

COLLEGE COUNSELING POLICY AND HANDBOOK

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SY 2020-2021 Edition

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STUDENT RESPONSIBILITY WAIVER 2019-2020.

As a college-preparatory school, Karl C. Parrish has a responsibility to provide effective guidance and counseling regarding the college admissions process. Our faculty is eager to support you in your desire to find a good match at a college of your choice. While we cannot get you into a specific school, we can assist you in meeting the demands of a very strenuous and time-consuming task. You will need to invest an ample amount of thought, planning, time and hard work in seeing this task to completion. The process works effectively when students, parents, and school, understand their respective roles and cooperate in the venture.

Student Responsibilities:

- Engage in thoughtful, honest reflection and analysis of your aspirations, goals, hopes, strengths, and weaknesses and apply this knowledge of yourself to your college search process.
- Do the research, it takes time to find and apply to a variety of colleges you'd be happy to attend.
- BE AWARE of all requirements for the course/university you are applying to.
- Complete applications with care. Write the required essays with thought and honesty.
- CHECK on ALL DEADLINES
- Keep your counselor informed as your interests and priorities may change, by updating Maia Learning.
- Students are RESPONSIBLE for sending TEST SCORES to colleges.
- Abide by the Maximum University Application Policy*

In summary, the responsibility for applying to college is YOURS.

Parent Responsibilities:

- Talk honestly about issues such as financial limitations and geographic considerations that will impact your child's choices;
- Set up visits to college campuses during vacation;
- Read counselor emails and newsletters, and attend meetings about college planning;
- If you have concerns about any schools on the list, contact the counselor immediately;
- Encourage successful completion of the Senior Year including attending school regularly.
- Support Maximum University Application Policy*

*Seniors are limited to a maximum of TEN (10) university applications. We want universities who receive applications from a KCP student, to be assured that the application was intentional and thoughtfully considered.

I understand the Responsibilities outlined above and will adhere to them to the best of my ability.

_____ _____ _____

Student's Signature Parent Signature Date

KCP UNIVERSITY APPLICATION POLICY

KCP endures every student to have the same opportunities, and to follow the best practice on college applications. The Students apply to a list of colleges/universities from most selective to less selective. The list of higher education institutions is limited to ten (10) colleges/universities. Students must select wisely their possibilities and use a college application range to best determine the colleges/universities where to apply. To ensure the acceptance in at least 1 institution, the student must have the following selection 3-4 reach, 3-4 ideal and 1-2 safe.

The college application range criteria are based on statistics. The GPA and standardized tests scores. The statistics does not guarantee student acceptance but will guide the students through application and to plan on their possibilities.

The KCP college application Range:

'REACH Category' (3-4 colleges/universities).

This category follows for institutions that accept between the range of 5% to 30% of the applicants due to the applications received every year. The student's statistics may be at or below the college/university requirements.

'IDEALCategory' (3-4 colleges/universities)

This category follows for institutions that accept between the range of 30% to 75% of the applicants due to the applications received every year. The students statistics may be within the range, meet, or are above the college/university requirements.

'SAFE Category' (1-2colleges/universities)

This category follows for institutions that accept applications between the range of 75% - 95% every year. The student's statistics may well exceed the college/university requirements.

KCP COLLEGE COUNSELING PROGRAM
GENERAL OVERVIEW

The KCP College and Career Counseling Program's mission is to help students on College Readiness, which is a process that students complete throughout all their school life. Students learn different skills and deepen in knowledge that they need to prepare for college/university life, and through various activities students are exposed to different opportunities available to them and to guide them through college application. Knowing what to study is not a one-day process, students must know themselves and to understand what they enjoy doing, what could be their professional path and what they are passionate about. This is a personal process and every student has a different way to think of their future. The importance of this preparation is for students to take time and think about their own future. To plan what are their goals and how they are going to pursue them.

Every grade level demands tasks of the students. The college readiness process starts in Ninth grade, where students who do not know what to study, need to "prepare" and start analyzing themselves on their abilities. During their Junior Year, they should "get ready" and take demanding courses, planning on their summer and preparing for taking the SAT. Juniors should SET to work on their Standardized tests scores and planning when to take them. Juniors must plan on their college essay, and research of universities. For the seniors, they should collect all the information gathered for their profile and Go to their college application directly.

Freshman "Prepare"

The students are starting with their HS life, it is the time to start making conscious choices on their course selection, GPA level, taking AP Classes, and extracurricular activities. The Freshman is the year where the countdown starts for college applications. Universities may review your academic choices and disciplinary records. The students must start to understand who they are, what they want to achieve, what they enjoy doing, what the world needs, and to start dreaming on where they see themselves as adults.

Sophomore 10th "Get ready"

Sophomore Year is the preparation year, where students may start to collect information for their college application, a creation of a resumé, presenting in October their first SAT. Planning for SAT Prep course. They should plan for their summer activities that may enrich their knowledge about their areas of interest. Students should maintain or raise their GPA, have good disciplinary choices, course selection and extracurricular activities.

Junior Year "Set"

Juniors must get ready to present the PSAT in 11th grade, take some SAT preparation and/or Toefl preparation. Students must prepare to start taking the standardized tests during the Junior Year. Juniors must start working on the research of their universities of preferences and or their personas statistics. They should plan for

their summer activities that may enrich their knowledge about their areas of interest. The students should maintain or raise their GPA, have good disciplinary choices, course selection and extracurricular activities.

Senior Year "Go".

When seniors start the school year, they must be ready for college applications. During the Senior Year students must gather all the information they have collected during her HS path. They should work on their list of Universities and construct the plan on the terms best for them to apply.

UNIVERSITIES APPLICATION TIMELINE

SOPHOMORE YEAR

August - December

- Planning to take PSAT
- Participating on the SAT preparation course
- Plan the summer course or internship

January - June

- Participate in an interest inventory test.
- Participate on international and national school fairs
- Take Maialearning assessments.
- Application to your summer courses.
-

June- July

Summer internship or course

JUNIOR YEAR

August - December

- Select the most demanding courses for your schedule.
- Participating on the SAT preparation course
- Take your first SAT.
- If needed: Participate again in the interest inventory test.
- Attending school activities regarding college readiness.
- Participate in international and national school fairs.
- Make part of the meeting with Universities.
- Take Maialearning assessments.

January - June

- Planning to take the SAT Test.
- Find Common APP Essays Prompt.
- Start brainstorming on your college Essay.
- Talk to your possible teacher candidates for your Letter of Recommendation.
- Meet with college/university representatives who visit KCP
- Maintain your GPA
- Schedule an appointment with your college counselor to develop a college admission plan.
- Request teachers who can write letters of recommendation.
- List your top college choices.
- Stay focused on maintaining your GPA.
- Send your teachers your letter of recommendation form.

PLANNING FOR THE SUMMER OF YOUR SOPHOMORE AND JUNIOR YEAR

Planning for the summer is one important task, when applying to universities abroad. Admissions officers may want to know what you are choosing to do in your free time. How you are choosing to explore yourself and how you are building abilities different than the ones taught at the school. *Universities do not need you to attend paid programs during your summertime*. They are just looking for students who use their free time wisely. One of the best ways to spend your summertime is making an internship in places related to your area of interests. You can create your own summer plan to explore your abilities and skills.

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SENIOR YEAR

August- September

- 2-5 universities visit in Bogotá.
- Deadline for October SAT if needed.
- Mark your calendar with registration, admissions, and financial aid deadlines and fees.
- Final editing to your essays
- Start Early Admission college applications
- Attend college fairs, financial aid/college planning information sessions
- Meet with college representatives who visit KCP

October

- Take the SAT
- Complete early admissions application(s) by their deadlines
- Research the schools' financial aid website to determine which forms they require. Some schools may require special forms

November

- Register for December SAT/ACT if needed
- Check college admission/financial aid application deadlines

December

- Finalize and submit regular admissions applications
- Take December SAT
- Watch for early admission decisions

January

- Regular decision US Deadline
- Regular Decision UK Deadline
- Spain 1st deadline for application

February

- Follow up on colleges responses and your application status.

April-May

- ICFES
- Final transcripts are forwarded to the college to which you will enroll
- Follow up on applications opening day and deadlines for Colombian Universities.
- Collect documents needed for Colombian Universities.

STUDENTS CHECKLIST AND COMMITMENTS

Important decisions should be made, but before college/universities application, students should have the following information:

	Scores for Standardized tests (TOEFL, IELTS, SAT, or ACT).
	Request with two months of anticipation for the Teacher/Counselor Letter of Recommendation.
	English Waiver Letter. (Only for a limited list of universities)
	Personal Statement/ College Essay
	Supplements Essays for Colleges / Universities
	Keep informed the college counselor on college application and terms for application.
	Portfolio (if required).
	Resumé

Additionally, students have multiple opportunities at KCP, for preparing for college. The school is a member of MaiaLearning, and all students have access to the platform.

Once you have your personal information, The students must:

- Link Common App with MaiaLearning;
- Applying to ten (10) Universities as a Maximum. Divided in the College
- Work with the College Counselor on the term in which you are planning to apply.

On the other hand, KCP will provide the student information through MaiaLearning:

- School profile
- School secondary report
- Counselors recommendation letter
- Teacher recommendation letter
- Teacher Evaluation
- Initial Transcripts

<u>If students have an additional advisor, they will add it via Common App and will follow up for the advisor completion of the requested documentation.</u>

Remember that your application is the way, the admissions representative will get to know you. It is time for you to think on how to show the best of one's self.

INFORMATION / DOCUMENTS REQUIRED FOR COLLEGE APPLICATION FOR ALL APPLICANTS

COLLEGE APPLICATION CHECKLIST

Before Starting your application:

- Students' Academic Accomplishment (GPA)
- Transcripts
- Courses selection for current academic year
- College list for application
- Standardized Test Scores

- **Parents information:**
  - E-mail
  - Level of Education
  - University Graduation Dates

- **FOR US CITIZENS. TO COMPLETE FAFSA Form:**
  - Social Security Number
  - US Phone Number
  - Parents Last TAX report

After you started your application:

- Payment Method for Application(s)
- Online Payment for Application Fee
- Online Payment for Online delivery for Standardized official Scores.

If the college/ University you are willing to apply does not appear on the CommonApp, it means that the universities may require you to apply directly through their website.

STEPS FOR A SUCCESSFUL APPLICATION

1. Gather information (mentioned in the item above)
2. Create a Common App account
3. Link Common App to MaiaLearning
4. Fill common app with your personal, family and academic information
5. Add School teachers for recommendation through MaiaLearning.
6. Add colleges you want to apply to.

** If visiting the University Campus or Admission Representative is flying in, plan for the Interview or just an encounter.

7. Waive FERPA
8. ADD your Personal Statement / College Essay
9. If Required: Write Supplements essay , Portfolio, and/or Resumé
10. Pay for your applications Fee
11. Apply 15 days before the College/University Deadline. Many universities will take 2-3 business or more days to upload your information.
12. Check your email constantly, maybe universities will demand additional information.
13. Once you complete your application, students will be sent a username for accessing the university web portal. Make sure to check all your information is marked as submitted.
14. Some Universities may accept missing documents after the deadline has passed, but we recommend sending your application with all the required information.
15. Additional information: Parents proof of funds (Bank statement).
16. I-20 and Student Visa

*** Do research on how to apply for scholarships within your list of universities. Some institutions shall take your application as the scholarship form, some may require additional information.

MAIALEARNING

MaiaLearning is a college readiness platform, the access is an online website that provides Career Planning, College Planning, Portfolios and Application Management at its core. Additionally, it will be the official means for the school to provide the required information for college admission (transcripts, counselor and teacher recommendations, and ED agreement).

Students access information will be their school official Gmail account. They click on the button that says: Log in with Google. The importance for applying through MaiaLearning is the data school can collect after students' applications and acceptances.

ACCESS: https://www.maialearning.com/#/

In Maialerning platform, the students will be able to:

- Conduct research on different personality and skills tests
- A list of careers based on students personality
- A list of Colleges that offers the selected careers by the students.
- Request recommendations letters from teachers

FERPA WAIVER

The Family Educational Rights and Privacy Act (FERPA) regulates the privacy of student education records, which include the application to the college where you are willing to attend. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In the application you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?

- Waiving your rights let colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

COLLEGE ESSAY AND SUPPLEMENTS

The college Essay is an important part of your college application process. Is the chance universities offer for you to make an individual impression. Your college Essay should not only show your talents and accomplishments, but should be more focused on showing how you do things and not to tell what you do.

If applying through the Common App, you will have five (5) different prompts you could use. If you select one of the offered topics, make sure your essay relates to the prompt. It can tell if you are good at following instructions.

Is always good to have an additional opinion on your essay. Grammar and writing skills are really important during this process. The college Essay is about you, to tell who you are and what you can offer to the institution. If possible, make the connection on why you want to attend a higher institution.
At every moment, it will be best to ask yourself: What can I tell to complete the picture of myself to the admission officer? It is essential that your essay talks about you and not about other people.

If Universities want you to explain to them why you want to attend a specific university, they will ask you directly on the **SUPPLEMENT ESSAYS.** Is the section, where probably, you will be able to show why you are choosing a particular university. If you are planning to visit the campus of the university you are planning to apply, make notes on how you felt during the visit and what you liked.

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COMMONAPP ESSAY PROMPTS

The 2020-2021 Common Application Essay Prompts are as follows:

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?

3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?

4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.

6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?

7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

APPLYING TO USA AND OTHER COUNTRIES

Many universities will see you as international applicants even though you are an American citizen.
In this matter, universities will provide different options for you to provide your English Proficiency Certificate.

For Universities in **the US** you can apply with the following Tests or documents:

- SAT;
- TOEFL;
- IELTS;
- ACT;

Or

- Attending a four year school that has english as a primary language of instruction.
- Common App and Maialearning or University Website.
- Only for US Citizens: Financial Aid website- FAFSA
- All applicants to Financial Aid CSS Profile
- Scholarships: Apply directly with every University

Applying to CANADA

- Attend to a certified school with english as a primary language of instruction
- TOEFL
- Apply directly in the University Website
- Financial Aid: Application directly with every University

Canadian Universities website:

- Maclean's Magazine
- Study in Canada
- Universities Canada
- Ontario's Universities' Application Centre

Applying to UK

- IELTS
- UCAS
- Foundation Year
- Financial Aid: Application directly with every University

UK Universities website:

- List of UK Universities and Colleges.
- The times Good University Guide. Rankings by course of study.
- Open Days. Check Universities calendars.

Applying to SPAIN

- Toefl;
- SAT;
- Or University Internal Test.
- Applying for medical school - BMAT
- Apply directly in the University Website
- Financial Aid: Application directly with every University

COLLEGE ADMISSIONS TESTS.

KCP's CEEB CODE: 925140.
TEST CENTER CODE: 85103

The standardized test scores are important but less important than you think. However, more and more universities have into account during the process the following documents:

- Letter recommendation
- High School Transcripts
- Resumé
- College Admission Test.

But it seems that the more selective the university, the more important the scores seem to become. Therefore, during the application process you must take your application as a holistic work that should include all the information mentioned above.

In all the US Universities academic success depends on one's ability to communicate effectively in English, and for the verification of academic success they may require students to submit standardized test scores such as SAT, IELTS, TOEFL, ACT, or to belong through all their high school to an institution where English is the primary language and the language of instruction. At KCP we host the Standardized tests such as the SAT, we do not register the students, and we cannot control policies and procedures. For all standardized tests, students must register individually.

STANDARDIZED TESTING

PSAT

The Preliminary Scholastic Assessment Test is provided for students of 10th and 11th grade each October. This test can be an early indication of SAT scores. The test follows the SAT format, students will be evaluated in evidence-based reading and writing, and math.

The PSAT is the first immersion students can have to the standardized test. Not always results will unfold as expected. But should not get upset, is a practice test where students can work on their weaknesses and strengths.

Only for US citizens:

PSAT/NMQST scores bring opportunities for students to be eligible to enter the National Merit Scholar. Only US citizens who have an exceptional performance in the PSAT/NMQST are selected as "Commended" or National Merit ``Semi-Finalists". Semi-Finalists may be named as "National Merit Scholars" with highly SAT SCORES, Above Average grades and positive recommendations.

YOU SHOULD USE THE PSAT AS PRACTICE FOR THE UPCOMING SAT.

Review - ANNEX #3 for PSAT Interpretation

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SAT PREPARATION PROGRAMS

You can prepare for the SAT with different books, courses and tutors. But research on the SATs shows that you only need 20 hours of quality preparation time. You can do it for free through KHAN ACADEMY, where you can link with your college board account and they create a study plan from your PSAT results.

Also, every year the school counts with higher ground, a group who helps students with a three week program. During those weeks, students will present 4 diagnostics tests, and they will work through the week with their individual results.

SAT Tips:

- Print The SAT preparation test, because your exam will be on paper.
- Anticipate. Read fast for the first time the text because in either way, you will have to come back when answering the questions.
- Eliminate: Try to answer by first eliminating the wrong answers.
- Find your gaps at the SAT practice test, and study them.
- Believe in yourself. At the beginning when questions seem to be easy, they probably are.
- BE AWARE. When you get more and more through each of the 4 sections, questions start to be more difficult.

REMEMBER, the SAT is not the only requirement for college entrance, you will need to show through your courses load your academic rigurosity, extracurricular activities and community involvement activities and demonstrate your personal and outstanding talents.

SAT

The Scholastic Assessment Test measures two areas, starts with evidence-based reading and writing and finalizes with math. The two areas can score between the range of 200 to 800, making a total score of 1600. Scores will be fractioned in two sections. The SAT also measures college readiness and success.

The SAT is a requirement by almost all universities in the US or Canada. Universities use the scores as a common comparison of students that applies from a wide variety of schools and nationalities.

SAT can be presented several times. Some colleges will ask for all SAT scores, some others will automatically choose the best scores you got for each section.

It is recommended to start presenting your SAT in March before your Junior Year ends. If needed, you will have one or two more opportunities to retake your SAT in our Senior Year.

SAT WITH ESSAY.

Some colleges will require the Essay. Make sure to add the Essay Application during the SAT registration process.

The Essay theme will be on a prompt applied to a reading passage. Make sure you practice your writing skills.

**Note: Universities such as the UC's require SAT Essay for their admission process.

SAT subject test

The subject test is only required by 50 or fewer universities within the US. If it is not a requirement for a University, but if the student decides to send the scores, they will be taken into account.

Subject test means test in your specialized areas. The subject test you should use depends on the program you want to apply for. They are mostly offered during SAT test dates. Taking this test will show your knowledge in a specific area.

Check on the Colleges and Universities website if the Subject test is required. If you're not sure where you are applying, but academically strong, take subject tests in consideration.

**Note: If you are taking an AP Class you will be mostly prepared for taking the SAT subject tests.

FINANCIAL AID OR SCHOLARSHIP POSSIBILITIES IN THE U.S.A

For students applying to Universities abroad, they will have many opportunities to obtain scholarships or financial aid but not all US colleges offer financial aid to students who are

not US citizens. Many Universities expect that international students will have the financial sources to pay for college education. If you are a non US-Citizen requiring financial aid, you will need to be among a college's top applicants in order to receive an offer of aid.

The application process is different in every institution. Some universities need you to apply for a scholarship or financial aid and some others will select you for this program with the sole application to the university.

You have many opportunities to receive financial aid. The first type are the need-based scholarship and the merit scholarship. Need based financial aid, refers to students who cannot afford the total of the tuition and the students need Universities help in order to attend the institution. The merit scholarship is applied to students who have obtained different accomplishments throughout their school life.

On the other hand, the USA has many other opportunities and programs for students to apply for financial aid such as the *FAFSA, CSS profile or Sports merit.*

Free Application For Federal Student Aid (FAFSA):

Financial Aid: only applicable for US CITIZENS. For obtaining the FAFSA, students and parents should complete and submit the FAFSA Form that will generate a Student Aid Report (SAR) for the applicant that includes an estimated Expected Family Contribution (EFC).

If the student is a resident of a determined State or the parents pays taxes in a determined state, students will also be able to apply for the state financial aid.

The FAFSA will open the application process after OCTOBER 1st every school year and should be filled by students and parents during their senior year.

CSS PROFILE

The student applying to a US University can obtain with an online application an award of financial aid from sources outside of the federal government. The CSS profile is required by most selective schools, and can be accessed by the College Board Website. This program provides each institution additional details that they will use to distribute institutional funds.

SPORTS SCHOLARSHIPS

Are more limited than applicants' students expect. For the Athletic Recruitment students must proactively tackle the process, it must start during the Junior year or before. Students must set real expectations and talk to the KCP coaches on their eligibility. The coaches may advise students on the best camps, showcases, and tournaments where they can start recruitment.

During the Junior Year, Students will have to contact the Coaches at the Universities of interest. It is important to start contact, to make the recruiting questionnaire (if available),

to complete the athletic profile, cover letter, and a complete athletic resumé. The letter should also include a link to your recruitment video.

If there is space on the roster for a student with your skill, The NCAA only allows, After July 1, in the summer before your senior year, coaches to approach students by phone or email showing their interest.

NCAA ELIGIBILITY CENTER

If you plan to participate in Division I or Ii athletics, you must do research on the requirements and make sure you meet with all, and the *NCAA Eligibility Cente*r must approve you.

For registration access www.ncaaeligibilitycenter.org any time in your junior or senior year. You must create an account and pay for the correspondent fees. You must download and print the secondary school form and deliver it to the college counseling office. The office will email your current transcripts to the Clearinghouse, and to follow up with the final transcript after your graduation.

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MAY 1st
Designated Reply Date

Once received the acceptance letter(s), May 1st is the deadline for the students to decide which university to attend. If the student does not inform the University that you are coming in the Fall, they can, and will withdraw your acceptance. Otherwise, is the deadline to update the university with your decision not to attend. Notifying the University about your decision, is the way to try to maintain a high school name. If you are sure you won't be attending a University, inform promptly so they might be able to open other slots for students.

How do I do it? The best way, by email.

After May 1st. What to do?

- Share with your college counselor, your decision on what university you decided to attend.
- Pay the nonrefundable enrollment deposit to only one (1) University. Is considered unethical to pay to more than one institution the enrollment deposit.
- Start your housing arrangements. You may find information on this matter, on your acceptance letter.
- Saying your appreciation to teachers is simple and creates reciprocity. Remember they helped you in your acceptance to Universities.

The Final Senior Transcript. The school will only send to one (1) institution your seniors' final grade. This means the school policy is to show ethical conduct and only pay one deposit.

KCP DISCIPLINARY POLICY

As an ethical institution, Colegio Karl C. Parrish discloses suspensions and serious or grave discipline issues during High School when asked by colleges on their application forms.

Is recommended for the student to send the institution a statement in response to the question on the Common App or colleges/universities websites. The statement should not be taken lightly, approach your college counselor on the best way to make a response to this question.

ADMISSIONS OPTIONS

The admissions enrollment has many options to pursue. The student must make the most likeable decision for the application.

- For Early Action & Early Decision I or II, It is important to check the university statistics on the GPA and Standardized Test Scores. Most universities may have their most competitive pool during these admission options.

Early Action (EA):

Non-binding admission opportunity. Students are not required to withdraw other admissions processes when they receive the school notification. This is the opportunity for students to take action early on their college/university application. Some Institutions may require your first quarter grades.

In general, Universities may deliver their admission decision in December. The decision may vary from one category to another and will be delivered in the following terminology: **Accepted, Defer o Deny.**

If your letter says **ACCEPTED**, means your efforts have fallen into place. For the DEFER group, means you will be considered with the regular decision group. Some universities will give the opportunity to submit additional information. For the last category, the **DENIED,** means your application will not be reconsidered.

**Note: For EA students must read the institution policies. Some universities may have restrictives protocol, it is called "*Early Action Single Choice*".

Early Decision(ED) I:

Refers to a binding admission opportunity. Students are required to withdraw other admissions processes when they receive the school notification of admission. This is the opportunity for students to specify that the university is the absolute first choice.

This option has advantages and disadvantages. The positive part is that admission committees feel positive about a student who is decided for an institution. ED usually provides better chances to students, if not accepted at first, they can be deferred. The inconvenience is the limitation on the time to review other options since you are committing early in senior year.

In general, Universities may deliver their admission decision in mid-December. The decision may vary from one category to another and will be delivered in the following terminology: **Accepted, Defer o Deny.**

Early Decision II:

Follow the same guidelines of Early Decision I but with a later deadline. ED II is recommended to students whose Senior grades will strengthen their application but they will lose the opportunity to be deferred to other admission pools.

Regular Decision

Regular decision has the biggest pool of applicants, is the standard deadline for application. The deadline may vary from one college/university to another but has a specific date of acceptance/rejection, usually April 1. Applications for large state universities are concise. They will emphasize on numbers due to the thousand applications.

**A Small number of universities may offer admission for spring to fill some vacancies.

The decision may vary from one category to another and will be delivered in the following terminology: **Accepted, Defer or Waitlisted.** The Waitlisted category, means that you are not admitted at this time, but if a space becomes available you will be a person that the college would like to have.

Recommendation: If you have been waitlisted and the university is your first choice, is best if you contact the admissions office and let them know they are your first choice and that you will attend if given the opportunity. Maybe this could locate you in the officer's radar, and will be a differentiational component.

Rolling Admission

After all the Admissions are met, some universities may keep receiving applications until the freshman class is filled. The admission decisions will be taken on a rolling basis and admissions notification will be delivered as the admissions request arrives.

The decision may vary from one category to another and will be delivered in the following terminology: **Accepted, Defer or Waitlisted.**

PLAN COLLEGE VISIT

Thinking and planning about the college/university you will attend is a must in student life. Every University has their own environment, sense, culture, campus, people and culture. It does not matter where you are applying, planning for a campus visit should be on your to do list.

Steps you should follow:

1. Do some research with the Admissions office about the different options they offer for an immersion day.
2. Plan ahead and make an appointment. Registration is online on the college website.
3. Schedule an Admission interview, if offered. Ask who is conducting the interview
4. Get directions before your trip. Ask for a parking procedure and special permits.
5. Try the food, see a dorm, Observe around.
6. Take notes of what you liked and enjoyed about your visit (the information will be helpful when writing the supplement essay).
7. Ask the questions

TALKING TO UNIVERSITIES/COLLEGES REPRESENTATIVES

When planning for college/university, the students must take advantage of the Universities visits or Campus visits. The school representatives are the most knowledgeable individuals about the institution you want to apply to or to start researching about, that's why students must take advantage of these opportunities.

When having the opportunity, use the following questions to conduct your conversation with the college/university representatives:

What emphasis does the school have? Teaching or research?

Class size? Faculty rate? Faculty members (professors or assistants)?

What academic programs are most popular?

What is the structure of the classes? Lectures or discussions?

What kind of scholarship does the university offer?

Where must students live? On or off campus?

Is the school located near the downtown area?

Describe the diversity of your student body?

What was your acceptance rate last year?

SENIOR SYNDROME

When students think about their Senior Year what comes to their mind is college application and thinks that senior year is over when the application process is over after they meet the regular decision deadline. This is False. You will finalize your process in June when you receive your Diploma. School may rescind offers of admission if your status on academic performance and/or disciplinary record failed to be maintained.

KCP advice to keep your hard work until the end of the year. Is the only way to maintain the university offer.

Senior year is also a time to enjoy but with a great load of responsibilities. Students will have to apply to several colleges, that is time consuming, maintain the GPA, work on their seniors project, participate in extracurricular activities, plan for the seniors celebrations and trips. The load increases in this last year of school. Planning will be your best guidance and to keep the effort.

FOR US UNIVERSITIES- SHOULD YOU APPLY OR NOT WITH THE SAT?

The SAT is a global standardized test international students around the world choose to apply to universities. The common use of the SAT scores for college application is due to the requirement for the US CITIZENS to report SAT scores. But international students have many other opportunities they could use depending on what helps them highlight their abilities.

For international applicants, the school will require a document that supports the student english proficiency, that is why students have many other opportunities to apply with different standardized tests.

Students do not have to focus on the SAT, they can think on different tests. If the SAT is not showing your skills, please look for a different test that may show your abilities.

DO NOT WAIT FOR THE LAST MOMENT TO LOOK FOR DIFFERENT OPTIONS!

ADVANCED PLACEMENT POLICY

At KCP, you have the opportunity to stretch yourself academically. Advanced Placement courses are a great way to take a college level course while in high school. Participation in AP is open to any KCP student in grades 9-12 who is ready for the demands of being in an AP course. AP is for the ***determined, committed*** *student who is up to the task. As long as you meet the criteria below, you will be evaluated for the AP course. Approval is a very simple process. It should not be considered a surprise or an effort to make the classes exclusive. You can apply for three (3) AP classes with one application form.*

For best results, we recommend that you take no more than 3 AP classes at a time.

AP Students must:

- Have a good attendance record. There is a lot of material to learn in AP. Missing class often will make it hard to keep up.
- Have the approval of a teacher. This teacher needs to be in the same subject area as the AP course.

For example, if you want to apply for an AP math course, you will need a recommendation from your **current math teacher. you must submit this application with the writing sample. In addition, you must have a solid academic record and meet all requirements of the specific AP Course.

All students must plan their course selection. If a student is willing to attend an AP course, may have to complete the AP Application Form in March of the previous School Year to the start of the course. *Students can apply for three (3) AP classes with one application form.*

To Drop a course students must complete the following steps:

- Notify your college counselor and discuss your concerns.
- Complete the drop request form.
- The request can only be approved by the HS Principal.
- Parents must approve this decision and send permission by email.
- This process must begin within the first 10 school days.
- No AP courses may be dropped after the first 10 school days of every academic year.

AP EXAMINATION EXEMPTIONS

In some instances, students will be recommended to not take the AP Exam.

- If the subject teacher determines that it is not in the best interest of the student to take the AP EXAM, the teacher must meet with the AP Coordinator and request the student to withdraw from the AP EXAM.
- If the Student may individually want to present a petition to be exempt from the exam, should meet with the subject teacher and AP teacher to request the exemption. Only students with a valid excuse will be exempt from the AP EXAM.

Removal from AP courses

The principal reserves the right to remove students from AP courses. Students who fail to follow the policies, students who do not meet the minimum expectations, Students involved in Academic Dishonesty or students who skip or miss excessive classes will be considered for an AP course removal:

AP POLICY Course Fee

All the KCP students enrolled in the AP Courses for the first semester of the school year, will be charged in the second billing cycle for EACH AP course the student is enrolled. The fee of US$120 equivalent in pesos will be charged for each course. There will be no refund for students regardless of circumstances.

ACADEMIC REQUISITE FOR AP COURSE

Specific Prerequisite Course GPA Requirements

AP Chemistry Prerequisites: Successful completion in Biology 9 and Chemistry 10 and Algebra 2 with a grade of 90 or better AND instructor approval.	**AP Biology** Prerequisite: Successful completion in Biology 9 and Chemistry 10 with a grade of 88 or better AND instructor approval.	**AP Physics C Mechanics** Prerequisite: ● 90 or better in Physics 11 and Pre/calculus OR ● 90 or better in Chemistry 10 and Algebra 2 AND ● Concurrent registration in Calculus.	**AP Economics (Micro)** Prerequisite: ● 88 or better in Pre-calculus classes OR ● 3 or better in AP US History AND ● Instructor Approval
AP Spanish Language Prerequisite: Successful completion of Spanish 8 with a grade of 88 or higher AND instructor approval.	**AP Studio Art** Prerequisite: Instructor's Approval	**AP Calculus AB** Prerequisite: 90 or better in Pre-Calculus AND instructor approval.	Advanced Placement is not just a class, students must be committed to taking and excelling on the exam.
AP English Literature and Composition Prerequisite: 90 or better in English 11 OR 3 or better in AP English Lang/Comp AND instructor approval.	**AP U.S History** Prerequisite: Successful completion of World History and English 10 with a grade of 88 or higher AND instructor approval.	**AP English Language and Composition** Prerequisite: Successful completion of English 10 with a 90 or better AND instructor approval	**AP Spanish Literature and Composition** Prerequisite: ● 90 or better in Spanish 10 OR 4 better in AP Spanish Language ● AND ● Instructor approval.

COLLEGE/UNIVERSITY ACCEPTANCE AND ENROLLMENT CONFIRMATION POLICY

Students may receive acceptance to 1 or more universities. Students should answer to every university that offers admission to their institution. Students by email must confirm their assistance or withdraw their offer of acceptance. Students should only commit to pay a deposit to only one (1) institution. Once the students accept an offer and pay a deposit, the college application process is considered complete by KCP. If you fail to honor your own commitment to a college/university will be a poor reflection of the student and the KCP, as well.

After the students report their commitment to attend the chosen university, the School will only submit one (1) final transcript. May 31, 2019 will be the deadline to inform their counselors of their attending college/university.

Only Extenuating circumstances will be considered with documentation (financial, medical or waitlist acceptance).

GLOSARIO DE TÉRMINOS Y TRADUCCIONES

DEGREES / TÍTULOS UNIVERSITARIOS

Associate Degree: Título de dos años de longitud, obtenido en un community college. Usualmente abreviado A.A.

Bachelor Degree: Título universitarios de 4 años, obtenido al terminar todos los créditos. Estos títulos pueden ser obtenidos dependiendo del enfoque en la carga académica que los estudiantes deben tomar durante su pregrado. Los títulos pueden ser en Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Applied Sciences or Bachelor of Science, ambos conservan el mismo valor.

Bachelor of Arts: Proporciona a los estudiantes una educación más flexible, los créditos no son directamente vinculados a una especialización en particular. Los cursos de humanidades, inglés, ciencias sociales y un idioma extranjero suelen formar parte de este programa de grado. Los estudiantes pueden elegir entre una amplia gama de cursos para cumplir con estos requisitos, lo que les permite una mayor flexibilidad para personalizar su educación para que coincida con sus objetivos e intereses individuales. Los títulos de artes se ofrecen comúnmente en campos como inglés, administración de empresas, comunicación, entre otros.

Bachelor of Science: El título en Ciencias, se centra únicamente en su materia y requieren más créditos que estén directamente relacionados con la especialidad. Los estudiantes concentren sus energías académicas en dominar las técnicas y prácticas de su campo. Tienen menos oportunidades para explorar temas fuera del tema de su especialidad. Los títulos obtenidos en este campo son frecuentemente en: Medicina, Ingenierías, Enfermería, etc.

Dual Degree: Es la opción que tienen todos los estudiantes de escoger 2 carreras en un mismo tiempo de estudio en la Universidad.

Doble Programa: Es la opción que tienen todos los estudiantes de escoger 2 carreras en un mismo tiempo de estudio en la Universidad.

Doble Titulación: Hace referencia a recibir dos diplomas de la misma carrera de dos universidades distintas que tienen convenio entre sí.

APPLICATION TERMS / TÉRMINOS DE APLICACIÓN A LAS UNIVERSIDADES

Términos del año en que los estudiantes puede aplicar a las universidades. La diferencia entre cada término es el momento del año en que reciben respuesta a su admisión.

Early Action (EA): Es la acción temprana que pueden tomar los estudiantes cuando tienen sus documentación lista para la aplicación. Los estudiantes pueden aplicar a múltiples universidades entre los meses de Octubre y Noviembre, y recibir notificaciones a mediados de Enero.

Early Decision I y II (ED): Los estudiantes pueden aplicar a su primera opción para la educación superior, durante el mes de Noviembre y recibir respuesta a mediados de Diciembre. Durante este término, los estudiantes y padres firmarán un contrato de obligatoriedad (binding) de asistir a la universidad y de retirar inmediatamente las otras aplicaciones, en caso de ser aceptado.
Los estudiantes que reciban un DEFER en su respuesta, van a ser considerados en el término de decisión regular.

Regular Decision (RD): Término regular para la aplicación en U.S.A. Las aplicaciones deben estar listas en Enero y los estudiantes recibirán respuesta en el mes de Marzo. Los estudiantes pueden aplicar a múltiples universidades.

Rolling Admission (RD): Este término inicia cuando finalizan todos los términos de aplicación anteriores. Algunas universidades siguen aceptando aplicaciones hasta llenar los cupos de sus clases.

Spring Term: Semestre Universitario que inicia en Enero.

Fall Term: Semestre Universitario que Inicia en Agosto.

Binding: Acuerdo entre los aplicantes y las universidades de asistir a la universidad en caso de ser aceptado.

ACADEMIC INFORMATION

La información académica que se requiere para la aplicación.

Grade Point Average (GPA): Es el promedio acumulado de los estudiantes desde 9 a 12 grado.

Official Scores: Son los puntajes de Tests estandarizados que se envían a las Universidades directamente desde la página oficial de la organización.

Transcripts: Es el reporte que el colegio entrega a los estudiantes donde se reporta sus notas desde 9 a último grado.

Class Rank: Hace referencia al ranking que los estudiantes se encuentran dentro de su salón de clase. El Colegio KCP no reporta el ranking en la aplicaciones de los estudiantes.

IELTS/ TOEFL: Examen con el cual se reporta la proficiencia de inglés de los estudiantes. TOEFL, es el exámen provisto desde Estados Unidos y IELTS del Reino Unido.

PSAT: Test de práctica para las pruebas estandarizadas de los Estados Unidos SAT, que mide tanto la proficiencia de inglés y matemáticas.
SAT/ACT: Test de pruebas estandarizadas de los Estados Unidos, que mide tanto la proficiencia de inglés y matemáticas.

Mid Term Report: Este reporte hace referencia a las notas del primer semestre del último grado escolar. Algunas Universidades lo requieren para hacer su proceso de admisión.

Quarter Report: Este reporte hace referencia a las notas del primer bimestre del último grado escolar. Algunas Universidades lo requieren para hacer su proceso de admisión.

FUNDING-STUDENT LOAN / BECAS

Los estudiantes al aplicar a las Universidades en Estados Unidos tienen diferentes facilidades. Ayudas de financiación o préstamos y becas.

CSS PROFILE: Es una plataforma a la que los estudiantes pueden aplicar para recibir becas basadas en las necesidades de la persona. LA aplicación tiene un costo y pueden aplicar estudiantes Nacionales e Internacionales.

FAFSA - Free Application for Federal Aid: Es la aplicación gratis para ayuda federal. Esta plataforma solo puede ser utilizada por estudiante que tengan un número de seguridad social en los Estados Unidos. La aplicación ofrece ayuda basada en la necesidad del estudiante ó un préstamo para el pago de las obligaciones.

Scholarship/Grants/ Financial AID: Los anteriores, son los términos utilizados por las universidades para darle a conocer a los estudiantes las becas y ayuda financiera que proporcionarán para la educación de los estudiantes. Las becas que pueden obtener los estudiantes son Need Based ó Merit Based.

Merit based or Need Based: Son las becas otorgadas a los estudiantes basado en sus necesidades. Merit Based, hace referencia a becas otorgadas por los méritos obtenidos por el estudiante y su curriculum. Need Based, significa otorgación de becas por necesidades financieras del estudiante.

Student LOANS: Ayuda financiera otorgada por el FAFSA, donde los estudiantes adquieren una deuda para pagar sus estudios.

COLLEGE RESPONSES / RESPUESTAS DE LAS UNIVERSIDADES

Admitted: Admitido.

Deferred: Diferido, para ser evaluado con los aplicantes del término de decisión regular.

Deny: No Aceptado.

Wait-listed: Los estudiantes quedan en lista de espera por si se abren cupos y son otorgados.

May 1st: Fecha límite para que el estudiante comunique a qué universidad quiere atender.

College Deposit: El depósito que los estudiantes hacen para apartar su cupo en la Universidad.

Admitted to Spring Term: El estudiante ha sido aceptado para iniciar la universidad en el semestre que inicia en Enero

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TÉRMINOS ADICIONALES

Undergraduate: Hace referencia al programa de pregrado/carrera que el estudiante quiere estudiar.

Graduate: Títulos obtenidos después de haber terminado una carrera.

Major: Una especialización en el campo en el que un estudiante se enfoca durante el curso de su título. Un estudiante generalmente completará 10 de los 20 créditos necesarios en un título de Honores en el área de materias principales.

Un **MINOR:** es una concentración secundaria de cursos que a menudo complementa al mayor.

Bank Statement: Un documento bancario que demuestra los estados de cuenta actuales.

Tax Return Statement: La declaración de renta.

Essay or Personal Statement: Son los ensayos que los estudiantes escribirán individualmente y que ayudará a las universidades a conocer un poco más a sus aplicantes. En muchas ocasiones, las universidades tienen preguntas específicas que quieren que los estudiantes escriban al respecto. Un solo ensayo sirve para las diferentes aplicaciones a las Universidades.

Supplements: Son ensayos adicionales que los estudiantes deben responder para cada universidad individualmente. Serán preguntas que cada universidad hará basado en sus específicas necesidades.

I-20: La visa que se debe gestionar para poder entrar en los Estados Unidos como estudiantes.

Advanced Placement: Cursos ofrecidos desde 9no grado a último curso, para aquellos estudiantes que estén dispuestos a asumir una mayor carga académica. Su exigencia es de un nivel universitario.

University: Institución que ofrece programa de pregrado de 4 años y adicionalmente ofrece programa de postgrados.

College: Es el término que comúnmente se utiliza en Estados Unidos para cualquier institución de Educación Superior. El término debería ser utilizado para denominar instituciones que únicamente ofrecen programas de pregrado de 4 años.

Community College: Es una institución en la cual pueden estudiar un Associate Degree de dos años después de completar la educación secundario. Universidades de 4 años, aceptarán transferencias de los estudiantes que terminaron los dos años para que obtengan un título profesional.

Honors Program: Programas especiales de acomodación en universidades públicas y privadas, que incluyen entre otras cosas, programas curriculares, programas no curriculares complementarios o alternativos, privilegios, acceso especial, etc.

GAP YEAR: Es un año que los estudiantes toman antes de empezar la Universidad.

Acceptance Rate: Promedio que sacan las universidades, del número de estudiantes que aplicaron y la cantidad que fueron aceptados.

Common App: Es la plataforma virtual en donde los estudiantes pueden enviar aplicaciones a múltiples universidades con sólo un formulario. Es decir, llenan la información de una sola aplicación que es utilizada para enviarla a todas las universidades.

Maia Learning: La plataforma virtual utilizada por el colegio para hacer seguimiento de las aplicaciones de los estudiantes. Adicionalmente, pueden ser utilizados por los estudiantes para hacer tests vocacionales y de personalidad.

Yield: El grupo de estudiantes admitido por año.

Diccionario de inscripción a universidades / College Application Glossary

Pregrado: Carrera a la cual deseas aplicar.
Posgrado: Estudios que se hacen después de obtener un título.

APLICACIÓN A UNIVERSIDADES EN COLOMBIA
Versión en Español.

La aplicación a Universidades Colombianas, es muy sencillo. Este proceso en Colombia se encuentra cambiando y brindando mayor oportunidades para que los estudiantes muestren otras habilidades durante su aplicación; pero actualmente el proceso consistente primordialmente de presentar el puntaje del ICFES, llenar el formulario de registro, Entrevistas (No todas) y el pago del costo de la aplicación.

En busca de la preparación para las aplicaciones para las Universidades Colombianas, los estudiantes deben asistir al programa de pre-ICFES y participar activamente de los simulacros de ICFES. En vista de tener una mejor perspectiva de las universidade, se recomienda agendar visitas a los diferentes campus, asistir a las ferias de universidades nacionales dentro del colegio y hablar con los representantes de cada universidad.

El colegio se encargará de registrar a todos los estudiantes en su prueba de estado, ICFES. Alrededor del 4to cuarto del año y después de la entrega de los resultados del ICFES, los estudiantes iniciarán su proceso de aplicación con la ayuda de la consejera vocacional. Solo se darán por finalizado la aplicación a las universidades, una vez sea provisto el puntaje del ICFES.

En Colombia, los estudiantes deberán aplicar directamente al programa que desean estudiar. Para aquellos estudiantes que no saben qué carrera quieren estudiar, pueden explorar en las Universidades con los diferentes programas que ofrecen, tales como ELITE en el CESA, Estudios Dirigidos en la universidad de los Andes y el pre-universitario en la Pontificia Universidad Javeriana.

CALENDARIO DE INSCRIPCIÓN A UNIVERSIDADES

11mo grado
Agosto - Junio
- Registrarse para el test vocacional
- Hacer investigación en las carreras de interés.
- Hacer investigación en las Universidades nacionales de interés.
- Asistir a las ferias de universidades nacionales ofrecidas en el colegio y hacer preguntas a los representantes de universidades.Attend the National Universities Fair and talk to the Universities Representative.
- Asistir a los talleres ofrecidos por la college counselor.
- Asistir a los talleres ofrecidos por las universidades nacionales e internacionales.
- Mantener un buen promedio académico
- Practicar lectura crítica y concentración.
- Planear una pasantía

Julio 11 grado
- Planear visita a las Universidades.
- Participar de una pasantía

12mo grado
Agosto a Diciembre

- Mantener la investigación en los programas de pregrado ofrecidos.
- Participar en el programa Pre-ICFES.

Enero a Junio

- Entregar al colegio con una copia de su tarjeta de identidad ó cédula de ciudadanía
- Registrarse para el ICFES
- Asistir a la feria de universidades Colombianas
- Planea visita a los Campus de las universidades.
- Tomar el ICFES
- Iniciar las aplicaciones por medio de las páginas web de las universidades.
- Al recibir los resultados del ICFES, finalizar el registro a las Universidades y pagar el costo de aplicación.
- Planear las entrevistas de admisión (Pontificia U. Javeriana, CESA, U. del Rosario, U. de la Sabana)
- Al recibir las cartas de aceptación→ Informar al colegio a qué Universidad deseas asistir.

****Nota 1: Para el registro a la Universidad de los Andes: los estudiantes deberán inscribirse principalmente con los resultados del ICFES. En caso de no ser admitido, pueden aplicar a una segunda instancia con puntajes en el SAT de 1190 o mayor. No pueden aplicar por primera vez con los puntajes de SAT.**
**** Nota 2: La Pontificia Universidad Javeriana tiene un proceso de admisión cambiante, en algunas carreras tienen flexibilidad en el proceso de admisión pero siguen conservando la siguiente fórmula para su proceso de admisión: Puntaje ICFES + Entrevista.**

APLICACIÓN DE BECAS EN COLOMBIA

En Colombia la adquisición de Becas cambia de una universidad a otra. La mayoría de las Universidades ofrecen becas a aquellos estudiantes con un excepcional resultado de las pruebas saber 12 (ICFES) y comprobar las necesidad financiera. Es decir, solo aquellos estudiantes que no tengan los recursos financieros para asistir a la Universidad y que hayan obtenido los más altos puntajes en el ICFES, son elegibles para becas.Universities such as Universidad del Norte and Universidad del Rosario, has the best opportunities for students to obtain a scholarship.

Algunas Universidades ofrecen becas por mérito tales como la Universidad del Norte. Los estudiantes pueden aplicar para la BECA ORGULLO CARIBE. Para poder adquirir la beca, los estudiantes necesitan inicialmente hacer un proceso de inscripción regular y ser aceptados en la universidad. Una vez admitidos, los estudiantes deben hacer un video explicando POR QUÉ ellos deben recibir la beca, adjuntar sus notas del bachillerato y enviar una carta de recomendación.

La Universidad del Rosario, ofrece a los estudiantes la posibilidad de obtener becas. Basados en sus puntajes de ICFES, la Universidad creará un plan personalizado para cada estudiante.

Glosario de palabras

Pregrado: Carrera a la cual deseas aplicar, más comúnmente conocido como la carrera.
Posgrado: Estudios que se hacen después de obtener un título universitario (carrera).
Pruebas SABER 12: Examen estandarizado Colombiano.

UNIVERSITY ADMISSION IN COLOMBIA

English Version.

For Colombian universities, the admission process is evolving into diverse opportunities for students to apply to different programs, but the process primarily is defined by the institution application form, ICFES Scores, Interviews and Paying for the Application Fee.

For their preparation to Colombian universities application, the students should assist to PRE-ICFES program, and participate actively in the ICFES simulation tests. The participation in Universities Campus visits and attending to National Universities Fairs held in the School will help students take an accurate decision.

The school will register all seniors for taking the ICFES. During the 4th quarter of the school year, students will start their university application. Only after the ICFES scores are delivered, the students can finalize their application.

For Colombia, your application is directly to the program you will like to study. But for undecided students, many universities offer programs such as ELITE in CESA, Estudios Dirigidos in Uniandes and Pre-universitario at Pontificia Universidad Javeriana.

COLOMBIAN APPLICATION TIMELINE

Junior Year
August - June

- Register for the Inventory Test
- Do Research on Undergraduate programs of your interest.
- Do some Research on Colombian Universities
- Attend the National Universities Fair and talk to the Universities Representative.
- To attend the workshops offered by the college counselor.
- To attend the workshops offered by National and International Universities

Senior Year
August - December

- Keep your Research on Undergraduate Programs offered in Colombia.
- Participate in the Pre-ICFES program.
- Plan on University Visits.

January - June

- Provide the school with a copy of your ID Card.
- Register for ICFES
- Attend to National Universities Fair
- Plan Campus visits.
- Start applications through every University website.
- Take the ICFES.
- Finalize Application and pay for application fees.
- Plan for Universities Interview (Pontificia U. Javeriana, CESA, U. del Rosario, U. de la Sabana)
- After acceptance letters are received→ Inform School where you are attending.

****Note 1: You can use SAT scores above 1190 for second instance application to Universidad de los Andes.**
**** Note 2: For Pontificia Universidad Javeriana, some programs have a flexible admission process. The criteria is different for some undergraduate programs, but regularly the admission process consists of the ICFES score and Interview.**

SCHOLARSHIP APPLICATION IN COLOMBIA

The Financial Aid application in Colombia is different from one university to the other. Most Universities have scholarships with a combination of Excellence and proven financial need. In general, only students who lack funds for University can apply for the scholarships and must be part of the top students on the ICFES scores.

Universities such as Universidad del Norte and Universidad del Rosario, have the best opportunities for students to obtain a scholarship.

Universidad del Norte has the scholarship called: BECA ORGULLO CARIBE. For the application students need to first be accepted to the university and for the scholarship program. After you have been accepted, students must submit a video explaining why they should get the scholarship, the transcripts must be submitted and a recommendation letter.

For the Scholarship program at Universidad del Rosario, the students do not have to apply for the program. Based on their ICFES score, the University will provide a customized scholarship plan.

ICFES POLICY

Todos los estudiantes de último grado serán inscritos por el colegio para la prueba de Estado, SABER 11- ICFES. Es el deber del estudiantes atender a la citación prevista.

La importancia de presentarse a las pruebas de Estado, es proveer una imagen del colegio a las instituciones de educación superior acerca del nivel académico alcanzado.
Por esto, es importante tener en cuenta lo siguiente:

- Responder a conciencia las preguntas del examen.
- Descansar bien la noche anterior
- Portar con la cédula.
- Llevar lapiz, sacapuntas y borrador.
- Se recomienda llevar merienda y agua.

Annex 1. AP APPLICATION FORM

https://www.luminpdf.com/viewer/5df1364af3993400191ba24c

Advanced Placement
Parent-Student Contract

Name_____
AP Course(s)

BENEFITS

- Have an opportunity to earn college credits
- Improve writing skills and sharpen problem-solving techniques.
- Develop the study habits necessary for tackling rigorous coursework.
- Study subjects in greater detail, depth, and perspective.
- Assume the responsibility of reasoning, analyzing, and understanding for yourself.
- Earn an extra 10% on final, end-of-course grade reporting.

REQUIREMENTS

- Students' AP exam(s) payment will be included in 1st semester tuition.
- Students must abide by all KCP policies.
- Students enrolled in AP courses will remain in them the entire school year.
- Students enrolled in AP courses may be required to complete a summer assignment for each AP course enrolled. This assignment will be assessed according to individual teachers' discretion.
- Students enrolled in an AP course will be required to take the AP exam(s) in May.
- Students who don't show up to take the AP exam on the date and time specified, will have to pay US$15 corresponding to the *unused exam fee* charged by the College Board.

AP exam performance will not affect course grade.

A request to switch out of or into an AP course might NOT be processed if scheduling, enrollment, space or other logistical restrictions do not allow for it.

Contrato Padres – Estudiantes

BENEFICIOS

- Tener una oportunidad de ganar créditos universitarios.
- Mejorar las destrezas de escritura y afinar técnicas en la solución de problemas.
- Desarrollar hábitos de estudio necesarios para hacer frente a cursos rigurosos.
- Estudiar materias con mayor detalle, profundidad y perspectiva.
- Asumir la responsabilidad de razonar, analizar y comprender por si mismo.
- Obtener un 10% aumento en la nota final del curso.

REQUISITOS

- El valor del examen AP será incluido en la colegiatura del primer semestre.
- Los estudiantes deben acatar todas las políticas de KCP.
- Los estudiantes matriculados en los cursos de AP deberán permanecer en ellas durante todo el año escolar.
- A los estudiantes matriculados en los cursos de AP se les puede asignar un trabajo durante el verano. Este trabajo será calificado según las políticas de cada profesor.
- Los estudiantes matriculados en los cursos AP deben presentar el examen AP para cada curso.
- Si el alumno(a) no se presenta en la fecha y hora estipulada a tomar el examen AP, deberá pagar los US$15 que cobra el College Board por no utilizar el examen.

La nota del examen AP no afectará la nota del curso.

El recibido de una solicitud de ingreso o retiro de un curso AP no garantiza que sea aprobado, debido a que se pueden presentar conflictos en horarios, número de estudiantes por curso, espacio u otras restricciones de carácter logístico.

I have read this contract and understand and agree to these requirements.
He leído este contrato y entiendo y estoy de acuerdo con estos requisitos.

_____ Fecha: _____ e-mail _____
(firma del estudiante)

_____ Fecha: _____ e-mail _____
(firma del padre o tutor)

Advanced Placement- Parent -student Contract.

ANNEX #2 → TEACHER & COUNSELOR RECOMMENDATION FORM

Date/Fecha:_____

Nombre del Estudiante/**Student Name:** _____

Nombre del Profesor/ **Staff Member:** _____

Teachers require at least **four weeks' notice to complete recommendation letters
Los profesores requieren por lo menos **cuatro semanas para completar la carta de recomendación

Recognition and awards / Reconocimiento y premios:

Extracurricular activities in and out of school/ Actividades extracurriculares dentro y fuera del colegio:

Areas of strength (things I am proud about myself, projects, papers, accomplishments) / Fortalezas (Cosas que estoy orgulloso de mi mismo):

Areas that need improvement / Areas que necesito mejorar:

Goals / Metas:

What role do I have in my school and community/Qué rol tengo en el colegio y en la comunidad:

Describe how you have shown leadership skills both inside and outside of the classroom? / Describe cómo has mostrado tu capacidad de liderazgo tanto dentro como fuera del salón de clase.

What accomplishments, projects, papers or activities are you most proud of and why? / De qué logros, proyectos, papers o actividades estás más orgulloso y porqué?

Words I would use to describe myself / Palabras que usaría yo para describirme:

What motivates me / Que me motiva:

ANNEX #3
KCP STUDENTS COLLEGE APPLICATION AND TERMS

Student Name: _____ **Date:** _____

KCP STUDENTS COLLEGE APPLICATION AND TERMS	
COLLEGE/ UNIVERSITY	TERM FOR APPLICATION
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

ANNEX 4
PSAT and SAT INSTRUCTIONS

Every year in October, the students of 9, 10 or 11th grade can participate in the PSAT test day. The students that are planning to apply for Universities within the US, should register for the PSAT. The Preliminary Scholastic Assessment Test (PSAT) is the practice Test College board created in preparation for the Scholastic Assessment Test (SAT). Both the PSAT and the SAT, measures the student proficiency in English and Math. This measure is the most common comparison Universities will have to measure students from a variety of schools and backgrounds.

The SAT score can be used in the USA, some universities in Europe and Colombia.

Benefits of taking the PSAT at KCP:

- Students will have more practice on the Standardized test.
- Familiarization on the test they will take in the future.
- Predictive score of the SAT.

¿How to interpret PSAT and SAT reports?

The most important of the PSAT and SAT report are the test scores. The overall score is the most important number you must check in your report but some universities may require a minimum score for each subject area. Next, you will find Evidence-Based Reading and Writing scores and the Math score. The percentile number reported is important to take into account, because it designates the mean score of every test taker.

To understand the scores you may read the following table with the score range the student should obtain for college / university application:

TEST	TOTAL SCORE	ERW	MATH	PERCENTILE
PSAT	1000- 1520	500 - 760	500 - 760	100 (The Highest)
SAT	1200 - 1600	600 - 800	600 - 800	100 (The Highest)

If the student pursue on taking the PSAT, they will have the following benefits:

1. A personalized link to work on the strengths and weaknesses on English and Math that you showed on the PSAT.
2. Preparation to participate in AP Courses
3. Register for SAT.
4. You can analyze your weaknesses and evaluate with which level of difficulty questions you are having trouble.

¿CÓMO INTERPRETAR EL PSAT Y EL SAT?

PSAT

Como es de su conocimiento, en los cursos de 10 y 11 grado, anualmente se presenta el PSAT que es una prueba estandarizada, que permite la preparación a los estudiantes para la prueba de estado de los Estudos Unidos de América, llamado el Scholastic Assessment Test (SAT). El SAT mide la proficiencia en Inglés (Escritura y Lectura) y Matemáticas (Con calculadora y sin calculadora) de los estudiantes de último grado escolar.

Beneficios de presentar el PSAT para los estudiantes del KCP:

- Práctica para la presentación de los SAT's
- Un buen puntaje de SAT puede ayudar para la aplicación de becas en los Estados Unidos (con puntaje total: 1190 ó superior).
- SAT, es considerado en Colombia por Universidades como los Andes, para la aplicación en segunda instancia a la Universidad (puntaje total: 1190 ó mayor).

¿Cómo interpretar los resultados del PSAT?

Los resultados se encuentran divididos en 4 páginas. En la 1ra página, encontrarán la página web dónde el estudiante podrán registrar sus datos para crear una cuenta en College Board que les permitirá hacer seguimiento individual de los resultados que obtiene en los dos años consecutivos.

Segunda página, podrán leer el Total Score, el Evidence-Based Reading and Writing (ERW, Proficiencia en inglés –lectura y escritura), MATH (proficiencia en matemáticas) y el percentil en el que se encuentra a nivel nacional en Estados Unidos.

Para interpretar si su hijo obtuvo un buen resultado, se debe tener en cuenta la media nacional reportada en Estados Unidos. La siguiente información mostrará la media nacional de los estudiantes que tomaron el PSAT.

TEST	TOTAL SCORE	ERW	MATH	PERCENTILE
PSAT	1000- 1520	500 - 760	500 - 760	100 (The Highest)
SAT	1200 - 1600	600 - 800	600 - 800	100 (The Highest)

Para interpretar los resultados de su hijo(a), tiene que observar si los resultados del estudiante se encuentran por encima de los estándares nacionales, lo cual significa que se encuentra en el camino correcto para estar listo para la Educación Superior Internacional.

En la tercera página, encontrarán los beneficios de abrir una cuenta en College Board, encontrarán las siguientes oportunidades:

1. Link personalizado para practicar para el SAT.
2. Muestra la preparación con respecto a cursos de Advanced Placement (AP Courses, Test que serán necesarios para carreras que tengan requisitos específicos en algunas áreas y serán homologados como créditos del pregrado en algunas Universidades en Colombia).
3. Encontrar Universidades en los Estados Unidos.
4. Registrarse para el SAT.

En la última página encontrarán las respuestas del examen presentado por el(la) estudiante y la corrección personalizada de los errores cometidos durante la prueba. Adicionalmente, podrán encontrar la proficiencia presentada en las 4 habilidades evaluadas. Por último, los chicos recibieron la semana pasados los textos del PSAT para que puedan seguir practicando en casa.

Esperamos que este informe les brinde mayor información del proceso académico del estudiante. Para mayor información no duden en contactarme por correo electrónico collegecounselor@kcparrish.edu.co ó al teléfono institucional Tel. (+57 – 5) 3598929 Ext 470.

Cordialmente,

Laura González
Counselor & Career Adviser.

Annex # 4 → KCP SCHOOL PROFILE

COLEGIO KARL C. PARRISH

CEEB Code 925140

SCHOOL PROFILE 2019 – 2020

Director
Mr. Joseph Levno
jlevno@kcparrish.edu.co

HS College Counselor/AP Coordinator
Laura González
collegecounselor@kcparrish.edu.co

HS Counselor
Josefina Ripoll
jripoll@kcparrish.edu.co

High School Principal
Ms. Kristine Stamp-Jerabek
Kjerabek@kcparrish.edu.co

Special Educational Instructor
Alejandra de la Rosa
adelarosa@kcparrish.edu.co

ACCREDITATION
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Colombian Ministry of Education

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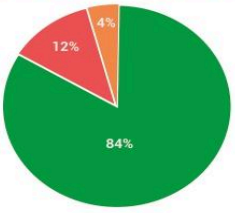
GENERAL OVERVIEW

Colegio Karl C. Parrish, founded in 1938, is a nonprofit, private, non-sectarian elementary and secondary school that is open to children of all nationalities. KCP integrates a bi-national, multi-cultural and bilingual curriculum (Colombian and American) with the purpose of offering its students a broad scope of the world. Its mission is oriented towards the formation of well-rounded individuals with discerning and creative minds. The school recognizes the value of every human being and his or her right to liberty, respect and personal development. The school´s purpose is to prepare students to be ethical leaders who are capable of meeting global challenges and of addressing the continuous changes and demands influencing their country. The language of instruction is English and Spanish. The twenty-two-acre campus is located in the city of Barranquilla in Colombia. We offer Advanced Placement (AP) courses in the high school. Fifty percent of our graduating class go abroad for University.

KCP STUDENT DEMOGRAPHICS

Grades: **Stem-5: 408** Grades: **6-8: 163** Grades: **9-12: 188** **Senior class: 42**

STUDENT NATIONALITIES





FACULTY

Secondary Faculty: 27 full time and four part-time faculty members. Elementary School: 55 full-time faculty members and five part- time teachers. Counseling department: three secondary school counselors (including one college counselor) and two Elementary/pre- school counselors. More than 83% of the staff members are bilingual and hold valid teaching certificates from either the United States or Canada. 99% of the faculty, Colombian and North American, hold degrees from the U.S., Colombia or Canada, with 33% holding advanced degrees.

PROGRAM REQUIREMENTS

The high school year runs from August to June with a total of 180 school days that is divided into two semesters with exams at the end of each semester. Students attend school from 7:30 a.m. to 2:45 p.m. In grades 9th-12th the school day is divided into four 90-minute periods in a set schedule. The Colombian Bachillerato Program is available to students in grades 7th-12th and the American High School, which includes the Advanced Placement Program, is available in grades 9th-11th-12th. There is no limit placed on the number of AP courses a student can take in a given year. * Students have one semester of Religion and one semester of Social Studies in grades 9th & 10th.

COURSES OFFERED FOR 2019 - 2020

9th Grade	10th Grade
English 9	English 10
Spanish 9/Spanish Language AP	Spanish 10
Sociales/Religion 9	Sociales /Religion 10
Biology 9	Chemistry 10
Geometry 9	Algebra II
Health & Fitness	Sports and Games
Elective	World History 10
	Elective

AdvancED now COGNIA

Ministerio de Educación Nacional
República de Colombia

COURSES OFFERED FOR 2019 - 2020

11th Grade
English 11/Lang. & Composition AP
Spanish 11/ Spanish Literature AP
Filosofía y Sociales 11
Physics 11
Pre-Calculus
US History/ US History AP
Elective

12th Grade
English 12/Lit & Composition AP
Spanish 12
Filosofía y Competencias Ciudadanas 12
Science / Physics AP/ Chemistry AP
Calculus /Gen. Math/Calculus AB AP
Intro to Finances / Microeconomics AP
Electives

TRANSCRIPTS

The GPA is based on the cumulative grade average of the four years of high school. Transcripts show only grades obtained while the student has attended KCP. Explanations of the grading system appear on the transcripts. Due to small class sizes and varying degrees of academic rigor in curriculum programs, KCP does not rank students.
Grades are calculated on a scale of 0-100. AP courses received a weighted grade additive of 2 as of August 2015. Passing grade is 65.

ACADEMIC SUPPORT

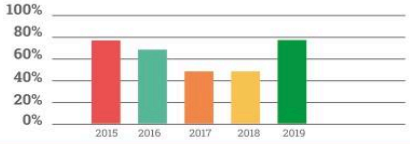
Optimal Resource Center (ORC) is a resource for students identified with special learning disabilities in Middle School and High School. The program focuses on supporting students with their specific needs and teaching them strategies to be successful, life-long learners who meet or exceed grade level standards. Resource teachers pull students out of classes as needed Advanced Placement Statistics.

May 2019 AP Subject Results – 54 Candidates

Subject Totals	5	4	3	2	1	# Exams
Biology		2	3	1		6
Calculus AB	2	3	3	5		13
Chemistry		1				1
English Lang & Comp	1	2	4	4	1	12
English Lit. & Comp.	1		1	1		3
Microeconomics	1		2	3	7	13
Physics 2	1	1	1			3
Spanish Lang. & Culture	10	5				15
Spanish Lit. & Culture	3	8				11
United States History	1	2	5			8

KCP AP RATES 2019

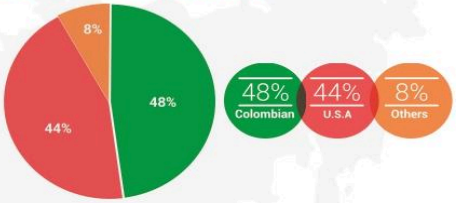
% of Total KCP AP Students with Scores 3+



SAT Mean Scores Class of 2019

Evidence Based Reading & Writing	Math	Number Of Test Takers
550 - 740	530 - 770	88

CLASS OF 2019 UNIVERSITY ENROLLMENT DATA



KCP`S MINIMUM GRADUATION CREDIT REQUIREMENTS

Credits Requirements for the American High School Diploma Grades 9-12

English	4	World Language	2
Math	4	Health and Fitness	2
Science	4	Philosophy / Humanities	1
Social Studies	2	Visual Performing Arts	1
Economic	1	Electives	4

26 Credits required for earning the diploma

Requirements for Colombian Bachillerato * (Courses) Grades 7-12

Spanish	Fine Arts
Math	Religion
Science	English
Computer	Philosophy / Ethics (Filosofia)
Physical Education	Latin American Studies (Sociales)

**Students are required to complete 80 hours of community service*

COLLEGES / UNIVERSITIES ATTENDES BY CLASSES 2018 & 2019

KCP Graduates have a 100% College / University Acceptance Rate

US UNIVERSITIES
Babson College
Bentley University
Bishop´s University
Boston College
Boston University
Fordham
Grinell University
Iona College
Kennesaw State University
Loyola University Chicago
Lynn
Miami Dade College
New York University
Northeastern
Notre Dame
Oglethorpe university
Pace University
Purdue
Savannah College of Art and Design
St. John's University
Suffolk University
U. of Illinois Chicago
U. of Miami
U. of Michigan
U. of South Florida
U. Southern California
Worcester Polytechnic Institute

COLOMBIAN UNIVERSITIES
CESA
Colegiatura
Pontificia Universidad Javeriana
U. de los Andes
U. del Norte

EUROPEAN UNIVERSITIES
Hague U. of Applied Sciences
IE
Lauder Business School Austria
Politecnico de Milano
U. Navarra
Universidad Autonoma de Madrid

ARGENTINIAN UNIVERSITIES
Universidad de Palermo Argentina