

ST. MARY'S INTERNATIONAL SCHOOL
2017-18 UNIVERSITY APPLICATION TIMELINE

✓	DEADLINE	TASK
	On going	Parent Sit Down: Sit down with your parents to discuss your goals, plans, strengths, weaknesses, college list, and WHY you want to apply to each school. Continue building a list of colleges (realistic reach/challenge, target, and likely/safety schools).
	January 16, 2017	Submit First Junior Questionnaire & Research Assignment to your counselor
	January 16 – March 24, 2017	Junior Conference - Meeting with counselor, student, and parents to review questionnaire, research assignment, testing plan, and college plans (start building list).
	Spring 2017	<p>Tests, tests, and more tests:</p> <ul style="list-style-type: none"> - SAT and SAT Subject Tests. Seats fill up very quickly! See attached guideline for what to do when there are no centers available in Tokyo. - ACT with writing in April and June - TOEFL <p>Start arranging meaningful summer plans</p> <p>Visit Colleges/Universities over spring break if possible</p> <p>Pay attention to colleges visiting SMIS, attend group college counseling sessions, continue talking to your counselor</p>
	May 30, 2017	Previous High School Transcripts – If you transferred to St. Mary's in high school, please submit an official sealed transcript from your previous high school to Ms. McGuire.
	May 1, 2017	<p>Request for two letters of recommendation - First, ask your teachers in person. Follow-up with a thank you letter (guidelines will be provided). Get signatures from teachers and submit recommendation request form to your counselor. These are due on May 1 even if you are not applying until the spring of your senior year. Many teachers want to complete the letters of recommendation over the summer.</p> <p>Submit Second Junior Questionnaire, basic resume, and parent brag sheet (optional).</p>
	May 30, 2017	Narrow the focus: Narrow your list to 10-15 schools (realistic reach, target, and likely schools). Talk to your counselor.
	Summer 2017	<p><u>RESEARCH, RESEARCH, RESEARCH!!</u> Narrow your college list</p> <p>College Work - Complete rough drafts of essays. Start with Common Application general essay, UCAS personal statement, or "Why this university".</p> <p>Organize application materials (especially Japanese applications)</p> <p>Begin filling out the Common Application (US universities)</p> <p>Tests- Register for all fall standardized tests</p> <p>Parent Sit Down: Sit down with your parents to discuss your college lists and WHY you want to apply to each school and if there is a reasonable chance of you getting accepted.</p> <p>Fill your free time with meaningful activities.</p>
	First day back from summer vacation	First draft of college essay due. Keep seeking feedback from your counselor or teachers.
	September 1, 2017	<p>Schedule a one-on-one meeting with your counselor and create a plan.</p> <p>Confirm with teachers IN PERSON regarding your letter of recommendation. Share specific application deadlines with your teachers, <i>especially if you are applying to UCAS, Early Decision/Early Action in the U.S., to Univ. of California or other schools with deadlines before January 1. Next Tier list MUST indicate all colleges you are applying to.</i></p>

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	October 1, 2017	<p>US ED/EA/Priority Applicants: Deadline to notify counselor of ED/EA school.</p> <p>UK/UCAS Applicants: Final Application for UK medical programs, Oxford, or Cambridge submitted to UCAS. Counselor will complete School Report.</p> <p>Senior Conference (Counselor Meeting) - Deadline to have had a one-on-one student meeting with your counselor re: your plan, status with your list, applications, essays, etc.</p> <p>Final College List DUE! Colleges must be listed in Next Tier if not done during the Senior Conference. If they are not in Next Tier, your transcript may not be submitted.</p> <p>US Passport and Green Card Holders Can Begin FAFSA (Free Application for Federal Student Aid) - This application is required to be considered for financial aid.</p>
	October 15, 2017	<p>UK/UCAS Applicants: Final Application for all other UK programs submitted to UCAS. Counselor will complete School Report.</p>
	November 1 and 15, 2017	<p>US ED/ED/Priority Applicants -Deadline for ED/EA Applicants.</p>
	<p>GENERAL RULE: <u>It is the STUDENT'S responsibility to oversee all aspects of his college application</u></p>	<p>For Japanese Universities, submit your paperwork to your recommenders 3 weeks in advance so they have plenty of time to complete their letters and forms. See the Japanese Process Guidelines for more information.</p> <p>University of California and many other state school applications do NOT require transcripts.</p> <p>Do not wait to submit applications with rolling admissions.</p> <p>The student MUST submit his application on or before the deadline.</p> <p>Test Scores - Students send official copies of standardized test scores via College Board, ACT, & TOEFL websites.</p>
	End of January 2018	<p>Mid Year Reports - SMIS will automatically send an updated transcript (mid year report) with Semester 1 grade 12 grades to all universities students have applied to. Check Next Tier to be sure all colleges you have applied to are listed on your college list.</p>
	Second Semester 2018	<p>Stay strong! - Take a deep breath and focus on your schoolwork to maintain those grades and focus on IB exams. Colleges do look at your senior year grades.</p> <p>Enjoy senior year!</p>
	Second Semester 2018	<p>Decisions - Enter admissions decision in Next Tier for ALL applications & share news with counselor. Thank teachers who wrote recommendations for you.</p>
	May 1, 2018	<p>Deadline for North American schools to submit deposit to hold your place. Tell your other schools that you have decided to attend somewhere else (politely).</p>
	May 2018	<p>Enter "College I am attending" in Next Tier and hand in your "Senior Checkout Sheet" to guarantee SMIS sends your final transcript in June.</p> <p>Join SMIS Alumni Association: http://alum.smis.ac.jp/user/register</p> <p>Congratulations and good luck!</p>