

# Ten Step Action Plan

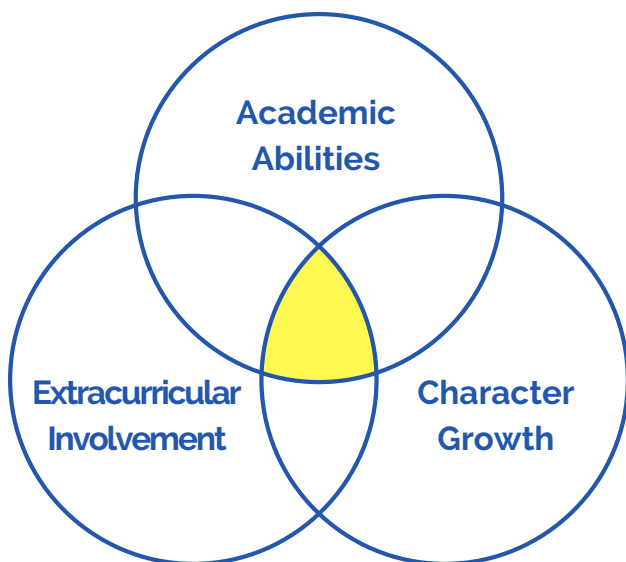
## STEP 1: RESUME

- One of the first steps for your college application action plan will be to create a resume.
- In this resume, you will need to collect all the extracurricular activities you have engaged in through high school and write a brief (~3 sentences) summary for each.
- These activities can include sports, academic, volunteer experiences, internships, etc.

## STEP 3: ORGANIZE COLLEGE LIST

- Meet with your World Stars Education Consultants to establish your application types (Early Action, Early Decision, Regular Decision, etc) for your schools and organize your college list according to your deadlines

## Recommendation Letter Types (Have at least 2 out of 3)



## STEP 2: ASSESS STANDARDIZED TEST REQUIREMENTS

- Figure out what your English and Standardized Test Requirements are.
- Some students may be exempt from TOEFL testing, but most will not be. Make sure that you have registered to take the TOEFL, or confirm that you certainly won't need it.
- Register for any additional SATs, or SAT IIs that you plan to take and ensure that you are scheduled to take them before December.

## STEP 4: RECOMMENDATIONS

- With all the things you have to think about, it can be easy to forget to request recommendation letters. Don't forget this step! Your teachers are busy too and you must remember to give them enough time to write you good references.
- Request 2 - 3 recommendation letters in total. (Most schools will only require 1 or 2, but having 3 can give you added flexibility for your applications).
- Please request these letters (either in person or via email) before October 1st. It is generally polite to give your recommenders at least 3 weeks to write you a letter.
- When requesting recommendation letters, consider how each recommender will add to your application. For example, a sports coach will write a very different letter than your chemistry teacher would.
- Select recommenders who will help to show different aspects of your personality so that your application will be well-rounded. (Refer to Venn Diagram)

## STEP 5: WORK ON YOUR MAIN ESSAYS

Main Essays are divided into:

- Common Application Essay
- Coalition Essay
- University of California Essays
- These will be a priority for many students. Work closely with your World Stars Education Consultants to outline and draft your essays.
- This process will include interviews and multiple drafts.
- This is a great chance for you to think deeply about yourself and what you want to do in the future. It's an exciting process of self-discovery!

## STEP 7: DOUBLE-CHECK YOUR APPLICATIONS

- Always double-check applications and request one of your World Stars Education counsellors to help you make sure everything is in order before you submit your apps.
- Once you have received final approval, you may submit applications.

## STEP 9: SEND OUT OFFICIAL TRANSCRIPTS AND SCORES

- Never forget to request official transcripts and scores to be delivered from your high school and the appropriate testing centers.
- Transcripts can be sent from your school
- SATs can be sent through College Board
- TOEFL can be sent through the testing agency
- Don't hesitate to ask for help for any of these steps.

## STEP 6: COMPLETE SUPPLEMENTAL APPLICATIONS

- As your deadlines approach, we will prioritize the supplemental essays according to each upcoming deadline.
- Stay focused! This is the point where many students tend to lose focus and get overwhelmed. Stick to a schedule and don't allow your supplemental essays to snowball. Keep working on them consistently and work with your mentors for feedback.

## STEP 8: CHECK YOUR EMAIL

- When you send out an application, you will receive an email from universities to confirm your application. Sometimes these emails will contain additional information for the next steps to complete for your application. Don't ignore these emails!

## STEP 10: COMMUNICATE AND ACCEPT OFFERS

- People in admissions offices want to help you. If you have any questions or if you are contacted by university representatives for more information or interview requests, make sure that you respond promptly (within 3 days). Keep checking your email during this period.
- As you receive the good news from schools, don't forget that once you have decided on a university, you will need to formally accept their offer!
- Acceptance emails will list the next steps to accept admissions offers.

# Congratulations and Good Luck!