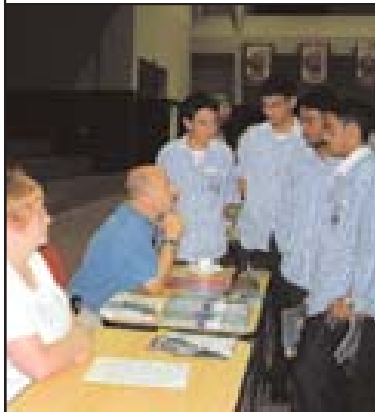
- ❏ Two 30-minute sections plus one 15-minute section
- ❏ Emphasis on critical thinking
- ❏ Vocabulary tested in the context of reading passages and in analogy and sentence-completion questions
- ❏ 78 questions
- ❏ One 30 minute section that may be either verbal or math. This “equating” section does not count toward the final score. It is used to try out new questions for future editions of the SAT and to help make sure that scores on new editions of the SAT are comparable to scores on earlier editions of the test.

Plus...

- ❏ 45 minutes Essay writing.



SAT II



SAT II: Subject tests

SAT II: Subject tests are designed to measure students' knowledge and skills in particular subject areas, as well as their ability to apply that knowledge. The tests are independent of any particular textbooks or method of instruction. The tests content evolves to reflect current trends in high school curricula, but the types of questions change little from year to year.

Many colleges use the subject tests for admissions, for course placement, and to advise students about course selection. Some colleges specify the subject test they require for admission or placement: others allow applicants to choose which test to take.

Students are recommended to choose from the following subjects:

- ✦ English- Writing
- ✦ Math 1C, Math 11C
- ✦ Science- Chemistry, Physics, Biology E/M *

REGISTRATION

Test dates and deadlines are listed on the back cover of the registration form. Only one registration form is accepted for each test date. You can only take one test on each test date.

You may not take the SAT I and II on the same test date.

Registering On-line

- ❏ Register the fast and easy way on College Board Online at www.collegeboard.com.
- ❏ Get immediate confirmation, your registration number, and your test center assignment.
- ❏ Credit cards are required

Registering by Mail

- ❏ Complete the entire registration form in the envelope. Section on **Student descriptive questionnaire** can be left blank.
- ❏ Mail the form **at least 3 weeks** before the registration deadline to avoid delays.
- ❏ Courier service is highly recommended for mailing the form.
- ❏ All payment must be made in **Bank drafts in US dollars**. Checks should be made payable to: **SAT program**
- ❏ Use only a # 2 pencil for filling out the form.
- ❏ Place the correct address label (found inside the registration envelope) on the outside of the envelope.
- ❏ **DO NOT SEND CASH** or personal checks in Dirhams.
- ❏ **SIGN THE REGISTRATION FORM BEFORE MAILING IT.**
- ❏ **INTERNATIONAL PROCESSING FEE OF \$17** must be included in the registration fee.
- ❏ Application fees \$29.50. After January 2005, application fees \$41.50

IMPORTANT REMINDERS... when registering by mail

1. Fill in the form using the name according to a valid passport or travel document.
2. All mailing address should be your PO Box number. Do not write where you live as your address. Your mailing address should be where you receive your mail.

Example:

**Sara Smith
PO Box 10799
Dubai, U.A.E.**

U.A.E. COUNTRY CODE: 591

Test center Code / Telephone # in Dubai & Sharjah

NAME OF SCHOOL	TEST CENTER CODE	TEL #
Al Mawakeb School - Al Barsha	52-821	04.3478288
Dubai Int'l School - Al Garhoud	52-824	04.2823513
Dubai National School - Al Barsha	52-826	04.3474575
Int'l School of Choueifat - Sharjah	52-840	06.5582211

PREPARATION FOR THE TEST: ADMISSION TICKET



Approximately 2 weeks before the test date you should receive your admission ticket in the mail. When you receive your admission ticket depends on when you registered for the test.

- ❏ Your admission ticket will have your **registration number** and the **test center** where you are assigned to take the test.
- ❏ You must double check the information on the ticket to make sure that your name is spelled correctly and that the other information on the ticket is correct.
- ❏ If there is a mistake on the ticket, you must use the attached correction form and send it to the College Board or bring it with you on the day of the test and give it to the test supervisor.
- ❏ If your admission ticket does not arrive before your test date **you should call the ETS in the US and check your registration.** (Check directory for the number)
You may be registered and your ticket may be delayed in the mail. In that case, you can receive the registration information over the phone and go to the test center without the ticket. You need to make sure that you bring your passport or a letter of ID to be admitted.
- ❏ If your registration is late and is received after the deadline or the requested test date is full, your registration form will be returned to you by mail.

DAY OF THE TEST: FINAL PREPARATION



- ❏ Arrive at the test center no later than **7:45am**.
- ❏ Call and get directions to the test center if you are unsure of the location.

What do I need to bring to the test center on the day of the test?

- ❏ **# 2 Pencils** - Do not bring mechanical pencils!!!
- ❏ **Eraser**
- ❏ **Calculator** – is allowed for the Math sections (Four function, scientific or graphing calculator is acceptable)
- ❏ **Admission ticket or the registration number** given to you over the phone
- ❏ **A valid Passport or a letter of Identification from the school**
Photocopy of your passport is not an acceptable form of Identification!!!!

Important:

You will need the letter of ID if:

Your passport picture is not a recent picture or your passport is not available. You will need to bring in a passport size picture to request a letter of Id from the school. The request must be made several days in advance.



AFTER THE TEST: WAITING FOR THE RESULTS



- ❏ It will take approximately **4-6 weeks for the scores** to arrive. If you were a standby test taker, the results will take longer.
- ❏ If after 6 weeks you have not received your scores, you should contact your guidance counselor to see if a copy of your score was received by the school.
- ❏ You should also contact the College Board in the US (Check directory for the number) to find out if there are other problems delaying the scores.
- ❏ After receiving the test scores, you should make sure that the universities that you have applied to receive a copy of the scores. You need to contact College board over the phone or fill in the green slip for score report enclosed with the test scores.



COMMON QUESTIONS

Can I change the test date, test center, or the test?

There is a **fee of \$15 dollars** for any change. You may make the change in the test date or center change by calling ETS at least two weeks before the date.

If you are not able to make the change before the test date, you may be able to do so on the day of the test depending on availability for center change and test change. (SAT I to SAT II or SAT II to SAT I) Check with the test supervisor on the day of the test.

Test date change must be done at least one week before the day of the test.

Can I change the subjects/ number of exams for SAT II on the day of the test?

As long as you have registered for three tests, you may take any three subjects on the day of the test. Everyone receives a booklet which contains all the exams. There is no penalty for this change. If there is a price difference, you will be charged directly by the ETS. You do not pay anything to the test Supervisor.

If you have registered for two tests and would like to take three on the day of the test, you may also do so. You will be charged by ETS directly after the test.

What is Standby Registration?

If you miss the registration deadline, you may be able to test as a standby Test taker by showing up on the day of the test and registering on the same day. However, there is no guarantee; test centers accept standby on a first come, first-served basis only if there is sufficient space, test materials and staff. The test supervisors will not know in advance if you can be admitted.

- ❏ Report to the test center by **7:30 latest** and inform the test supervisor that you are registering as a standby test taker. You will not be admitted until all registered test takers have been seated.
- ❏ Bring a completed mail registration form sealed in its envelope along with test fee payment (**basic fee for SAT I or II + International processing fee + Standby fee**)
- ❏ You will not have a registration number so leave the space on the answer sheet blank. Your test results will not arrive the same time as the others who took the test on the same day. The results will arrive couple of weeks after the others.



COMMON QUESTIONS



SAT Scores- How does the test get scored?

All SAT subject tests are scored on a 200-800 scale, where **200 is the lowest and 800 is the highest.**

For each correct answer the student earns one point.

For a wrong answer to a question with five answer choices, the student loses- one quarter point.

For a wrong answer to a question with four answer choices, the student loses one – third point.

For a wrong answer to a question with three answer choices, the student loses one half point.

No points are deducted for unanswered question.

What is Score Report?

Section-11a on the registration form is the score report to colleges. Many colleges and universities request that SAT scores be sent directly from the College Board. You can do so by filling in Section 11a with the code of the universities. **(The code for all universities can be found in the back of the registration form)**. College Board provides four score reports free of charge if you included it in the registration form. If you decide to send it after you have received your scores, you must pay a fee and request the scores to be sent on a separate form.

What is Score choice?

Score choice is available only for the (SAT II) Subject tests. Students who select Score Choice can review their subject test scores before deciding whether to include them in their permanent record that is sent to colleges and scholarship programs.

TOEFL – GENERAL INFORMATION

- Registration
- Scoring



TOEFL: TEST OF ENGLISH AS A FOREIGN LANGUAGE

AL MAWAKEB SCHOOL

Code for TOEFL:

8113



The purpose of the TOEFL test is to evaluate the English proficiency of people whose native language is not English. The results of the TOEFL are used by colleges and universities all over the world.

The TOEFL test was introduced as a computer based test in July 1998 in many parts of the world. The computer-based test is given in individual testing stations containing a computer and headphones. The test has four sections, all of which are mandatory.

- ❖ **Listening** measures the ability to understand English as it is spoken in North America. This section tests comprehension of main ideas, supporting ideas, important details, and inferences. You will both see and hear the questions before the answer choices appear.
- ❖ **Structure** measures the ability to recognize language that is appropriate for standard written English. The language tested is formal, rather than conversational.
- ❖ **Reading** measures the ability to understand short passages similar in topic and style to academic texts used in North American colleges and universities. You will read a variety of short passages on academic subjects and answer several questions about each passage.
- ❖ **Writing** measures the ability to write in English on an assigned topic. You must compose an essay.

Most universities require a **minimum score of 550** on the TOEFL. The TOEFL score is an indicator of a student's English language proficiency. If a student scores below 550 on the TOEFL, then a university may require the student to enroll in an English language program before entering freshman year. All students who score below 550 on the TOEFL must retake the exam.

REGISTRATION: INTERNATIONAL APPOINTMENT SCHEDULING



Information Needed to Register:

- ❏ Credit Card Number, Expiry date and Security number on the back of the credit card.
- ❏ Name & Date of Birth as in the passport.
- ❏ Address (P.O.Box no., City, UAE)
- ❏ e-mail address for confirmation.
- ❏ Total application fee:
US Dollars \$ 130 = Dhs 610, payable by credit card.

To Inquire about TOEFL test center Location, contact the AMIDEAST office in Dubai. (phone: + 971 4 3678176)

Registering by Telephone

Phone # (Netherlands) 00.31.320.239.530

- ❏ Use a VISA, MasterCard or American Express credit card.
(Electron Bank Cards are not credit cards and will not be accepted).
- ❏ Call the appropriate **RRC (Regional Registration Center)** by at least three business days prior to your preferred test date. When you call the RRC, the registrar will ask for all the information that appears on the *International Test Scheduling form*.
- ❏ You will be given an **appointment confirmation number, test date, reporting time, and test center** by e-mail a day or two after making the appointment. Make sure to check your e-mail.
- ❏ **Working hours:** Sunday to Thursday (09:00 am to 06:00 pm GMT)

Registering OnLine

- ❏ Log on to one of the following web sites: www.prometric.com or www.ets.org/toefl/

Local Registration

- ❏ Visit the AMIDEAST office in Knowledge Village, Dubai.
Application fee: 650Dhs
For inquiries, email: inquiries@amideast.org

Mailing Address: AMIDEAST
Block 2B/Room G.#01
Knowledge Village
Dubai, UAE
Phone: 00.971.4.3678176

TOEFL Scheduling Policy

You can take the TOEFL computer test only **once each month**. If you test more than once in a calendar month, your new scores will not be reported and your test fee will not be refunded. Absence will result in the cancellation of your registration and there will be no refund. If you contact the RRC before the test date, they may make the changes without a penalty.



DAY OF THE TEST: FINAL PREPARATION



Since the TOEFL is tested on the computer, there is no need to bring any pencils or erasers.

You must bring the following items:

- ❏ **Letter of Id from the school plus your passport.**

It is important to have an official document that has your signature.

- ❏ **Appointment confirmation number.**

This will be given to you when you schedule your appointment.

Requesting the letter of ID from the school:

- ❏ Ask for the letter of Id at least one week before the day of the test
- ❏ Bring in a passport size picture
- ❏ Official name as on a passport/ date of birth

Test center procedures and regulations:

- ❏ **You will be required to write your signature before and after** the test session and at any time you leave or enter the testing room.
- ❏ **You will be assigned a seat.**
- ❏ **Scratch paper is provided** following the break to aid you in organizing your essay. Scratch paper and note-taking are not permitted during the listening and structure sections. If you decide to handwrite your essay, writing material will be provided.
- ❏ **You must answer at least one question in each section** and write an essay to receive an official score report.

AFTER THE TEST: WAITING FOR YOUR SCORE



Important Note

If you handwrite your essay, your scores will be mailed approximately five weeks after the test date. If you compose it on the computer, your scores will be mailed approximately two weeks after the test date. Under no circumstances can test results be given any earlier.

- ❖ On the day of the test, you will be able to view your scores on the computer screen immediately. You will see your complete score for listening and reading. However, your structure/writing and total score will be shown to you as score range because your essay will not have been read and rated.
- ❖ Your final score will be within the range shown on the screen. For example, you might see the following:

Listening	22
Structure/writing	3-22
Reading	22
Total	157-233

In this example, your final score would be somewhere between 157-223

- ❖ After viewing your score on the screen, you will have the option either to report or cancel it. If you decide to cancel your score, you will not receive a refund for your test.
- ❖ If you cancel your score and you decide **within 60 days** that you would like to have it reinstated or for any inquiries, you may do so by sending a written request to:

TOEFL Services
Educational Testing Services
P.O. Box 6151
Princeton, NJ 08541-6151, USA
Tel: 001.609.771.7267
www.ets.org/toefl/

AFTER THE TEST: WAITING FOR YOUR SCORE

What is a TWE (Test of Written English)?

The essay that you write will determine your TWE score. Your essay will receive a rating ranging from 6.0-1.5. The Score of 0 will be given to any paper that is blank.

It is important that you take the essay section seriously and do your best. The TWE score is used by university for admission and for placement. If you score low on this section, the university may view this as a weakness in your English and recommend you to a language program.

Requesting Scores by Phone

If you are interested in receiving your score over the phone you will need to have the following:

- ☒ A touch tone telephone
- ☒ A 16 digit appointment number
- ☒ A valid credit card
- ☒ Your test date
- ☒ Your date of birth
- ☒ A fee to hear your score over the phone is \$10 USD

You may call between 6:00am and 10:00pm, New York time, 7 days a week.

**TOEFL Tel. #
0031.320.239.530**

Requesting Additional Score Report

Some Universities will require that you send the official score report from ETS. ETS will mail paper score to you and to your designated institution approximately four working days after you call. Your official TOEFL scores will be mailed to you approximately two weeks after you test if you type your essay and five weeks if you and handwrite your essay.

You need the following:

- ☒ A touch tone telephone
- ☒ Your 16 digit appointment confirmation number
- ☒ A credit card
- ☒ Your test date
- ☒ Your date of birth
- ☒ Four digit university code (University code is available in the registration booklet)

UNIVERSITY APPLICATION PROCESS

- ❑ Requesting an application
- ❑ Submitting an applications
- ❑ Waiting for a decision
- ❑ Admission Notification



REQUESTING AN APPLICATION

Once you have selected the universities that you want to apply to, you must then decide on the method of submitting your application. There are several ways of applying to a university.

On-line Application

This is the fastest and the most convenient way to apply now. You will need a credit card number available for the application fee. You must pay the application fee in order for the application to be officially processed. Most universities have this option available.

Downloading Application from the Internet

This is also a convenient option. This saves time on waiting for an application through the mail.

Regular Mail Application

If you are choosing this method, then you must request the application early. It takes minimum of 4-6 weeks for the application to arrive by regular mail. If you request it close to the deadline time, you may not have enough time to meet the deadline. Money order and Bank Drafts are accepted for this method.



SUBMITTING AN APPLICATION

Checklist for Applications

Check	Documents to be submitted
	Transcript – Gr. 10, 11, 12
	Application Fee
	Recommendations
	School / Counselor Recommendation Form
	SAT I / SAT II
	TOEFL Score
	Financial Aid Form / Financial Status Form / Bank Statement
	Scholarship Application Form - if available
	Essay - topic will differ with each university
	Deadline

Keep in mind that each university will have different admissions requirements. Check the requirements for each university and prepare documents accordingly.

Deadline

- ❏ **Mark the deadline in your calendar.** Failing to meet the deadline will result in your application being rejected or remaining incomplete.
- ❏ **If the university you are applying to has a very late deadline,** do not wait till the last week to apply. It is to your advantage to apply early and to receive a decision. Universities have a general deadline, but admissions into certain majors may be earlier and may get filled up before. In this case, your chance of being admitted into a certain major will not be possible.
- ❏ **Type all applications or write very neatly.** Your entire application should be neat, clear and well organized.
- ❏ **Application Fee** – All fees should be paid in Money order or Bank draft. Some will accept credit card payment. This fee is nonrefundable.
- ❏ **Admissions into certain majors** may be more difficult than others. (ie – Engineering) Check the requirements before applying to ensure that you meet the requirements for your intended major.
- ❏ **Keep a photocopy of each application being mailed.** There have been many cases where applications have gotten lost. If you face this problem, it is very helpful to have a copy available for resubmission.
- ❏ **SAT & TOEFL** Scores must be sent directly from the College Board in the US. The 4 digit university codes can be found in the SAT Registration booklet
- ❏ **Send all applications by courier mail.** Since there are so many important documents being delivered, it is worth the cost to send it by courier and guarantee its arrival on time.



WAITING FOR THE DECISION



After submitting the application, you should receive a confirmation from the admissions office that the application has been received.

- ❏ **The university will send you a letter or an email** confirming the list of documents received and missing documents.
- ❏ **An application ID number will be assigned to you.** This number will be useful in locating your file in the admissions office.
- ❏ **Contact the university by phone or email** and inquire about the status of your application frequently.
- ❏ If you are **emailing the universities**, do not forget to send your **full name, ID number, date of birth and address**. Sometimes students forget and expect the admissions office to locate your file with only the email address. Not possible!!
- ❏ If you are **missing the SAT or TOEFL score**, you must make sure it has been sent directly from the College Board in the US. Most universities will not accept a photocopy of the SAT or TOEFL score.
- ❏ **Make your first choice and second choice major** is clearly indicated and noted with the admissions office. You want to make sure that you are being considered for an alternative major in case you are not admitted into your first choice.
- ❏ **Most universities will require that you submit at least the first term or the mid year marks** in order for the admissions to make a decision. Make sure that you make the request with the guidance counselor ahead of time.

ADMISSION NOTIFICATION

There are four possible decisions that will be made on a student's application for admissions.

1. Acceptance:

An offer of admission is extended to an applicant and will be kept open until the candidate reply date. You must send a deposit in order to reserve a spot. If you fail to respond by the given deadline, you will lose your seat at the university. You should also receive the following documents in your acceptance package:

- ✦ Residence application form
- ✦ Health form
- ✦ Deposit form
- ✦ Student visa information
- ✦ Financial aid information

All these documents must be completed and mailed to the university.

2. Deferral:

The admissions committee may elect to postpone a decision of acceptance or denial by requesting that an applicant first submit additional information such as updated transcript, new standardized test score (SAT, TOEFL), or additional letter of recommendation.

3. Waiting list:

Some applicants may be offered an opportunity to be on a waiting list for admission. If the first year class is not filled by the candidates' reply date offers of admission may be extended to students on the waiting list. An applicant may decide to accept the waiting list status or decline if the student has offers from other universities.

4. Denial:

An offer of admission cannot be given based on the fact that the admissions committee does not see the student and the student does not meet the requirements for admission. In some cases, a denial can be challenged or appealed if you feel there has been a mistake on your application. This matter should be discussed with the counselor.

IMPORTANT NOTE:

All offer admission is conditional until the receipt of the final grade 12 transcript. All offers of admission can be revoked by the university if new information such as a final transcript, is inconsistent with credentials submitted with the student's application material for admission.

If the initial letter of admission clearly states that you must maintain a certain average in a particular subject until the end of the year and you fail to do so, you may risk having your offer of admission revoked.



TRANSCRIPTS

Transcripts are the high school academic records required for admissions into a university. Most universities require the academic records from gr. 10, 11 & 12. Some Universities will also require gr. 9. The academic results from the last three years of high school are considered the most important documents in the application process.

In reviewing the transcripts, universities will not look only at the end of the year average, but also at the subjects taken during high school years. The strength of the curriculum is an equally important factor in reviewing a student's academic performance.

Student who have dropped courses or show signs of negligence will not be viewed favorably by the university admissions. It is viewed negatively for a student to have a decline in his academic record. If there is a personal or medical reason that has had an effect on your academic performance, you should explain it to the university in a letter. This matter should be discussed with the counselor before contacting the university. It is important that they are aware of major or unusual circumstances that might have had an impact on your academics.



TRANSCRIPTS

Important Notes about Transcripts

- ❖ All transcripts must be officially stamped and signed by the school administration. **If the seal on the envelope is broken, universities will not accept the transcript as official. Do not open the envelope once it has been sealed with a stamp.**
- ❖ If you have **changed schools** in the last **three years of high school**, you must request your grades directly from your previous school. We will only prepare the transcripts for the years that you studied at AMS.
- ❖ Most Universities will required **the mid year marks (1&2 Term average) of the senior year.** These marks do not become available until Mid February. **For universities with application deadlines before February**, the school will prepare first term marks. Failing to submit the transcript on time will result in the rejection of your application.
- ❖ **It is highly recommended to send all transcripts by Courier Mail.**

Requesting Transcripts

- ❖ All transcript requests must be made at least **one week in advance** by filling out the Transcript request form and submitting it to the Guidance counselor. The forms are available in the Co-director's and Guidance office.
- ❖ One set of transcript will include grade 10,11 & 12 records. A photocopy of transcripts will not be accepted by the university. You must request one set of transcript for each university you are applying to.
- ❖ If there is a form for the school or Guidance counselor to fill out with the transcript, it should be submitted with the transcript request to the Guidance counselor.
- ❖ First four are free of charge, additional transcripts are 25 AED per transcript.

Sample of a completed transcript request form

Name of University: Lawrence University
Address: Office of Undergraduate admissions office 220 Union Street, Boston, MA 89056
Tel: 617.445. 3345 Fax: 424.667.8797
Date of transcript request: Dec. 17, 2001
Date transcript received: Dec. 25, 2001
Application deadline: Jan. 15, 2002



RECOMMENDATIONS

Universities require recommendation from teachers and administration as part of the application. These recommendations tell the university about the kind of person you are and provide information that is not revealed in your transcript.

Most schools ask for two recommendations. At least one of the recommendations must be from a teacher who has taught you in the last three years. You may choose a teacher of any subject whom you feel knows you best. It is not wise to choose a teacher who does not know you well or have only known you for few months. The teacher you choose should have at least taught you for one full year. The teacher should be able to write about the kind of person you are and about your attitude, ambition and ability.

All requests for recommendations must be made through the Guidance Office. Do not ask to write a recommendation unless you have an application form.

Additional recommendations from activities that you have been involved in or coaches from a sports team are welcome by the university.

Recommendations must be sealed in a school envelope by the school before submitting it to the university.



SCHOLARSHIPS

Scholarships are awarded based on your academic merits. If you are a strong student, and meet certain academic criteria of a university, then you may be eligible for a scholarship.

The type of scholarship available to a student will vary with each university. You must find out if the university requires an additional scholarship application or if the application automatically gets submitted to the scholarship committee by the admissions committee based on your academic record.

For further information, you should contact the admissions office or your guidance counselor.



FINANCIAL AID

Students interested in applying for financial aid should contact the university and request information on available financial aid.

Some universities will offer **need based financial aid**. This means if the university feels that the student is eligible for admissions, then they will look into their financial status to estimate the need the student in order meet the cost of attending the university. The amount the university decides to award will be determined by the need of the student and the availability of the institutional funds.

You must keep in mind that need based financial aid is not commonly available for international students. If you are a legal resident of a country, then you may be eligible. Contact the Financial aid office or the admissions office for further information.



NATIONAL & INTERNATIONAL EQUIVELANCE REQUIREMENTS

- United Arab Emirates
- Lebanon
- Jordan
- Egypt
- Syria



NATIONAL & INTERNATIONAL EQUIVALENCE

United Arab Emirates

The U.A.E. Ministry of Education recognizes AMS graduation certificate along with the SAT & TOEFL scores as equivalent to the **Tawjihiya** (U.A.E. Secondary leaving certificate).

- ❑ 12 year Graduation certificate
- ❑ Official grades from 10, 11, 12
- ❑ SAT – Math score of 400
- ❑ TOEFL - score of 500
- ❑ Passing results from the official ministry exams of Arabic and Islamic Education from gr. 10,11,12

All documents mentioned above should be submitted to Mr. George Salem by mid June.

Lebanon

The following documents are required for a Lebanese student to receive the Lebanese BAC II Equivalence. This equivalence is possible for any Lebanese students enrolled in the freshmen class of any American universities in Lebanon or overseas.

To be submitted in the beginning of the Freshmen year

- ❑ SAT I & SAT II & TOEFL
- ❑ Original passport + photocopy
- ❑ Official transcripts of gr. 10,11,12 certified officially by the following:
 - ❑ U.A.E. Ministry of Education
 - ❑ U.A.E. Foreign Affairs
 - ❑ Lebanese Consulate then certified by the Foreign Affairs in Ashrafieh, Beirut.

All original documents + photocopies of the original must be submitted together. Once the photocopies are verified the original and the recognition paper will be returned to the applicant.

To be submitted after the Freshmen year

- ❑ Transcript recognizing the completion of 30 credits from a university
- ❑ Recognition paper
- ❑ SAT I, SAT II+ TOEFL
- ❑ Passport + photocopy

NATIONAL & INTERNATIONAL EQUIVALENCE

Jordan

To obtain equivalence for the Jordanian Tawjihia the following is required:

- ❑ 6 SAT II Subjects – minimum score of 400 on each subject
- ❑ Original graduation certificate
- ❑ Official transcript of gr. 10, 11, 12 certified by the following:
 - ❑ U.A.E. Ministry of Education
 - ❑ U.A.E. Foreign Affairs

Jordanians are advised to follow new changes from the official authorities and be updated on new modifications to their requirements regarding the equivalence.

Egypt

To obtain equivalence for the Egyptian Tawahijia the following is required:

- ❑ SAT I (minimum score of 900 combined – verbal + Math)
- ❑ SAT II – 2 subjects minimum with a score of 600 on each subject. The subject must be in the field of your chosen major.

Example: School of Engineering – Must have Math +Phy or Chem
 School of Medicine – Must have Bio + Phy or Chem

Egyptians are advised to check with the Embassy for further information.

Syria

The **Thanawiyah** is a must and students should sit for the U.A.E. official exams in all subjects. The equivalence is not accepted.



DIRECTORY

- ❑ SAT / TOEFL
- ❑ SAT / TOEFL Test Centers
- ❑ Embassy / Consulate
- ❑ Institutions Requirements



DIRECTORY - SAT / TOEFL



SAT / TOEFL

Name	Telephone	Fax
SAT - Customer Service	609.771.7600	609.683.1234
TOEFL - Customer Service	609.771.7100	609.771.7500
TOEFL - Regist. Center AMIDEAST Cairo	00.20.2.337.8973	00.20.2.749.0972
TOEFL - Regist. Center AMIDEAST Abu Dhabi	02.4456720	02.4462050

SAT / TOEFL Test Center

Name	Telephone	Test Center Code
Al Mawakeb - Al Barsha	04.3478288	52-821
Dubai International School	04.2823513	52-824
Dubai National School - Al Barsha	04.3474575	52-826
International School of Choueifat - Sharjah	06.5582211	52-840
TOEFL Test Center - Dubai	04.2653493	8733

DIRECTORY - EMBASSY / CONSULATE

Name	Telephone
Australian Embassy	02.6346100
Australian Consulate	04.3313444
British Embassy	04.3970500
British Consulate	04.3971070
Canadian Embassy	02.4456969
Canadian Consulate	04.3521717
Egyptian Embassy	02.4445566
Egyptian Consulate	04.3971122
Jordanian Embassy	02.4447100
Lebanese Embassy	02.4492100
Lebanese Consulate	04.3977450
Syrian Embassy	02.4448768
Syrian Consulate	04.2663354
US Embassy	02.4436691
US Consulate	04.3116000
US Educational Advisor -Ms. Maysoon Nimr	04.3314882
Canadian Educational Advisor	02.4462885

Glossary

Advisor: A person who advises you about the courses to be taken

Academic probation: When your grades drop below the university required GPA.

Core courses: major courses

Credits: number of hours in a course

Cross- registration: taking accredited courses in another college

Dean's list: Honor's Role, usually 3.5 GPA

Dean's warning: written warning for poor academic performance, below 2.0 GPA

Deferred admission: You request to have your offer of admissions deferred to the following academic year.

Dorm: on campus residence

Drop and Add period: trial period in which students are allowed to attend courses and then drop or add according to schedule

Electives: courses that are not required for major but sometimes necessary for graduation.

Extension letter: asking for an extension for a certain assignment

Early admission: Submitting your application before the regular deadline

Faculty/College: Department teaching a particular subject in a university; i.e Faculty of Arts

Full-time students: are students with full schedule; not part time.

Graduate assistant/Teaching Assistant: Graduate students who assist a professor or a department

GPA: grade point average (ranges between 1.0 – 4.0)

Head resident: person in charge of the dorms

Incomplete: asked for an extension as a work that was due for a certain time earlier

Late registration: Registering for classes after the university deadline

Minor: additional courses taken in conjunction with the Major (less course requirements than the Major)

Office hours: specific time when students can meet with professors

Petition: written letter appealing to a certain department or university decision/ regulation

Placement tests: test given at the beginning of Freshman year to evaluate the student's ability in certain subjects. Results of the placement tests determine the course level students may register for.

Plagiarism: The taking and use of other persons' ideas or writing as one's own.

Required electives: courses that are not required by student to take for their major, however, they have to be taken to complete credits (usually outside Major courses)

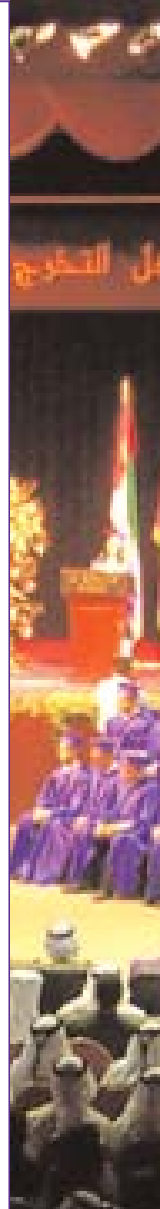
Statement of fees: transcript/ tuition fees

Student affairs: Department in charge of student activities

Transfer of credits: Transferring your hours from one university to another

WITHDRAWAL: leaving university before completing the degree, or dropping out of a course before the final exams.

Undergraduate: Bachelor degree



Institutions Requirements

American Institutions Requirements

University/ Institute	e-mail	App-lication Form	Transcripts	Entrance Exam	TOEFL	SAT I	SAT II	Essay	Recom.	Photos	Passport	Fees in \$	Financial Stat.
University of Michigan	www.umich.edu	✓	9,10,11,12	AEE	570/230	✓	×	✓	✓	×	✓	55	✓
Boston University	postmaster@bu.edu	✓	9,10,11,12	×	✓	✓	✓	2	2	×	✓	70	✓
M.I.T.	admissions@mit.edu	✓	9,10,11,12	×	✓	✓	✓	✓	2	×	✓	--	✓

Canadian Institutions Requirements

University/ Institute	e-mail	App-lication Form	Transcripts	Entrance Exam	TOEFL	SAT I	SAT II	Essay	Recom.	Photos	Passport	Fees in \$	Thanaweyah
Queens	admissn@post.queensu.ca	✓	10,11,12	×	✓	✓	×	✓	×	×	✓	60	✓
McMaster	liaison@mcmaster.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	60	✓
Dalhousie	admission@dal.ca	✓	10,11,12	×	580	✓	×	×	×	×	✓	45	✓
York	www.yorku.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	60	✓
Western Ontario University	www.registrar.uwo.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	95	✓
Waterloo	www.uwaterloo.com	✓	10,11,12	×	✓	✓	×	×	×	×	✓	85	✓
Windsor	www.athena.uwindsor.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	60	✓
Acadia	www.edgeip.com	✓	10,11,12	×	550	✓	×	×	×	×	✓	60	✓
University of Ottawa	www.infoweb.uottawa.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	50	✓
University of Toronto	maillist@adm.utoronto.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	60	✓
University of British Columbia	www.ubc.ca	✓	10,11,12	×	✓	✓	×	×	×	×	✓	60	✓
Concordia	www.concordia.ca	✓	10,11,12	×	550	✓	×	×	×	×	✓	50	✓
Mc Gill	admission@mcgill.ca	✓	10,11,12	×	✓	✓	✓	×	×	×	✓	60	✓

Institutions Requirements

Middle East Institutions Requirements

University/ Institute	e-mail	Application Form	Transcripts	Entrance Exam	TOEFL	SAT I	SAT II	Essay	Recom.	Photos	Passport	Fees in \$	Equiv. to Thanaweyah
American University of Beirut	registrar@aub.edu.lb	✓	10,11,12	×	525/197	✓	✓	✓	2	3	✓	50	✓
Lebanese American University	www.lau.edu.lb	✓	10,11,12	×	525/193	✓	✓	×	2	2	✓	60	✓
American university of Cairo	enrolauc@aucegypt.edu	✓	10,11,12	×	✓	✓	✓	×	1	3	✓	50	✓
University of Jordan	admin@ju.edu.jo	✓	10,11,12	×	✓	✓	--	×	1	2	✓	--	✓

Local Institutions Requirements

University/ Institute	Telephone	Fax	Application Form	Transcripts	Entrance Exam	TOEFL	SAT I	SAT II	Essay	Recom.	Photos	Passport	Fees in EAD	Thanaweyah
American University of Dubai	04-3999000	04-3998899	✓	10,11,12	TBC	550	✓	×	✓	2	4	✓	160	×
American University of Sharjah	06-5585555	06-5055200	✓	10,11,12	TBC	✓	×	×	✓	✓	4	✓	150	×
Aviation College	04-2824000	04-2824222	✓	11,12	✓	×	×	×	2	×	8	✓	150	×
Ajman University	06-7466666	06-7468888	✓	10,11,12	×	✓	×	×	×	✓	×	✓	✓	✓
The American College of Dubai	04-2829992	04-2828060	✓	10,11,12	✓	✓	✓	×	✓	✓	✓	✓	✓	×
Higher College of Tech. -Woman	04-2672929	04-2691369	NAPO	×	CEPA	✓	×	×	×	×	6	✓	×	×
Higher College of Tech. -Man	04-2690029	04-2691369	NAPO	×	CEPA	✓	×	×	×	×	6	✓	×	×
Dubai University College	04-2242472	04-2225441	✓	10,11,12	✓	550	×	×	×	×	6	✓	300	✓
University of Sharjah	06-5050755	06-5585183	✓	10,11,12	×	500	×	×	×	1	6	✓	✓	✓
Sharjah College	06-5585222	06-5315095	NAPO	×	CEPA	✓	×	×	×	×	6	✓	×	×
University of Wollongong	04-3954422	04-3955662	✓	10,11,12	×	✓	×	×	×	✓	6	✓	✓	×
UAE University - Al Ain	03-7542500	03-7654100	NAPO	×	CEPA	✓	×	×	×	×	6	✓	×	×
Zayed University	04-2648899	04-2648681	NAPO	×	CEPA	✓	×	×	×	×	6	✓	×	×