



**SPRING INTERNATIONAL**  
LANGUAGE CENTER

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# How to submit a great application

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– what comes next?

# Common sense advice

# Do

Be:

- Honest
- Relevant
- Thorough
- Concise
- Punctual
- Give your full name and ID #

# Don't

- Ask for special treatment
- Lie about anything!
- Expect the university to talk with your sponsor

# Standard application data

- Your full legal name and date of birth, **as on your passport**
- Home (foreign) address, mailing (US) address, personal email and US phone numbers
- High school and post-secondary education data and transcripts
- Honors, awards, and affiliations
- Employment history
- Names and email addresses of your recommenders
- Other important background information

# Things to remember

- Application materials are never returned to the student
- Application fees are non-refundable
- Decisions are not usually changed
- ‘Domestic’ applicants have USA citizenship or permanent residency. If you need a visa to study in the USA, you’re “international”
- Email is normal for updates, online applications and recommendations. Have a good email address that is easy to type and understand

# Awful email addresses

- IloveArsenal@hotmail.com
- Ivoo\_-\_oovl@gmail.com
- bananarama@yahoo.com
- shootmenow@aol.com
- justinbieberisking@live.com
- Letmeintoyourschool@spring.edu

# Deadlines are complicated

Check carefully –

- Which terms are international students admitted to your program?
- When are the international application deadlines?
- What is required before the deadline, what can be sent in after?

Decisions might only apply for the term you chose:

*apply for the term you want to begin*



# Conditional admission

Not all universities offer *conditional admission*

- You might have to submit examination results before they will let you know their decision
- If a university is on your sponsor's approved list, it may offer conditional admission only for students with that sponsor. Let them know if you are on a scholarship

What universities want

Universities want  
students who are a  
**'good fit'** with their  
program and school

You have to guess what they mean by  
'good fit'

Universities want  
a mixed group of students  
with different backgrounds,  
abilities and strengths

If you are denied, it may not  
be your fault!

# Application details

# “Protected statuses”

There are some things a university **should not usually consider** in your admission decision:

- Race
- Ethnicity
- Gender
- Religion
- Marital status
- Sexual orientation
- Age
- Political affiliation
- National origin
- Disability

Source: **Statement of Principles of Good Practice (SPGP) - NACAC**

# Application requirements – Graduate

- Most graduate programs want:
  - Undergraduate transcripts – all pages, with dates, courses and grades
  - GRE or GMAT test scores
  - Academic and/or professional recommendations
  - Often they ask for:
    - Detailed resume
    - Minimum work experience
    - Personal statement or essay questions
- All programs want a criminal background statement

# Application requirements – Undergraduate

- Most undergraduate programs want:
  - 4 years of high school grades
  - College grades if you studied after high school
  - Sometimes they ask for:
    - Personal statement
    - SAT or ACT scores
    - Academic and/or counselor recommendation
- All programs want a criminal background statement



# Common application problems

- Holes in the application
- Gaps when comparing application pieces
- Lazy or bored applications
- Arrogant applications
- Desperate applications
- Lost pieces – add name and ID or date of birth to everything

# Essays and transcripts

- Essay workshop – come along!
  - Application essays are not the same as academic essays
- Transcripts always should be in English
  - ‘Official’ transcripts are sent from your previous high school or college
  - Some schools will review your application with an ‘unofficial’ transcript

# Letters of recommendation

Recommendations are very important

- Request them from relevant sources
- Make sure they discuss you as an individual student
- Letters should ideally come from faculty who have taught you in related subjects

# Test scores

The university will think that any test scores are your final submission:

**Only send scores that you want the university to see**

If you are 'denied' based on scores it is very hard to be reconsidered for admission

# Application evaluation

# Great applications

Make it easy for the university to accept you:

- **Research** the school
- **Research** your reasons for wanting to attend
- **Show the connection between your goals and their program/university**
- Follow **instructions**
- Meet **deadlines**
- **Submit** everything at one time if possible

Everything that is requested is important.  
Don't miss anything out

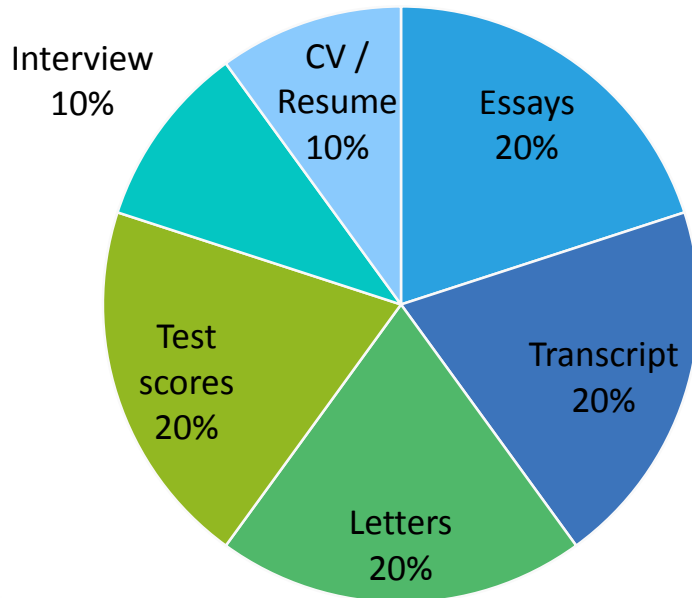
# Review committees

- Universities use 'committees' to review applications
- Undergraduate – may be the admissions counselor + a second reader
- Graduate – may be faculty + admissions officer
- All applications will be reviewed against a matrix

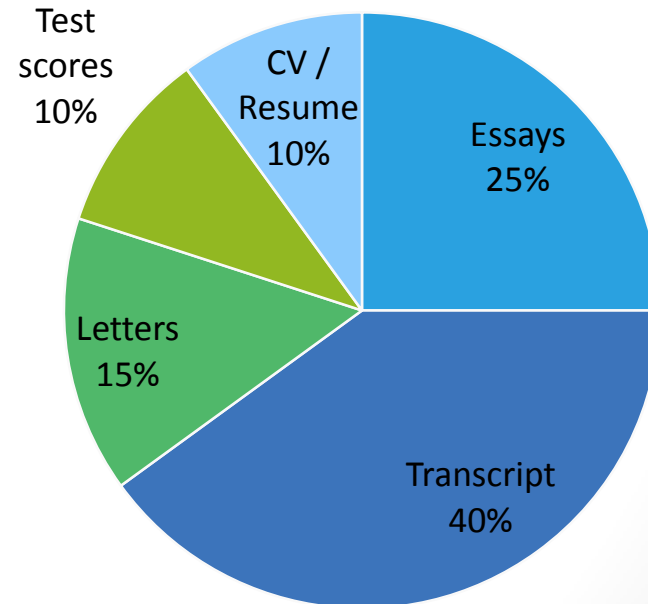
# Application scoring

Every university has its own matrix for scoring applications, eg:

**School A**

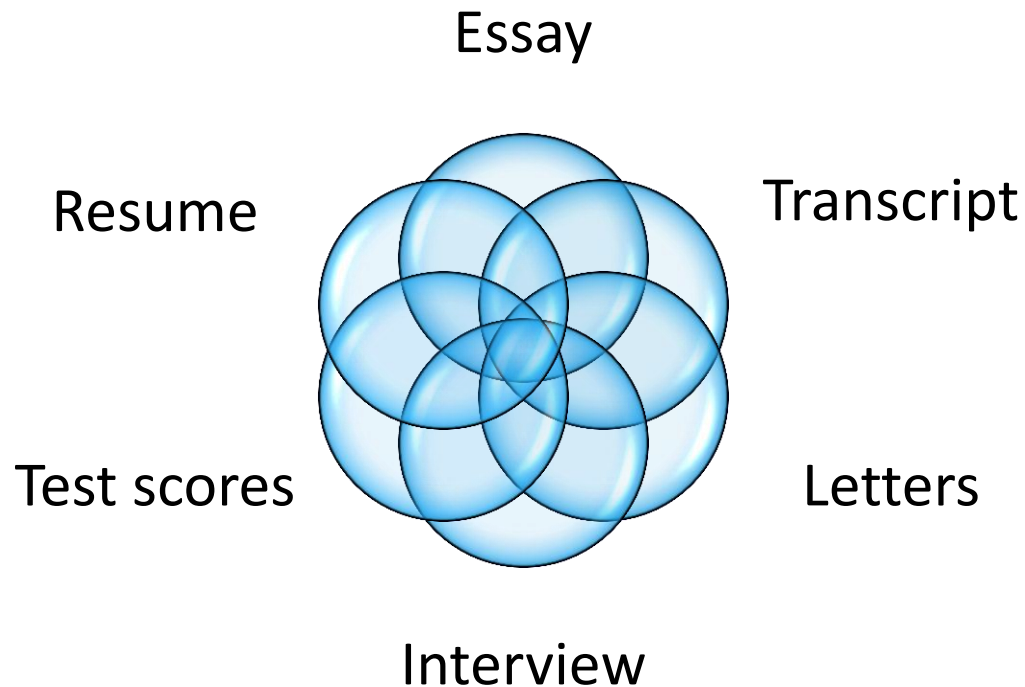


**School B**





# Look at your **whole application** before you send it to the school



**Does it show a clear picture of you and your plans?**

After submitting the  
application – what next?

# Was your application received?

- Every school will send you a confirmation that your application has been received
- Some schools will tell you **when** to expect a decision

**Check that you did not forget  
to send anything**

**Check that your application is complete**

# Waiting for the decision

- Each school and program can take a different amount of time to make a decision, at different times of year
- Most schools take over 4 weeks
- Do not pester the admissions office or faculty for a decision until **at least 6 weeks** after you have submitted your full application

# Decision types

- **Full** or **Final** admission – congratulations, you're admitted!
- **Conditional** – usually means you have to supply an additional requirement before admission (eg IELTS/TOEFL score, GRE score)
- **Probationary** – you may have to take specific classes your first term, and reach a minimum GPA
- **Waitlist** – the school wants to hold your application for a while before making a decision. This may include a date about when they'll decide, and a ranking for your application
- **Denial** – sorry, your application was not accepted this time

Decisions might only apply for the term you chose:  
*apply for the term you want to begin*

# You're accepted – everybody wants you!

- Your goal is to be admitted to at least 2 universities that you would like to attend
- If you are accepted, you are in a position to ask questions about things like:
  - Career connections
  - Research possibilities
  - PhD admission paths
  - Campus life
  - Teaching assistantships
  - Etc

**You get to ask “Why should I choose your school?”**

# Confirmation deadlines

- If you are accepted, most schools will have a deadline for you to say
  - Yes, please – I will attend your school
  - No, thanks – I'm going to a different school
- If you don't meet the deadline, your place may be taken away and given to a 'waitlist' student
- Undergraduate deadlines are usually May 1<sup>st</sup>.
- Graduate deadlines are different for each school & program

# Health documents

- Immunization records are required. You will be asked to show records from your doctor
- Proof of health insurance is required. Choices include:
  - Provide a copy of insurance card from home country insurance company (with English translation)
  - Purchase insurance from the university



# We can help!

- Workshops each term
  - How to search for universities
  - What to include in your application essays
  - General admission help sessions
- Check the university application notice board for
  - news,
  - events
  - document samples
- PDFs of handouts are on the lobby computer:
  - “How to apply to \_\_\_\_\_ university”
  - General application advice
  - Research university information
- See Kate or Karen for help