**Academic & University Counseling Handbook at PKUES (Jiaxing)**

**For students and parents**

北大附属嘉兴实验学校学术及升学指导手册

适用于学生及家长

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Introduction
概述

This handbook is written for the student-applicant and their parents.
此手册为有志于申请国外大学的学生和家长撰写。

Preparing for university is a long journey; it needs to begin at the start of Secondary School.
升学规划路漫漫，需要在中学阶段就开始规划。

At PKUES (Jiaxing), we offer two kind of counseling programs, academic counseling and university counseling, to all students from Y10 to Y12.
北大附属嘉兴实验学校为10至12年级的学生提供校内的学术咨询和大学申请咨询服务。

A counselor works in direct contact with students on an individual basis in order to ensure students approach the rigorous IBDP curriculum in a balanced, productive, and positive manner. Counselors at IB World Schools strive to uphold the following standards, adapted from the “Standards of Excellence for the International Counselor” published by the Counselor Training Center:
升学指导老师为每一位学生提供个性化指导，确保其以均衡、有效、积极的方式对待学习，满足DP课程各项严格的要求。IB学校的升学指导老师在工作中遵循如下标准（改编自《国际升学指导老师工作标准》）：

* Modeling the skills and attitudes of a global citizen, including: cultural sensitivity, positive attitude, and empathy
帮助学生塑造全球公民技能及态度，包括文化敏感度、积极的态度和同情心
* Creating and implementing features which support students in a culture of transition and mobility
培养学生多元文化的理解力和适应能力
* Facilitating communication among students, parents, and teachers
促进学生、家长及教师之间的沟通交流
* Fostering intercultural communication within their school community
促进校内的跨文化交流
* Advocating for students and families
设身处地为学生及其家庭着想

**What is an Academic Counselor?**学术指导老师是做什么的？

An academic counselor is responsible for guiding a student through their secondary school experience with the goals of:
学术指导老师负责学生在整个高中三年的指导工作，以期实现：

1. Preparing the student for higher education in such a way that the student will succeed in university and develop their potential throughout their professional lives.
为学生进入大学做好准备，使其不仅成功完成大学学业，并持续在职业生涯中发挥潜能
2. Helping students reflect on their strengths and their weaknesses (in both academic and personal areas, but with a focus on their academic performance).
帮助学生找到自己的优势和不足（包括学术方面和个人成长两个方面，但学术是重点）
3. Helping students develop study skills and life skills that directly affect the way they approach their academics and extra-curricular activities.
帮助学生培养学习生活的核心技能，更好地开展学习和课外活动
4. Engaging parents on a regular basis by educating them about the unique culture of the international school and international higher education.
向家长定期宣讲国际学校和国际教育的知识
5. Adjusting parents’ expectations about the outcome of their students’ education.
帮助家长对孩子的学习成绩和未来发展建立理性的认知
6. Communicating with teachers on a regular basis to exchange information about the students (information of any sort that affects their academic performance).
定期与教师沟通、交流学生信息（任何会影响学术成绩的信息）

**What is a University Counselor?**大学升学指导老师是做什么的？

A university counselor is responsible for guiding a student through their secondary school experience with the goals of:
升学指导老师负责学生在整个高中三年的指导工作，以期实现：

1. Helping students get to know about the different educations in different countries and programs.
帮助学生了解世界各国的教育概况
2. Guiding students to understand that this preparation is a holistic process that focuses on character, cultural understanding and exchange, study skills, and life skills.
帮助学生建立对大学申请的正确认知，使其了解到这是一个全方位展现和评估学生个性品格、文化理解力、学习能力和生活常识的过程
3. Assisting students with applications, essays, and making choices about extracurricular and summer activities.
辅导学生完成文书撰写等申请工作，并指导学生安排课外活动和暑期生活
4. Assisting students with researching foreign universities and foreign higher education programs.
辅导学生搜集国外大学及其高等教育体系的相关信息
5. Getting students to be prepared for standardized testing as soon as possible.
督促学生尽早开始准备标准化考试
6. Writing holistic recommendations on the student’s behalf.
撰写推荐信，向国外大学全面展示学生的能力和特点
7. Informing teachers about the foreign university application process (including recommendations, predicted scores, etc.).
向学科老师宣讲海外大学申请相关支持，协助他们为学生申请提供帮助，包括提供推荐信和预估分等
8. Maintaining outreach with universities and other higher education programs.
负责外联工作，和海外大学建立并保持良好关系

These goals are implemented by consistent counseling, collaboration, and communication with the students, the teachers and the parents.
为了顺利达成上述目标，指导老师将会和学生、家长及学科老师保持密切地交流与合作。

University Planning Calendar
大学申请准备工作时间安排

Y10 十年级

Throughout the year:
全年进行：

* Attend regular Academic & University Counseling class every week.
每周学术和大学申请指导课程
* Attend university rep event announced by the Academic & University Counselor (AUC).
按照升学指导老师的要求，参加国外大学代表在我校进行的讲座

August / September
8/9月份

* Group parent meeting
家长说明会
* Start the school year recognizing the importance of the grades through all three years
向学生和家长强调高中三年的成绩在大学申请中的重要作用

October / November
10/11月份

* Take practical test of IELTS/TOEFL
雅思/托福模拟考试

December / January
12/次年1月份

* Self-analyze and start to do career plan
自我分析，开始做职业规划

February / March
次年2/3月份

* Group parents meeting
家长说明会
* Introduce different countries’ educational systems
介绍不同的国家及其教育体系
* Attend University Fair
参加大学展

April / May / June
次年4/5/6月份

* Introduce IBDP course selection in terms of university prerequisite for different majors
宣讲国外大学对于IBDP的选课要求
* Make summer plan
制定暑期计划
* Take practical test of SAT (US applicants only)
SAT模拟考试（仅针对申请美国的学生）

Summer
暑假

* Take standardized test training
接受雅思/托福/SAT等标准化考试的培训
* Extracurricular activities (music and art classes, sports, community service and volunteer work, internships, subject-related competitions, summer schools, summer research projects, online certificate courses, etc.)
开展课外活动，这些活动包括但不限于：音乐及艺术课程、体育活动、社区服务和志愿者活动、实习、学科竞赛、暑期学校、暑期研究项目、在线证书课程等

Y11 十一年级

Throughout the year:
全年进行：

* Attend regular Academic & University Counseling class every week.
每周学术和大学申请指导课程
* Attend university rep event announced by the Academic & University Counselor (AUC).
按照升学指导老师的要求，参加国外大学代表在我校进行的讲座

August / September
8/9月份

* Group parent meeting
家长说明会
* Introduce different majors
介绍国外大学不同的专业
* Take the official IELTS/TOEFL test
参加雅思/托福正式考试

October / November
10/11月份

* Attend University Fair
参加大学展
* Attend Career Day for different industries
参加“职业体验日”活动

December / January
12/次年1月份

* Re-take IELTS/TOEFL
雅思/托福刷分
* Research and apply for summer schools home and abroad
寻找暑期学校项目，并提交申请
* Build preliminary university list (Draft 1)
完成选校名单第1稿

February / March
次年2/3月份

* Group parents meeting
家长说明会
* Introduce how to write Personal Statement (PS) and essays
讲授如何撰写个人陈述和小作文
* Attend University Fair
参加大学展

April / May / June
次年4/5/6月份

* Brainstorm and create PS and essays drafts
头脑风暴并完成个人陈述/小作文初稿
* Modify university list (Draft 2)
完成选校名单第2稿
* Re-take IELTS/TOEFL, take the official SAT test
雅思/托福刷分，参加SAT正式考试
* Request Recommendation Letters from the teachers
联系潜在推荐人，沟通推荐信事宜并提出申请

Summer
暑假

* Re-take standardized test training and the official tests (minimum target would be 6.5+/80+/1350+).
接受雅思/托福/SAT等标准化考试的培训，并持续刷分直至达到最低目标：雅思6.5/托福80/SAT1350
* Modify university list (Draft 3)
完成选校名单第3稿
* Review and modify PS and essays
修改个人陈述/小作文
* Extracurricular activities (music and art classes, sports, community service and volunteer work, internships, subject-related competitions, summer schools, summer research projects, online certificate courses, etc.).
开展课外活动，这些活动包括但不限于：音乐及艺术课程、体育活动、社区服务和志愿者活动、实习、学科竞赛、暑期学校、暑期研究项目、在线证书课程等

Y12 十二年级

Throughout the year:
全年进行：

* Attend regular Academic & University Counseling class every week.
每周学术和大学申请指导课程
* Attend university rep event announced by the Academic & University Counselor (AUC).
按照升学指导老师的要求，参加国外大学代表在我校进行的讲座

August / September
8/9月份

* Group parent meeting
家长说明会
* Finalize university list
确定选校名单
* Confirm all recommendation letters
确认推荐信最终稿
* (UK only) Begin UCAS application
（英国方向）开始填写UCAS网申

October
10月份

* Re-take IELTS/TOEFL/SAT test if necessary
若未达到学校要求，重刷雅思/托福/SAT
* (UK only) UCAS application completed, references approved and submitted by October 15 for medical sciences, Oxford and Cambridge
（英国方向）对于申请牛津、剑桥以及其他大学医科方向的同学，10月15日之前，完成UCAS申请并将所有的推荐信提交完毕
* US early admissions applications and all required documents prepared and approved
（美国方向）对于选择早申的同学，所有申请材料准备完毕

November
11月份

* (UK only) All UCAS applications completed
（英国方向）完成所有UCAS申请的递交
* All CA/AU/EU applications completed
完成加拿大/澳大利亚/欧洲国家的申请
* US early admissions deadline November 1 and November 15
美国早申截止日期：11月1日或11月15日
* November 30 application deadline for UC schools (University of California)
美国加州大学各分校申请截止日期：11月30日

December
12月

* December 15 finish all university applications
在12月15日之前完成所有大学申请

January
次年1月

* January 1 or January 15 Common App deadline
美国Common App申请截止日期：1月1日或1月15日
* January 15 UCAS deadline|
英国UCAS申请截止日期：1月15日
* Keep working on your DP courses, grades still matter!
DP的成绩仍然很重要，不可松懈

February
次年2月份

* Group parents meeting
家长说明会
* US universities: late deadlines (options available keep decreasing)
美国大学：继续递交截止日期较迟的学校（可选择的学校数量有限）
* UK universities: UCAS extra (options available keep decreasing)
英国大学：UCAS 申请进入 “Extra” 补录阶段 （可选择的学校数量有限）

March/ April / May / June
次年3/4/5/6月份

* Offer time!
录取通知书陆续发放
* Finalize 1-2 universities for final choice (1 for US)
选择自己最终想去的1-2所学校（美国选择1所）
* Submit university information on IBIS by DPC before May 1
在5月1日之前，告知DPC需要在IBIS上送分的大学信息
* Group parent meeting
家长说明会
* Last chance to re-take the IELTS test if still not meeting the requirement (UK/AU/EU)
（英、澳、欧洲方向）雅思继续刷分直到达到对方大学的要求
* US universities: late deadlines (options available keep decreasing, panic mode on)
美国大学：继续递交截止日期较迟的学校（可选择的学校数量极度有限，易出现焦虑情绪）
* UK universities: UCAS Extra (options available keep decreasing, panic mode on)
英国大学：UCAS “Extra” 补录阶段 （可选择的学校数量极度有限，易出现焦虑情绪）

Summer
暑假

* Officially confirm university admission when IBDP Global Exam result is released
IBDP全球统考出分，正式确认大学录取
* Apply for student visa
申请学生签证
* US universities: late deadlines (options available keep decreasing, panic mode on)
美国大学：继续递交截止日期较迟的学校（可选择的学校数量极度有限，易出现焦虑情绪）
* UK universities: UCAS Clearing (options available keep decreasing, panic mode on)
英国大学：UCAS “Clearing” 补录阶段 （可选择的学校数量极度有限，易出现焦虑情绪）

The Academic and University Counseling Curriculum
学术和升学指导课程

At PKUES (Jiaxing), academic and university counseling courses are built into the timetable and constitute an integral part of the high school curriculum. The courses aim to achieve the following objectives:
北大附属嘉兴实验学校的学术和升学指导课程是高中课程的重要组成部分之一，该课程的教学目的如下：

* Create a strong knowledge base of overseas university application requirements and procedures, especially with regard to the students’ country/countries of interest.
建立对国外大学申请要求和申请流程的深刻认知，尤其是针对自己的目标国家。
* Enhance students’ ability to adequately plan for university application and cultivate the essential knowledge and skills, including but not limited to, independent research, task management, self-organization and self-motivation, which enable students to plan for success.
提高学生规划能力，培养其进行海外大学申请的核心技能，包括但不限于独立研究、任务管理、自我管理和自我激励；通过合理的规划和高度的执行力，帮助学生成功申请到理想的学校。
* Guide students to devise individualized plans in target country and school selection, standardized test preparation, activity planning and application timeline, best suited to their ability, interest and career aspiration.
指导学生根据自身的能力、兴趣和职业规划，制定有针对性的备考和申请方案，包括目标国家和大学的选择、标准化考试备考、课外活动规划和大学申请时间安排。
* Provide step-by-step guidance in planning for and executing the application process, including university list, essays, references, online application and interviews.
辅导学生完成申请季所有关键环节的准备和递交工作，包括大学申请清单、文书、推荐信、网申和面试。
* Strengthen students’ academic English and improve their ability to navigate through university websites, compose application essays, lead academic communication in written and oral forms, and conduct university interviews.
强化学生的学术英语能力，使其能够顺利完成大学申请所需的各项英文检索和撰写任务，包括通过大学官网搜集信息、文书写作、学术相关的书面和口语交流，以及英文面试。
* Develop an overall understanding of higher education overseas, and ensure, to the best of the instructor’s ability, that students build up the skills and mindset to achieve academic success at higher educational institutions aboard.
培养学生建立对海外高等教育的基本认知；升学指导老师尽最大努力帮助学生养成海外求学所必需的技能、品格和心态。

The main focus for each grade are as follows:
各年级升学指导课程重点如下：

* Y10: course-related academic English, knowledge building, preliminary country and major selection, standardized testing.
trimester 1-100% ESL; trimester 2&3-50% ESL + 50% subject;
十年级：学术英语、海外大学申请基础知识、目标国家和专业初选、标准化考试
小学期1-100%学术英语授课；小学期2&3: 50%学术英语 + 50%升学指导课程
* Y11: standardized testing, activity planning, fine-tuned university list and essay preparation.
十一年级：标准化考试、课外活动规划、选校名单完善、文书撰写
* Y12: university application, interviews, standardized testing, trip preparation.
十二年级：申请递交、面试、标准化考试（仍未达标的学生）、行前准备

Standardized Test
标准化考试

1. TOEFL-ibt: full mark is 120, accepted by most countries.
托福（机考）：满分120。世界大多数国家接受托福成绩
2. IELTS: full mark is 9, accepted by most countries.
雅思：满分9分。包括美国在内的世界大多数国家接受雅思成绩
3. IELTS-UKVI: full mark is 9. Only needed for pathway programs in the UK.
雅思 - UKVI 类：满分9分。仅在申请英国桥梁课程时需要提供
4. SAT: full mark is 1600+8. Critical Reading & Writing, Mathematics; Essay component is optional (required by most US universities and colleges, some top universities in other countries, not mandatory in the UK).
SAT：满分1600 + 8。包括三个部分：阅读与写作、数学和作文（选考）
绝大多数美国大学要求SAT成绩，部分其他国家排名靠前的大学要求SAT成绩，英国基本不对SAT成绩作硬性要求
5. SAT II: full mark for each subject is 800. Subject tests (required by some US universities only).
SAT II：学科考试，每科满分800分。
部分美国大学或其部分专业要求SAT II成绩。
6. ACT: full mark is 36. An alternative to the SAT for US universities.
ACT：满分36分。
申请美国大学时需要提供，和SAT可以互相替代。
7. LNAT: for studying law in the UK
LNAT：申请英国法律专业时需要提供
8. BMAT: for studying medicine in the UK
BMAT：申请英国医学专业时需要提供
9. LSAT: for studying law in the US

 LSAT：申请美国法律专业时需要提供

Some universities may have their own entrance tests.
一些大学会单独设立入学考试。

You are responsible for taking test prep classes and registering for the tests. The registration is done and submitted online. Remember to request that your scores be sent to the universities in Fall Y12. Allow 3-4 weeks after your test date for universities to receive your scores. Universities have different standardized testing requirements (test type, minimum score, score reporting policy, etc.). Carefully check the university website for specific requirements.
学生需要自己注册考试并进行备考。注册可以在考试的官网进行；在12年级时，需要通过考试官网向海外大学送分，从考试完成至大学收到分数需要预留3-4周时间。不同大学对于考试的要求各不相同，这表现在考试类型、最低分数、送分政策等各个方面。学生一定要自己登陆大学的官网认真查阅其要求。

Language Proficiency Tests: IELTS and TOEFL
英语语言水平考试：雅思和托福

These two tests serve the same purpose, which is to test your knowledge of written and spoken English. As Chinese nationals, you will all be required to take one of the two tests if you want to apply to programs in the US, UK, Canada and Australia. The tests are also required for your student visa.
雅思和托福考试的目的都是测试学生的英语水平。作为中国人，英语属于外语，因此不论是英美加澳等国的海外大学申请还是学生签证申请，都需要提供雅思或托福的成绩。

The International English Language Testing System, **IELTS**, was developed in the UK and is accepted all over the world. The **TOEFL** was developed by an international team of specialists and is also accepted all over the world. In most cases, you may submit either test to US, UK, Canadian, and Australian universities. It is best to do some research on your own about the tests and see whether you have a preference.
雅思考试源于英国，托福考试由国际上的一个专家团队创立，这两个考试都被世界各国普遍接受。建议学生自己研究一下这两个考试的特点和内容，再决定自己更适合那一个。雅思/托福考试的官网分别如下：

<https://ielts.neea.edu.cn>
<https://toefl.neea.cn>

UK, Canadian, and Australian universities tend to require scores according to the specific faculty to which you are applying. In other words, the score might vary from subject to subject. In some U.S. universities, it is also the case; competitive majors, such as computer science, engineering and business, may have higher IELTS/TOEFL minimum score requirement than the other majors. It is a good idea to start looking at websites for programs that interest you and see what they require.
在英国、加拿大和澳洲的大学中，不同的专业对于雅思/托福成绩的要求会存在差异。一些美国的大学也是如此，那些竞争激烈的专业，比如计算机科学、工程、商科等，会比其他专业要求更高的雅思/托福成绩。在浏览大学官网时，学生需要自己研究不同专业的申请要求。

Both tests are administered here in mainland China. Shanghai and Hangzhou are the two closest testing centers (where there are many opportunities to take the test throughout the year). However, you will need to log in to your official account online to get the most accurate information about available dates and locations.
雅思/托福在中国大陆地区考点遍布，上海和杭州是距离嘉兴最近的两个考点，每年有很多次考试机会。在报名时，学生需要以官网放出的考试时间和考位为准。

Preparation for IELTS and TOEFL is time-consuming. Getting a 6.5 on your IELTS or a 80 on your TOEFL may be a lot harder than it seems. Some students begin taking test prep classes as early as Y9. While some may say there are certain test-taking techniques to help you get a good score, the true secret to success is always effective time management, persistence and hard work.
雅思/托福备考需要花费大量的时间，获得雅思6.5分或托福80分的成绩也许并没有想象得那么简单。一些学生从9年级开始就已经在进行备考。尽管对于雅思/托福考试技巧的宣传随处可见，但是取得好成绩的秘诀必须是有效的时间管理和坚持不懈的努力。

**Exemption**: for some universities, if your IB English B grades are considered up to par, they could potentially be used in lieu of a IELTS/TOEFL score. However, university policies vary. An IELTS/TOEFL waiver is not guaranteed. As long as there is uncertainty, keep studying for IELTS/TOEFL as hard as you can.
特殊情况解释：对于一些大学，如果学生的IB英语B成绩达到一定标准，那么将允许其不提供雅思/托福成绩。具体是否可以获得这样的豁免，要以大学发布的申请要求为准。鉴于这种不确定性，建议学生努力备考雅思/托福。

***MyBest*TM Score for TOEFL**:
托福 **“**拼分**”** 新政

Starting from August 1, 2019, ETS is introducing a service dubbed *MyBest*TM Score, allowing test takers to combine section scores from all of their valid TOEFL scores in the last 2 years. With the new service, students can pick the highest section score from eligible past tests and combine them, essentially creating a higher total score than any single test.
从2019年8月1日开始，ETS推出了一项新的服务 “*MyBest*TM Score”，这项服务允许考生从过去两年有效的托福成绩中，拆分出单项最高分，拼成一个新的成绩，从而使得总分比任何一个单次考试都更高。

Please note that not all universities accept a combined TOEFL score (*MyBest*TM Score). For example, the UC schools, Northwestern University and Cornell University are all on the “no accepting” list for the Fall 2020 admissions season. Please go to the university website to obtain the most accurate and up-to-date information.
需要注意的是，不是所有国外大学都接受托福 “拼分”，加州大学各个分校、西北大学、康奈尔大学都已经表示在 2019-2020 申请季不接受 “拼分”。在申请时，需要仔细查阅学校官网，核实其是否接受 “拼分”。

For more information about *MyBest*TM Score, please see ETS’s official announcement:
请参考 ETS 官网，获得更多关于托福 “拼分” 政策的信息：

<https://www.ets.org/c/41866/mybest.html?WT.ac=toefl_mybest_vanity_190308>

SAT and ACT

In recent years, more and more universities and colleges in the US have adopted a SAT/ACT “text flexible” or “text optional” policy. The main purpose is to advocate for a holistic review process and to ensure a fair chance for students from all socio-economic backgrounds. However, in no way does it mean scores are not important. To say the least, many prestigious universities still place very high standards on students’ SAT/ACT scores. As a matter of fact, many applicants from China have very impressive SAT/ACT scores, and the competition will likely become more and more fierce in the foreseeable future.
近年来，越来越多的美国大学和文理学院宣布对于SAT/ACT考试不做强制要求。这一政策变化的主要目的是不以分数作为评价学生的唯一标准，同时保证录取过程的公平性，不对本国低收入家庭的学生造成歧视。但是，这并不意味着SAT/ACT考试不再重要。许多声誉显赫的大学依然对于申请者SAT/ACT的成绩有着很高的要求；此外，很多中国的申请者拥有着傲人的SAT/ACT成绩，而且这种竞争态势将愈发激烈。

Both the SAT and the ACT are accepted by US universities. The SAT is more widely accepted by other university systems. Students register online at the test center of their choosing. Universities require that test scores be “officially” sent, which means you must request the testing agency to send your scores to the university. You may pay to have your scores sent at the time you register for the test online at the testing website; you may also request additional test scores to be sent through your login at any time. Please remember your username and password to access your account and to get your scores.

美国大学既接受SAT成绩，也接受ACT成绩；美国以外的国家对于SAT的接受程度更高一些。SAT/ACT报名在考试官网进行；学生需要通过登陆官网账户向海外大学送分，请务必记住自己的用户名和密码；送分会产生额外的费用。

On both tests, there is no pass or fail grade. The more competitive a university is, the higher their average SAT/ACT scores will be. For example, Stanford University, one of the most selective institutions in the US, accepts students with the following average SAT scores: 690-760 (Reading and Writing), 700-780 (Math).

SAT/ACT考试没有及格或不及格一说，越是竞争激烈的大学，对于SAT/ACT的成绩要求会越高。世界闻名的斯坦福大学所录取的本科生SAT平均成绩是：阅读&写作部分690-760分，数学部分700-780分。

The **SAT** is administered by the College Board. The SAT has four sections and takes three hours to complete. There are two main section scores: reading/writing and math, each score ranging from 200­-800 for a total of 400­-1600 points. Besides reading/writing and math, there is an optional essay (full score: 8 points), which takes 50 minutes to complete. Some universities only require reading/writing and math scores, while some others may ask you to provide the essay score as well. The best time to take the test is in May or June of Y11. You can plan to retake the SAT, October or December of Y12 would be the last chance.
**SAT**考试由美国大学理事会负责管理。考试总时长3个小时，分为四个部分。SAT成绩主要由两部分组成，阅读&写作部分和数学部分；每个部分满分800分，加在一起满分1600分。此外，SAT考试还有一个选考的作文，满分8分，考试时长50分钟。一些国外大学只要求提供阅读&写作和数学成绩，但是另一些大学还额外要求提供作文成绩。SAT最佳考试的时机是11年级的5月或6月；如果需要二刷，那么12年级的10月或12月份是最后的机会。

The **ACT** is a subject-based, three-hour test that consists of four sections: English, math, reading comprehension, science reasoning and writing (optional). Scores range from 1 to 36 for each of the subtests, with a final average or composite score. An optional 40 minute writing test is part of the ACT Plus Writing test. The writing prompts were modified in 2015, so make sure you are studying the correct version for test preparations. Some universities require the optional essay, while others may not.
**ACT**考试总时长3个小时，一共分为四个必考部分：英语、数学、阅读和推理。每个科目的分数是1-36分，加总后也是1-36分。此外，ACT也有写作考试，可选考，考试时间是40分钟。2015年之后，ACT写作考试题目有所改变，备考时需要使用最新的考题。一些大学要求提供作文成绩，但并不是所有大学都会做要求。

For students who wish to apply to the US for higher education programs, it is very important that they start planning AS EARLY AS POSSIBLE by creating a test-preparation strategy and finding the appropriate resources. As with the TOEFL/IELTS, the most important way to study for these exams is by doing practice tests and getting comfortable with the instructions, format, and style of questions.
如果准备申请美国的大学，请尽可能早地开始规划标准化考试，这包括安排考试时间和寻找学习的资源。和雅思/托福考试一样，SAT/ACT考试也需要不断地练习和模考以熟悉考试的流程和题型。

The SAT and ACT are NOT administered in mainland China, which means you will have to travel to Hong Kong in order to take the test, probably in May. Before then, you must have taken MANY practice tests for the Counselor and yourself to have a very clear idea of how you might perform in the actual test.
SAT和ACT考试在中国大陆都没有考点，距离最近的考点在中国香港。在赴港参加正式考试之前，务必进行模考，充分了解自己的实际水平，让自己和升学指导老师对考试结果有清晰的预判。

The following links will help you better understand the SAT and ACT test:
请参考如下网站，获得更多关于SAT/ACT考试的信息：

[http://www.act.org/content/act/en.html](http://www.act.org/content/act/)

<https://collegereadiness.collegeboard.org/sat>

<https://www.khanacademy.org/sat>

**Please Note**: Every year more US colleges and universities change their standardized testing requirements for SAT and ACT. Some do not require the test at all and others have flexible policies. If, after putting significant time into preparing for the SAT or ACT, you feel this might be of interest, you must consult the Counselor. Please also be aware that some universities request additional information such as a graded paper or an essay in lieu of test scores.
请注意：美国大学关于SAT/ACT的考试政策在不断调整和变化之中。如前所述，一些美国大学已经不要求SAT/ACT考试成绩，或者不做强制要求。如果你对于SAT/ACT相关政策有任何疑问，请务必咨询升学指导老师。此外需要注意的是，有一些大学虽然不要求申请者提供SAT/ACT成绩，但是作为补充，会要求提供额外的文书。

University Visit and Communication
近距离接触海外大学

University Fair
大学展

* **World University Fair in Shanghai**上海世界大学展

The Shanghai University Fair Consortium organizes two fairs in **March** and **October** every year. From university presentations to face-to-face interactions, this fair provides the best opportunity for students to get in touch with admission officers and university representatives.
上海大学展联合会在每年的3月和10月会分别举办一场世界大学展。这项活动可以让学生和大学招生官进行面对面交流，充分了解海外院校在招生、项目设置、校园生活和就业等各方面的信息。

The Academic and University Counseling courses at PKUES (Jiaxing) will introduce the fair and guide students to prepare for a productive fair experience, including making self-pitches, asking informed questions and communication etiquette.
北大附属嘉兴实验学校的升学指导课程会专门对大学展进行介绍，并且指导学生如何进行准备，包括自我介绍、向招生官提问，以及沟通礼仪。

The fair is usually held on the weekend. We highly encourage every Y10 and Y11 student to attend. The students are responsible for arranging the round trip between Jiaxing and Shanghai.
上海大学展通常在周末举行，我们鼓励10年级和11年级的同学参加。学生需自行安排往返上海的交通。

* **Other University Fairs**其他大学展

Many other organizations hold similar events in cities close to Jiaxing, such as Ningbo and Suzhou. The Counselor will share the information with students.
在嘉兴周边城市，如宁波、苏州，经常会有不同形式的大学展会，升学指导老师会随时发布最新的展会信息。

University Rep Visit
大学代表来访

At PKUES (Jiaxing), we are trying to establish relationships with universities all round the world. Mostly in spring and fall, university representatives, such as Admission Officers and professors, will be invited to visit our campus, giving presentations on their school, programs or education abroad in general. These presentations will be scheduled during class time or assembly time. Students are required to attend, unless otherwise excused.
北大附属嘉兴实验学校致力于和海外大学建立良好关系。每年的春季和秋季，学校会邀请大学的招生官或者教授来访，面向学生进行讲座介绍国外大学的情况。这些讲座会安排在升学指导课或者班会时间举行，学生必须参加（特殊情况除外）。

Campus Visit and Communication
联系、参观、访问海外大学

In order to have a comprehensive understanding of your dream school or general knowledge of education overseas, students are recommended to do campus visit during holidays. You can make appointment for **Open Day** via university websites. You can also directly email the university if you have any questions. Use the email address for general inquiry or international/undergraduate admissions.
为了对海外大学及其教育情况建立全面的了解，推荐学生利用假期前往自己的“梦校”进行参观访问。在参观之前，可以通过大学网站搜索校园“开放日”，并进行预约。此外，学生也可以发邮件直接和海外大学进行沟通，比如接受常规问询的邮箱地址，或是国际生招生/本科生招生办公室邮箱地址。

Here are some tips for email communication:
在和海外大学进行邮件沟通时，请注意邮件礼仪，建议如下：

1. Use a reasonable email address, preferably your school address. Avoid personal addresses like xxx@qq.co, or xxx@163.com.
使用以学校域名结尾的邮箱，避免使用qq、163等私人邮箱
2. Give your full name, DOB, grade, high school name, school curriculum-IBDP and application number (during application season) in every message.
在邮件中提供你的个人信息，包括全名（拼音）、生日、年级和高中名称，并说明你是IBDP的学生，如果已经有了网申的申请号，也需要提供
3. Write down your purpose clearly in the email subject line.
在邮件的标题栏，清晰地写明问询的目的
4. Use salutations like “Dear Admissions Officer” or “Dear Sir/Madam” or “To whom it may concern”.
称呼对方时，请使用 “Dear Admissions Officer”, “Dear Sir/Madam”, “To whom it may concern” 等称谓
5. Before asking a lot of questions, check the university’s website to see if your answer is already available. If it is and you have asked the same question, it will not reflect well on you.
在提问之前，请先认真阅读大学官网上所公布的各项信息。如果向学校询问一些官网上明确公示的信息，那么将会给对方留下不好的印象
6. Don’t use “Please reply as soon as possible” in your subject line.
在标题栏避免使用 “请尽快回复” 这样的字眼

Choosing a Degree or Certificate
选择IB学位还是证书课程

Below is a brief explanation of the different programs to which our students will apply. There are more comprehensive guides the Academic & University Counselor provides for students and families.
以下是对学生可能选择的大学课程的简要介绍，升学指导老师将为大家提供更为全面的指导。

1. **Undergraduate\* Universities and Colleges**大学本科

These programs offer a **Bachelor’s Degree\*** (either a Bachelor of Arts or a Bachelor of Sciences) and will prepare students for excellent career options upon graduation. The IB Diploma is a rigorous and demanding program that will provide a dedicated and serious student with excellent preparation for undergraduate programs at colleges and universities around the world. Students follow a course of study with a global reputation for academic excellence, and universities recognize the IB Diploma as an entrance qualification to higher education courses. However, the additional requirements for application to undergraduate programs vary across countries and universities. Researching undergraduate programs therefore requires dedication and specificity. We are here to assist students in this process, but we also wish to remind students of the competitive and demanding nature of international admissions.
此类院校提供本科项目\*（文学学士或理学学士），帮助学生在毕业前为就业做好准备。IBDP课程标准高、要求严，旨在帮助学生为大学打好基础，而该课程对学生的要求是必须专注和认真。IBDP课程在全球享有极高的学术声誉，受到海外大学普遍认可。但是，不同国家和大学也有不同的附加要求，因此在搜寻大学时需要仔细研究。我们在整个过程中为学生提供支持，但是也必须提醒学生海外大学申请竞争激烈，招生要求严格。本手册的下一部分会就不同学术系统做出更详细的解释。

**\***A note about terms: An **“undergraduate degree”** simply refers to the first degree a student earns in a sequence of higher-education degrees. Students may choose to continue in higher education and earn a “graduate” degree, which is usually referred to as a Master’s. A “Bachelor’s Degree” is the formal qualification a student receives after completing their post-secondary, undergraduate education.

\*注释：“大学本科学位” 指学生在高等教育学位中获得的第一个学位。学生如果继续深造的话还会获得 “研究生” 学位，一般指的就是硕士学位。本科学位是学生在完成大学本科教育后会被正式授予的学位。

1. **Foundation Courses**预科项目

A Foundation Course is a program (usually one year) for high school graduates who need extra time to prepare for undergraduate programs. Foundation courses are common in the US, UK, Australia, and Canada, and they serve a number of different purposes:
预科项目（通常是1年）是为需要在进入大学本科前进行一段额外时间学习的高中毕业生所准备的。在美国、英国、澳洲和加拿大，此类课程很常见，也有很多不同的目的：

1. Extra preparation for students with lower academic scores.
为成绩较低的学生提供额外的准备时间
2. Necessary introduction to foreign education for international students in different subject areas (this is usually required for students who are studying neither the local curriculum or the IB).
向国际生介绍国外高等教育的概况（对于既没有学习留学国当地国家课程也没有学习IB课程的学生来说是必须的）
3. Language support for international students who need strengthening in academic English specific to a certain course.
为需要在学术英语方面进行加强的学生提供语言支持
4. A transitional course for students who performed well in high school, but may wish to study something different from what they focused on in their home curriculum.
为高中成绩良好的国际生提供过渡课程，满足更换专业方向的需求
5. Some programs offer general ESL classes as an additional resource for international students.
一些项目会为国际生提供语言课程

Foundation courses are therefore a fantastic opportunity to get extra support before pursuing a Bachelor’s Degree. Most foundation courses offer an automatic transfer to their undergraduate programs, provided the student earns marks at or above a certain level. The foundation courses in US usually is called **Pathway Program** which could offer credit for undergraduate study so as to shorten the study time.
因此，预科项目对于在本科学习前需要额外支持的学生来说是个非常不错的机会。一些预科项目在学生成绩达标的前提下，自动衔接本科项目。在美国，预科项目也被称为桥梁项目，该项目提供本科学分课程，以便缩短整体学习时间。

1. **International Year One Program**国际大一项目

**International Year One (IYO)** is a type of program that combines subject learning, study skills and English language training. IYO is equivalent to the **first year** of an undergraduate degree. Successfully completion of IYO qualifies students for directly entering the second year of an undergraduate degree in a range of subjects.
国际大一项目包括了大学课程学习、学习技巧和英语语言课程，等同于大学一年级。学生在达到国际大一的结业要求后，可以直接进入大二学习。

1. **English Program**英语语言项目

For students who have met the academic requirement for undergraduate study but do not meet English proficiency requirement-usually do not perform well on the IELTS/TOEFL or who are struggling to communicate fluently in academic English, they will be asked to take the English Program. In UK/AU/NZ/EU, the length of English program depends on your IELTS/TOEFL scores. In US/CA, usually it takes one year to study just English. They all start before you begin your undergraduate program. The assessments have two kinds, one is to pass an internal assessment, the other is to take IELTS/TOEFL again.
如果学生达到了大学录取的学术要求，但是语言成绩不达标（通常是雅思/托福成绩），那么将需要上语言课。在英国、澳大利亚、新西兰和欧洲，语言课程的长度取决于学生雅思/托福的成绩（分数越低，时间可能越长）。在美国、加拿大，语言课通常是一年的时间。在语言课结束后，如果学生通过内部考试，或者雅思/托福成绩达标，那么就可以正式进入大学开始学习。

1. **Two Year Colleges**两年制学院

Sometimes referred to as “community college”, these programs are common in North America and are often good options for students who are motivated to earn a Bachelor’s Degree, but may not have strong marks, test scores, or recommendations. These programs offer **certificates\*** or **Associate’s Degrees\***. Often, for students who struggled in high school, but show promise in eleventh and twelfth grade, a two-year college provides the necessary base from which those students can transfer to an institution where they will earn a full Bachelor’s Degree. In California, for example, “junior college,” is a very common bridge between high school and longer-term higher education.
通常这个指的是社区大学，这个在北美特别常见，对于一些暂时成绩不达标或没有受到合适的推荐人，但学习主动性强的学生来说，这是一个不错的选择。这类课程提供证书\*或副学士学位\*。通常情况下，对于一些在高中阶段学习较吃力，但在11、12年级成绩有上升趋势的学生来说，社区大学将帮助他们打基础，为未来转入四年制大学就读做好准备。举例而言，在美国加州，很多高中生选择毕业后进入社区大学，未来再转入四年制的大学。

**\***A note about terms: A certificate is often awarded to students in industry-specific programs that teach a very specific professional skill set. The Associate’s Degree includes similar courses taught in certificate programs, but also requires students to fulfill general education requirements. Professionally, a certificate can serve the same purpose as an Associate’s Degree, but academically, the Associate’s Degree provides better preparation for transitioning to a full undergraduate program.
注释：“证书” 通常用于证明学生拥有某项行业技能。“副学士学位” 和 “证书项目” 类似，培养学生拥有某项技能，但是除此之外也要求学生学习通识课程。从专业性来说，证书与副学士学位的作用一样，但从学术上来说，副学士学位能更好帮助学生转入本科项目。

1. **Vocational Programs**职业课程项目

Vocational programs are geared toward students who would prefer to learn the skills necessary for a particular job rather than taking an academic approach to higher education. Students graduate from vocational programs with a certificate or Associate’s Degree.
职业课程的目标人群是那些更倾向于学习特定工作所需要的技能，而非进入大学学习的学生。从职业课程毕业的学生会获得证书或副学士学位。

Choosing a University System
选择留学国家

Application to the US
美国

In the US, students apply to universities or colleges as part of a general admissions process, not to departments within universities or colleges. The terms “**college**” and “**university**” are used interchangeably when referring to US institutions. Usually, college refers to an institution devoted primarily to undergraduate education. The standard undergraduate program lasts four years and students graduate with a degree (Bachelor of Arts or Bachelor of Science). A university is usually a larger institution offering a combination of undergraduate and graduate (Master’s or Doctorate) degrees. Typically, universities are committed to research as well as teaching. Both institutions are equal in providing excellent academic programs and both offer four-year bachelor’s degrees.
在美国，学生会直接向大学递交申请，而不是向专业所在院系递交申请。提到美国的大学，“学院（college）”与“大学（university）”这两个术语可以互换；通常来说，学院（college）主要致力于本科教育。标准的本科项目需要四年时间完成，学生毕业时会获得学位证书（文学学士或理学学士）。大学（university）是一个更大的教育机构，提供本科和研究生（硕士或博士）项目。一般来说，大学不仅致力于教学，也注重研究。学院和大学都提供相同水平的学术课程以及四年学士学位。

Universities and colleges in the US are based on a **liberal arts system** in which students study a broad range of subjects during the first two years before selecting a final subject as a major for the final two years. Most students take a variety of courses that provide a general, broad education. The “core” requirements of a liberal arts education help ensure all students have a breadth of knowledge when they graduate, in addition to their specialized area. This academic approach is great for students who are not sure what course or major they would like to study.
美国的大学和学院是以通识教育为基础的，学生在前两年将会学习广泛的科目，在后两年选择一个具体的学科作为专业。大部分学生都会选修各种各样的学科以拓宽自身的知识面。通识教育的核心要素在于确保学生在毕业时除了掌握专业能力外还有广泛的知识。这对于还不确定自己要学什么专业的学生来说是个很棒的学习策略。

The application process in the US is somewhat more complicated than other systems; universities and colleges in the US set their own criteria for determining who gets admitted. Although many institutions take the **Common Application** which allows students to fill out one form to submit online to colleges, most competitive institutions also require supplemental essays. In addition, colleges have a variety of **deadlines** and set their own policies regarding standardized testing requirements and other required materials. For this reason, it is very important for you to keep track of what each university requires and to be very organized with your applications.
美国大学的申请流程比其他系统稍微复杂一些：每所大学都有自己的录取标准。尽管大部分大学都采用Common Application申请系统，学生只需要填写一份表格即可提交至多所大学，但对于一些竞争激烈的大学来说，他们仍要求学生提交额外的文书。另外，大学之间也有不同的截止日期、标准化考试要求及其他材料要求。因此，学生必须了解每一所大学的要求并且井井有条地管理自己的申请。

Acceptance to US institutions is based on a **holistic** evaluation of many aspects of the student – grades, predicted grades, talents, extracurricular activities, leadership skills, recommendations from teachers and a counsellor, student essays, and standardized test scores. However, since US universities think the best predictor of college success is academic performance in secondary school (Grades 9 through 12), the grades earned on semester reports (the **transcript**) are the most important factors considered. Students should choose their IB subjects in their areas of strength. **IB predicted grades** are also included in the application materials sent to colleges.
美国大学的录取是一个全面的综合评估过程，考量学生的成绩、预测分、才能、课外活动、领导力、教师及升学指导老师推荐信、个人陈述及标准化考试成绩。然而，由于美国大学认为高中的成绩（9-12年级）可以很好地预判大学的学习表现，因此学生的学期成绩单也成为了申请中最重点的考量因素，所以学生应当根据自身的特长选择IB的学科。IB的预测分也是申请材料的一部分。

Since the application process in the US requires students to complete very personalized, thoroughly researched applications and essays in order to maximize positive results, PKUES (Jiaxing) recommends that students limit the number of applications to **ten institutions**. In addition, you are strongly encouraged to make yourself known to admissions officers through personal contact and indicate why you have a strong interest in attending a particular college.
由于美国大学要求学生在申请时对所有目标学校都需要做足研究，并提供个性化的文书和申请材料，以期达到最佳的申请结果，因此学校建议学生将选校数量限制在十所院校。另外，我们也强烈建议学生抓住合适的时机，主动与大学招生官联系，向其表达自己对该院校的强烈兴趣。

**Appendix** 1- Different Types of Higher Education Institutions in the US
附录一：美国高等教育学府分类

**Liberal Arts Colleges** focus on the education of undergraduate students. Classes are generally taught by professors who see teaching as their primary responsibility. Because most liberal arts colleges are smaller than universities, classes tend to be smaller and more personal attention is available. As opposed to preparation for a specific career path, students who attend liberal arts colleges are exposed to a broad base of courses in the humanities, social sciences, and sciences. In addition, they select at least one area of in-depth study that is their college major. Many employers look for graduates of liberal arts programs and value their well-rounded preparation.
文理学院致力于本科教育。通常由教授负责授课，而且教学是这些教授的首要任务。文理学院的规模通常小于综合性大学，因此班制也相应较小，学生能够得到更多的关注。在这里，学生会学习涉及人文、社科和科学等各个领域的知识，而不是将学习局限在某个专业领域之内。在通识教育之外，学生可以选择一个专业方向进行深入学习。很多雇主看重通识教育的全面性，因此更加青睐文理学院的毕业生。

**Universities** are generally larger and include a liberal arts college, as well as some professionally oriented colleges, and graduate programs. Universities offer a greater range of academic choices than liberal arts colleges. They will likely provide more extensive resources in terms of library, laboratory, fine arts and athletic facilities. At many large universities, class size will reflect institutional size and most introductory classes are taught in a lecture format.
相比之下，综合性大学规模更大，而且会涵盖文理学院、医科及法学等培养专业性人才的学院，以及研究生院。综合性大学提供更加丰富的专业设置，在图书馆、实验室、艺术、体育等教学设置的配置上也更加齐全。很多规模较大的综合性大学班制也会相应变大，一些基础性的课程通常会以讲座形式面向人数众多的学生群体授课。

**Technical Institutes and Professional Schools** enroll students who have made clear decisions about what they want to study and emphasize preparation for specific careers, for example in music or fine arts, engineering, or technical sciences. You will want to be quite sure of your future direction before selecting one of these options.
一些学生会选择技术学院或职业学院，这些学生通常已经决定在某个特定领域深造和就业，比如音乐、艺术、工程、工艺等。在选择这类学院时，学生需要对未来的发展方向有明确定位。

**Historically Black Colleges and Universities (HBCUs)** find their origins in the time when African-American students were systematically denied access to most other colleges and universities. Students at HBCUs have a unique opportunity to experience an educational community in which they are a part of the majority. They find committed faculty mentors who encourage their expectations of success.
还有一类大学在传统上以非洲裔学生为主，这类大学源自美国种族隔离较为严重的历史时期，主要为非洲裔学生提供接受高等教育的机会。这里的老师会鼓励学生追求自己的理想，并获取成功。

**Tribal Colleges** are similar to HBCU’s, focusing on the needs and education of American Indian students.
部落学院和以非洲裔学生为主的大学类似，主要为美国印第安人提供大学教育。

**Hispanic-serving Institutions** are colleges, universities or systems/districts where total Hispanic enrollment constitutes a minimum of 25 percent at either the undergraduate or graduate level.
以拉美裔学生为主的大学中，该族裔的学生占比为25%或以上。

**Women’s Colleges**, with their larger numbers of female faculty and administrators, offer college women confidence- building role models, greater opportunities to serve in a full range of student leadership positions, and a heightened awareness of career possibilities for women.
女子学院只招收女生，教职工也以女性为主，旨在为女性建立自行、树立榜样，为其提供锻炼领导力的机会，从而帮助其提供广泛的个人发展和就业机会。

**Community or junior colleges** generally offer the first two years of a liberal arts education, in addition to specialized occupational preparation. An associate degree is awarded at the end of a two-year program of studies, following which many students continue their education at a four-year institution. Student can also earn certificates for specific careers in under two years.
社区学院通常为两年制，同时提供通识教育和针对某一专业领域的技术培训，结业时提供副学士学位。很多学生选择在社区大学毕业后转入四年制大学继续深造。此外，学生也可以在社区学院拿到专门针对某个职业的证书。

**Proprietary institutions** are considered for-profit companies that operate under the demands of investors and stockholders. They attract adult learners and part-time students in search of narrowly focused professional training opportunities. These programs usually offer a non-traditional format; many for-profits also have classes solely available online.
培训机构通常由公司开设，背后有投资人和股东支持。一些已经工作的人或者在职读书的人会选择此类机构接受职业培训，培训的形式以网上授课为主。

**Appendix** 2- Common Application Material Checklist
附录二 - 美国 Common Application 网上申请系统材料清单

1. Online application form
网上申请表格
2. An essay (topics can be found on the website)
一篇文书（多个话题可选，具体请见CA官网）
3. Supplemental essays required by different universities
大学要求的补充文书
4. Extracurricular activity list
课外活动列表
5. Initial transcript (Y9-Y11)
成绩单（9-11年级）
6. Midyear transcript (Y9-Y11 plus 1st semester of Y12) submitted around January
更新12年级上半学期成绩单，1月份提交
7. Final transcript (Y9-Y12) submitted around June
更新12年级完整成绩单，6月份提交
8. IB Predicted grades
IB 预估分
9. Counselor recommendation letter and form
升学指导老师推荐信及表格
10. Teacher recommendation letters and forms (the number will vary)
学科老师推荐信及表格（不同学校要求的推荐信数量可能略有差异）
11. SAT or ACT test
SAT 或 ACT 考试成绩
12. IELTS/TOEFL test
雅思或托福成绩
13. Interview (sometimes)
面试（取决于学校要求）

\*Make sure to check the deadline for the universities to which you are applying as they can vary quite a bit.
\*认真核实大学的申请截止日期，不是所有大学都会遵循统一的截止日期。

\*Make sure to check how the universities want the supporting documents provided. Most universities accept documents uploaded and submitted through the online software while some require a sealed, signed and stamped envelope with hard copies to be mailed.
\*认真核实大学对于支持材料的提交要求。多数大学接受在网上上传电子版，但是部分大学要求学生邮寄纸质版材料。

**Appendix** 3-Different Types of Applications
附录三 - 不同申请类型

**Early Decision** – Unlike EA and REA, Early Decision is a binding early round application. This means you apply early to a school and, if accepted, you ***must*** enroll. The Early Decision application deadline is typically in November, with students receiving a decision by mid-December.

Some schools allow you to apply early to other programs, as long as they are not binding, while others ask that you submit only one early application. If you are accepted by Early Decision, you must withdraw any applications to other schools. Applying Early Decision can increase your chances of acceptance, but *only* use this option for a school that is a clear first choice.
**ED** 类早申 - 和EA、REA类早申不同，ED类早申具有捆绑性。如果选择ED类早申并且被录取，那么学生必须入读这所学校。ED通常在11月份截止申请，在12月中旬出结果。在递交了一所学校的ED申请之后，就不可以再申请其他ED的学校；一些更为严格的大学，甚至不允许学生在递交ED申请后，再申请任何其他学校。一旦被ED录取，那么申请者必须撤回其他所有申请。通常大学在ED阶段的录取比例较高，但是由于ED的捆绑性，在递交申请之前一定要确定这是自己的第一选择。

**Early Action** – Early Action is a non-binding early round application. This means that you are ***not*** obligated to attend if accepted Early Action. Many schools have both Early Action I and Early Action II. Early Action I generally has a November deadline, with students receiving the school’s decision by mid-December. Early Action II usually carries a January deadline, with applicants hearing back 4-8 weeks later.
**EA**类早申 - 和ED不同，EA虽然同为早申，但是不具有限制性。即使被EA的学校录取，学生也可以选择不就读。很多选校两轮EA申请，第一轮在11月份截止，12月中旬出结果；第二轮在次年1月截止，4-8周后出结果。

Early Action indicates that you’re very interested in a school, and it can help you receive college decisions earlier and begin narrowing down your choices. Most schools allow you to apply Early Action to multiple colleges and universities. You aren’t required to notify the school of your decision to attend until May 1, the same “college deadline day” as Regular Decision.
选择EA证明学生对某个学校有较为浓厚的兴趣，EA出结果比较早，也可以帮助申请者尽早确定就读学校。通常学生可以申请多所大学的EA，并且和常规录取一样（RD），在次年5月1日之前作出是否就读的决定即可。

**Single Choice Early Action or Restrictive Early Action** – Restrictive Early Action (sometimes Restricted Early Action) is another non-binding option. You aren’t obligated to attend if accepted. However, if you apply Restrictive Early Action, you may *not* apply to any other schools in the early rounds. Applicants are expected to sign a statement that they agree to file only one early application. Applying REA clearly indicates to the school that they are your number one choice, and it can significantly increase your chances of acceptance. Like EA applicants, REA applicants have until May 1 to make their decision. SCEA or REA usually has a November deadline.
限制性**EA**类早申 - 这类早申不具有捆绑的特点，即使录取也可以选择不去就读。但是有一个限制条件，如果学生选择了某个学校的限制性EA，那么就不能在早申阶段再申请其他任何大学；在递交申请时，学生需要签署相关声明，保证只在早申阶段递交一个申请。选择限制性EA表示这所大学是学生的首选，因此可以增加录取几率。在收到录取之后，申请者在次年5月1日之前作出是否就读的决定即可。限制性EA的申请截止日期通常是11月份。

**Rolling Admission** – Some schools have rolling admissions, which means that applications are evaluated and decided on as they are received. These schools don’t have a set deadline, although you will need to apply several weeks before the start of the term you’re interested in attending.

Additionally, applications are only accepted until all spots are filled, so it’s better to apply early rather than late. You can apply to as many rolling admissions schools as you’d like, even if you’ve applied Early Action, Restrictive Early Action, or Early Decision to other schools.
滚动式录取 - 采取这种录取方式的学校会根据收到申请的先后顺序来审核申请者的材料，并作出是否录取的决定。这类学校通常没有截止日期，但是最迟要在入学前几周递交申请。此外，名额满了之后录取就会关闭，因此越早申请越好。不管学生是否在早申阶段申请了其他学校，都可以再申请一些滚动式录取的学校。

**Regular Decision** – Regular Decision deadlines are generally between January 1 and February 1, depending on the school. Applicants are notified of the admissions team’s decision by April 1, and they must respond signifying that they will or will not attend by May 1. Regular Decision is *not* an early round application, and you’ll be compared to a larger pool of applicants. It is not binding, and you can apply Regular Decision to as many schools as you would like.
常规录取 - 常规录取通常在次年1月或2月截止，在次年4月1日出结果，学生需要在次年5月1日之前作出是否就读的决定。常规录取不属于早申，你可能需要和更多的申请者竞争；在申请数量上没有限制。

\*Admissions decisions are typically released at the beginning of April. As for responding to universities, the official **Candidate’s Reply Date is May 1**. If you are accepted at more than one university, respond in writing to all of them, accepting the admissions of only one university and graciously declining the offers made by the others. If you don’t do that, then you are disadvantaging students on their waiting list. **Be sure to inform the counselor which university you will attend so that we can send your final transcript.**
录取结果通常在次年4月公布，学生需要在次年**5**月**1**日之前作出是否就读的决定。如果收到多所学校的录取，不管是否接受录取，都要给每个学校回复邮件，礼貌地告知你的最终决定。如果已经决定拒绝某个录取，但是迟迟不回复的话，那么对于那些还在“待定”名单上的学生来说，其实是在占用他们的录取名额。在决定入读哪所学校之后，请尽快告知升学指导老师，向该学校发送最终成绩单。

Application to the UK
英国

The academic system in higher education in the UK is **course (subject) based**. This means that students apply for a specific course, such as English Literature or Applied Math, and focus solely on that subject throughout their undergraduate education. The majority of the undergraduate degree programs in the UK (except for Scotland) take three years to complete. There are no general education requirements and few elective subjects outside of the chosen area. If you have a specific interest in a subject area and are certain this is the subject you would like to study at university, then the UK system is a good choice. Some of the course areas are more open to an interdisciplinary approach than others, such as European Studies or combined honors programs. In Scotland, courses are four-year degree programs and have a more general approach that also allows the student to study more elective subjects. While students still apply for a specific course, the system is more multidisciplinary and allows for greater flexibility.
英国高等教育的学术体系以专业为基础。这意味着学生在申请时需要选择一个具体的专业，比如英国文学或应用数学，然后在整个本科学习中仅专注于此专业。绝大部分的英国本科课程（除了苏格兰）需要3年完成。学校没有通识教育的要求，在选定专业外几乎没有选修课。如果你对某一专业特别感兴趣并确认这就是你未来要攻读的专业，那么英国将会是一个不错的选择。他们还有一些涉及跨学科的专业领域，如欧洲研究或联合不同专业的荣誉学位课程。苏格兰的课程需要4年完成，学习方法更为综合，也有更多的选修课选项；虽然学生申请的仍是某一特定专业，但整个教育系统更具有多学科性和灵活性。

Applications to all UK public universities are completed through the **UCAS system**. Students may select a total of five courses, which could include several courses at the same university. Offer of admission to a certain course will be made condition upon the student’s results in the IB. Offers are based either on total diploma points or on the results of the three subjects at Higher Level. Every course lists the entry profile for IB predicted grades that are required for acceptance. The UCAS application system is very straightforward, with clear explanations of the entry points required, specific courses offered at every university, suggestions for writing the personal statement, and a tracking system for following university offers.
所有英国公立大学的申请通过UCAS系统完成。学生总共可以选择5个专业，包括同一学校的不同专业。学生的IB成绩将决定其是否被录取。条件通常会是要求IB的总分或3门高级别课程的总分。每一个专业都会列明他们录取所要求的IB预测成绩。UCAS系统非常简单明了，有明确的入学要求、每所学校的专业、个人陈述写作的建议以及后续的录取信息追踪系统。

This system can be advantageous for students who did not perform well academically until Grades 11 and 12 and whose predicted IB grades are much better than their semester grades. For this course based system the students need to choose their six IB subjects carefully in order to ensure that they select courses at High Level which are related to the course they plan to pursue at university. In most cases, students’ applications are accepted by the tutors in specific departments at the university after being reviewed by the general admissions. (This course based system is common in Europe.)
该系统对于那些在11、12年级前学术表现不佳，但IB预测分比期末成绩高的学生是有利的。基于这类以专业为要求的教育系统，学生在选择IB 6门课时应当非常谨慎，确保他们所选的高级别课程与将来就读的专业相关。大多数情况下，学生的申请在经过大学招生部门的人审核后，会由特定学院的导师决定是否录取。（这类体系在欧洲很常见。）

**Deadline** for most applications is Jan. 15. It is recommended to complete and submit your UCAS well as soon as the portal is opened, as space is limited and the rule is first come first served. For applications to the University of Oxford/Cambridge, courses in medicine, dentistry, veterinary medicine or veterinary science, the deadline is Oct. 15.
多数英国大学于1月15日截止申请。由于录取名额有限，先到先得，因此建议在UCAS系统开放后，就尽快申请。此外，对于牛津、剑桥大学，以及医科、牙科、兽医专业，申请截止日期是10月15日。

Except for G5, most universities in UK provide Foundation and International Year One programs for students whose academic performance are not ready for undergraduate programs. Students who apply to these programs must take UKVI IELTS required by immigration office. Generally, for undergraduate program, IELTS could be replaced by IB English B score if you meet the requirement.
很多大学提供预科和国际大一课程，但是G5大学除外。按照移民局的规定，入读预科的学生需要考UKVI类雅思。对于本科直录，一些大学接受用IB英语B的分数代替雅思成绩，前提是学生这门课必须达到学校要求的分数。

**Appendix** 1-Types of Reply From/To UK Universities
附录一：英国大学录取方式及回复方式分类

**Unconditional firm** – You are in.
无条件录取 - 你被录取了

**Conditional firm** – You are in if you meet the conditions.
有条件录取 - 如果你满足大学列出的各项条件，那么将会被录取

**Conditional firm and conditional insurance** – You've made a first and second choice – you'll be in at the first if you meet the conditions. If not, you might have met the conditions of the second – if so you'll be on that course instead.
第一志愿有条件录取 + 第二志愿有条件录取 - 你做出了第一、第二志愿，如果你达到第一志愿的要求，那么你就被录取了。如果没有达到第一志愿的要求但达到了第二志愿的要求，则被第二志愿录取。

**Conditional firm and unconditional insurance** – You've made a first and second choice – if you meet the conditions of the first you'll be on that course. If not, you'll definitely be on the second.

第一志愿有条件录取 + 第二志愿无条件录取 - 你做出了第一、第二志愿，如果你达到第一志愿的要求，那么你就被录取了。如果没有达到第一志愿的要求，那么就意味着你会被第二志愿录取。

**Unsuccessful** – You have not been offered a place on the course.
拒录 - 你没有获得录取

**Firm acceptance** – this is your first choice.

* If it’s an unconditional offer, the place is yours! So that course provider will expect you as their student.
* Or if it’s conditional, the place is yours if you meet the offer conditions. So just in case you don’t, you can pick a second offer as a backup – your insurance acceptance.

第一志愿录取

* 如果这是一份无条件通知书，那么就意味着你被录取了！
* 如果这是一份有条件通知书，那么你必须达到最终的要求才能被录取。以防万一，你可以选择第二志愿做后备，即第二志愿录取。

**Insurance acceptance** – the back-up choice to a conditional firm acceptance.

* If you’re choosing an insurance, go for something with lower offer conditions – make sure it’s somewhere you’d still be happy to go though.
* That way, if your results are lower than expected, you might still meet the conditions at your insurance choice; then you’d have your place confirmed there.
* Remember, you’ll only attend your insurance choice course if you don’t meet the conditions of your firm choice, but you do meet the conditions of the insurance. You can’t choose between your firm and insurance when you get your results, so make sure you’re happy with which is your firm and which is your insurance before you reply.

第二志愿录取

* 如果你选择了一个第二志愿的学校，意味着这个学校的相应入学要求较低，请一定要确保这是你愿意入读的学校。
* 这样，即使你的成绩比预期的要低，你仍可以满足第二志愿学校的要求，那么你的入学位置就被确保了。
* 切记，只有在你无法达到第一志愿的要求但满足了第二志愿的要求时，你才能入读第二志愿学校。在获得成绩后，你无法在两个志愿间进行选择，所以在回复学校前，请一定要再三明确两个志愿的学校。

**Decline** – you’ll need to decline other offers you get.

* However, if you decide you don’t want to accept any of the offers, you can decline them all and add more courses in the extra service. Alternatively, you can see what courses still have vacancies later on in the **Clearing service**.

拒绝 - 拒绝你收到的通知书

* 如果你不想要任何一份通知书，你可以拒绝所有并通过附加服务增加其他课程申请。另外一种方式则是在补录阶段查看还有缺位的课程信息。

\*Please note: You can only accept one firm choice and one insurance choice (if you choose to have one). You must decline all other offers.

\*切记：你只能选择一所第一志愿学校和一所第二志愿学校（除非你只选择一所）。除此之外，你需要拒绝其他院校的通知书。
\*Allow enough time for student visa application, and to make travel and accommodation arrangement, which can take longer during the summer when immigration office are busy.

\*鉴于暑期移民局工作繁忙，请留足学生签证准备、出行计划及住宿申请的时间。

Application to Canada
加拿大

The academic approach at Canadian universities is closer to the liberal arts than the UK/European course based system, although students do apply to general programs or faculties within the university. The application process is simple for international students–acceptances are evaluated on transcripts (semester grades) and predicted IB grades.
虽然学生在申请加拿大大学时，是申请大学内的某一专业或院系，但比起英国以学科为基础的系统，加拿大的教育方式更偏向于通识教育。对于国际生来说，申请也主要评估成绩单和IB预测分。

Most universities place an emphasis on records from grades 10, 11, and 12, although some institutions require grade 9 records as well. The requirements vary from university to university. But usually, IELTS/TOEFL score could not be replaced by IB English B. For students who have completed only Diploma Program certificates, standardized tests (SAT/ACT) may be required from some institutions. Students apply online for an academic program or faculty at the institution, for example the Applied Sciences program, or the Faculty of Humanities. Since students apply for a faculty, you should be aware of the requirements for your general area of study. Each university in Canada has its own policy regarding admission requirements and indicates on its website the IB Diploma points the university seeks in a candidate, although both the transcript and the predicted IB grades are equally important. Most undergraduate programs are four years.
大部分大学要求10-12年级的成绩，有一些学校也需要看9年级的成绩。每所大学的申请要求会有所差别，通常不接受用IB英语B的成绩代替雅思托福考试。一些大学要求只完成了证书课程的学生额外提供标准化考试（SAT/ACT）成绩。学生们通过线上系统申请某一专业或院系，比如应用科学专业或人文学院，所以必须清楚该院系的具体申请要求。加拿大每一所大学都会将录取标准公布在官网上，包括IB成绩要求，申请时成绩单和IB预测分同样重要。加拿大本科通常是四年。

Universities in Ontario uses a common application called the **OUAC**. The others mostly have their own application systems.
加拿大安大略省的大学统一通过一个叫做OUAC的网站申请，其他地区的大学有自己的申请系统。

Some universities also request printed and sealed transcript to be mailed to the universities in order to be considered official.
部分大学要求学生邮寄加盖骑缝章的纸质版成绩单。

A note on terms: In the Canadian system, there is a distinction between a university and a college. Universities offer academic degrees at all levels, from Bachelor's to advanced degrees, whereas colleges only focus on technical training and applied arts, similar to a community college in the United States.
注释：加拿大有大学和学院之分，大学提供四年制本科学学位，以及研究生和博士学位，而学院和美国的社区大学类似，主要提供技术培训和应用类课程。

Application to Australia/ New Zealand
申请澳洲和新西兰大学

The educational system in AU/NZ is similar to UK. Almost every university in AU/NZ can provide Foundation Program and Diploma Programs (same as IYO in UK). The requirements could be easily found on the websites.
澳洲和新西兰的教育体系和英国类似，提供桥梁课程和快捷课程（与英国的国际大一课程类似）。学校官网上可以找到相关信息。

The applications to AU/NZ would be very straightforward. The deadlines are flexible as well. What’s worth mentioning is there there are two entry dates available, one in July and one in March.
澳洲和新西兰申请流程并不复杂，截止日期灵活且较晚，通常可以选择在7月或者次年3月入学。

Application to Other English-speaking Countries
其他英语国家或地区

Students can apply to other English-speaking universities all over the world including Japan, Ireland, Germany, Holland, Switzerland, Singapore, and Hong Kong (HK has a much high requirement for IB score). Also, some US universities have campuses in South Korea and Qatar where the students could apply to as well. Usually, the student’s application section is completed online and paid for with a credit card. The school will send paper copies of transcripts and recommendations, unless an online system is available. Countries in the southern hemisphere have school years that begin later (usually around February) so the applications are usually submitted from July to September, after the student has already graduated. Although July entry is also available at universities in Australia and New Zealand, its course options are less compared with February entry, and it is not work very well with the IB Global Exam result release schedule in July. Students are responsible for submitting all the required documents for admission within the deadlines.
学生还可以申请其他使用英语的国家，包括日本、爱尔兰、德国、荷兰、瑞士、新加坡和中国香港的大学（香港的大学对IB分数要求极高）；一些美国大学在海外也有分校，如韩国和卡塔尔，都可以申请；IBDP文凭被世界各地的英语授课大学所认可。通常学生的申请都是在线完成并使用信用卡支付申请费；没有线上系统的学校会要求学生寄送纸质成绩单和推荐信。南半球国家的大学开学较晚（通常在2月），因此申请会在学生毕业后的7-9月递交。虽然澳洲和新西兰的大学也提供7月入学，但是此时学校所开设的专业少于2月。此外，7月也是IB全球统考出分的时间，如果选择出分后立刻入学，那么留出的行前安排时间不足。学生需要对自己的申请负责任，确保在截止日前递交所有的申请材料。

Choosing a Course of Study
选择专业

It is important to ensure you are aware of the implications of choosing a particular course, choosing liberal arts, or choosing a pre-professional program. The bolded topics highlight some of the most important points for specific areas of study.
学生必须对目标专业有清晰全面的了解。下文介绍了一些主流的专业内容。

**Prerequisite Studies**先修课程

Before you commit to applying to a particular course or program, you must be aware of any prerequisite courses, published on university websites, that must be satisfactorily completed by all applicants seeking admission to the university or the specific course. Applicants who do not meet the necessary conditions may not be considered for selection. Students should read websites extensively to ensure their studies meet prerequisite and minimum study requirements.
在决定申请某一专业时你必须在学校官网了解它是否有先修课程要求，也就是说如果要申请该专业，必须完成这些先修课程并达到要求，没有满足条件的将不予考虑。学生们必须广泛搜寻录取标准，确保自己可以满足先修课程的要求。

**Medicine**医学

This is the most competitive course in the UK and **does not exist** at the undergraduate level in the US. In the UK they require at least two 7’s at HL, the student must sit the BMAT, and you must make an incredibly convincing case as to why they would like to study medicine (in both your personal statement and your extra-curricular activities).
医学在英国是最具竞争的专业，而且在美国的本科阶段不提供该专业。在英国，通常大学要求至少2门高级别课程达到7分，学生还需要考BMAT，同时需要针对自己为什么决定学医给出令招生官信服的理由（个人陈述及活动中均需体现）。

**Sciences**科学

If you want to study physics, chemistry, or biology in higher education, there is a huge preference at all colleges and universities for students who have done research or engaged in internships with lab experience. Consider using the EE as an opportunity to do scientific research.
对于物理、化学或生物类专业，大学非常青睐做过研究或参与过实验室实习的学生，IB学生可以考虑将拓展论文作为进行科学研究的一个机会。

**Law**法学

Law is a challenging study field, but well worthy studying for those who are thus committed. The career options for a law students are abundant. The bachelor degree in law (LLB as it is referred to in the UK) and the master degree in law (LLM as it is referred to in the UK) are the most common types of law degrees. There are also other courses available in the field of law in UK universities.
法学非常具有挑战性，但是对于真正感兴趣的同学是非常值得的，未来的就业机会也十分充足。在英国大学中，最常见的是法学学士（LLB）和法学硕士（LLM）两个学位，其他学位包括：

* **Graduate LLB** – Fast track LLB leading to a postgraduate degree in law.
法学本硕连读 - 毕业可获得法学硕士学位
* **GDL** –Graduate Diploma in Law.
法学硕士文凭
* **LPC** – Law Practice Course.
法律从业课程
* **BPTC** – Bar Professional Training Course.
律师考试培训课程
* **QLTS** – Qualified Lawyer Transfer Scheme.
律师执业资格转化评估项目

Studying law in the United States is very different from studying law in many other countries. The study of law is only offer at graduate level. Students can choose to enroll in a one-year Master of Law program, or a three-year JD (Juris Doctor) program. The first year of law school is generally considered to be the most difficult because of the core classes, exams, and the Socrates method.
美国大学和其他国家不同，仅在研究生阶段设立法律学位，包括一年的法学硕士项目和三年的法律博士（JD）项目。JD的第一年通常非常难，学生需要应对核心课程、考试，并且使用苏格拉底式教学法。

**Business**商科

Programs can vary widely in terms of selectivity and rigor. Some programs in the US, for example, require a high proficiency in mathematics while other programs will not specify. Internships and exposure to the “business world” are also highly important. Consider any opportunities over the holidays or during the summer that will help expose you to aspects of running a business. Business is one of the most popular subjects amongst undergraduate students and the most competitive programs are very selective. In UK G5 universities, they usually only provide **Economics** instead of business.
商学的专业分很多种，录取率和申请要求各不相同。一些美国大学会要求申请者数学成绩优异；此外，实习或其他商科相关的课外活动经历对申请也至关重要，学生应在寒暑假寻找相关机会实地了解商业运作。商科非常热门，一些竞争激烈的专业录取率较低。在英国G5院校，通常只提供经济学专业，而非商科专业。

**Other Career-Oriented Paths**其他应用类专业

If you are considering an “applied course” (a course that relates directly to a particular career) you must be aware that the expectations are very high and even higher for international applicants. For example, if you think you want to become an engineer and study mechanical engineering at university, you need to be aware that there are immediate, non-negotiable requirements for most undergraduate programs, including Higher Level math and preferably another quantitative subject at Higher Level.
应用科学类专业通常直接和某个职业相关，申请要求高，对国际生尤其如此。如果希望申请工科。将来成为一个机械工程师，那么通常需要修IB高级别数学，最好再加一门其他高级别的科学。

**The Arts**艺术

You must be aware of the importance of creating a portfolio or planning a performance. This work should not only fulfill the IB requirements, but can also serve as a submission to higher education institutions. If you are applying to study the arts at UK, Canadian, or Australian universities, the portfolio will be one of the most important (if not the most important) part of your application. If you are applying to “art school” in the US, there will also be a strong emphasis on your portfolio. If, alternatively, you are applying for a liberal arts program in the US, your portfolio will be less important as you will need to prove well-rounded academics first and foremost. But your work can still serve as an important part of your application. For music program, you will need to provide **audition** material.
申请艺术专业的学生需要准备作品集，或者排练一个演出作品。这些作品必须满足对方大学的要求，可以是IB艺术类课程的习作。如果申请英国、加拿大或澳洲大学的艺术专业，作品集将是申请材料中最重要的一部分。美国的艺术大学也会重点审核学生作品集；如果申请美国综合性大学中的艺术类专业，那么学校将会重点考察申请者的综合学术能力，作品集的重要性相对弱化，但依然不可或缺。如果申请音乐专业，那么需要准备试镜作品。

General Application Components
申请的组成部分

**Application form**申请表

Carefully read and fill out the application form.
认真填写，避免出错

**Essay (for US/CA)**小文书（美国**/**加拿大）

The essay is one of the most important parts of your application, and your chance to shine. Universities are interested in how well you express yourself in writing. Be sure to think about the impression you want to make. Leave plenty of time to do your essays -- you will probably have to write many drafts before you get one that is just right. It’s not related to academic while supplemental essays will be more about your academic interest or why you choose this school. It mainly focus on what kind of person you are and how you are different with the others.
小文书是展现自己的绝佳机会。大学希望通过小作文评估申请者的英语书面表达能力。在写作时，认真思考你希望塑造什么形象；为小作文写作留出充足的时间，反复修改草稿直到满意为止。小文书写作重点是展示自己的个性和品质，凸显自己的与众不同之处；不需要写自己在学术方面的兴趣，也不需要写自己为什么选择这所大学，这些内容在补充文书部分写即可。

**Personal Statement/Motivation Letter (for UK/EU)**个人陈述**/**意向书（英国**/**欧洲）

In a personal statement, the student writes about what they hope to achieve on a specific subject, what they hope to do after the course and why they are applying to this particular university. It is your first chance to show a demonstrable passion and understanding of your chosen subject away from exam results.
在个人陈述中，需要写申请者在某个专业领域的发展目标，毕业后的职业规划，以及为什么要申请这所大学。个人陈述为申请者提供了一个机会，使得他们能够在考试分数之外，展示对某一专业领域的热情和知识储备。

**Transcript**成绩单

Your transcript shows the high school(s) you attended, courses taken and your grades, as well as your predicted grades. Universities use this information to determine if you meet the admissions requirements. It is also used to determine if you meet high school graduation requirements.
成绩单上需要写明高中的名称、所修的课程以及对应的分数，还有IB预估分。大学通过成绩单去判断你是否满足入学要求，同时成绩单也是你是否满足高中毕业要求的重要依据。

* How to issue a transcript?
如何申请开具成绩单
* Student makes a request→Student emails Counselor and Homeroom teacher→ Counselor issues transcript
学生需要向升学指导老师和班主任老师发邮件正式申请，然后由升学指导老师开具成绩单。
* All transcript request should be made **at least two business days** in advance to allow time for processing.
成绩单开具申请需要至少提前两个工作日提交。
* What are the components of a “grade”?
“成绩” 的组成部分
* Exam result
考试成绩
* Class behavior
课堂表现
* Homework performance
作业完成情况
* Quiz result
课堂测验成绩
* IA
内部测评
* What are the component of a “transcript”?
“成绩单” 的组成部分
* Student information
学生信息
* School information
学校信息
* Y10-12 grades by subject by trimester/ semester on a 1-7 scale.
10-12年级每学期的成绩，最低1分，最高7分
* When is a transcript needed?
什么情况下需要提供成绩单
* For Y10/Y11 students, it is used for applying to summer schools.
申请夏校（10/11年级）
* For Y12 students, it is used for applying to universities abroad.
申请国外大学（12年级）
* For graduates, it is used for applying for student visa.
申请学生签证（毕业生）
* When will a predicted grade be released?
什么时候可以拿到预估分
* Usually, subject teachers will give the PG based on students performance for past two years around October and November.
通常在12年级上学期的10月或11月份，通过综合学生过去两年的学业表现而得出。
* PG can be updated based on mid-year report or final report outcomes.
在12年级期中或者期末考试成绩出来后，可以对预估分进行更新。

**Test Scores**标准化考试

These include the scores from IELTS/TOEFL to SAT/ACT.
指的是雅思、托福、SAT、ACT等考试

**Recommendation Letters**

推荐信
A letter of recommendations (US) or reference (UK) is a requirement for almost all university applications. This documents should be requested from the teachers around April to June in Y11.
推荐信是大学申请所必须的材料，请于11年级下学期（4-6月）开始联系老师写推荐信。

* Procedure to complete the LOR
推荐信制作流程
* Student makes the request→Student sends their the brag sheet to the recommender (s)→Teachers completed first draft in May→Counselor check the LOR→Teachers finalize the LOR in August
学生向老师提出推荐信申请 → 老师同意成为推荐人后，学生向其发送自己的 “个人成就表” → 推荐人于11年级下学期的5月份完成推荐信初稿 → 升学指导老师检查推荐信 → 推荐人于8月份完成终稿

**IMPORTANT**: Most US universities and colleges will also require a recommendation from the college counselor. Be sure that the teacher knows you well enough to write a meaningful recommendation. Also remember that your disciplinary record should be clear if you want a good one. Students must complete a brag sheet for the recommendations.
请注意：多数美国大学会要求升学指导老师提供推荐表格。学生在寻找推荐人时，需要确保对方足够了解你，从而在为你写推荐时能做到言之有物。如果想要从学科老师那里获得一封有分量的推荐信，请确保你在这个学科有突出的表现。此外，学生必须向推荐人提供关于自己全方位的信息，即 “个人成就表”

**List of Activities**

课外活动列表
This list should include all the extracurricular activities you participated in throughout high school.
列表中应当包括你高中阶段参加过的所有课外活动。

**Application Fee**

申请费
Use your credit card (Visa/Mastercard) to pay.
使用维萨或万事达信用卡支付。

**Optional Sample of Creative Work**

作品集（艺术类申请）
If it is required, include a creative writing sample, portfolio or audition video.
如果学校有要求，那么需要提供一些创意类的习作、作品集或表演视频。

Requesting Transcripts and Certificates from IBO to Universities
从IBO向大学递送IBDP全球统考分数

The IBO provides official transcripts for the IBDP Global Exam. Transcripts can be sent directly to an institute of higher education, such as a university. These documents are not sent to students or other organizations. Not all universities require official IBDP Global Exam results from IBO. For students who receive conditional offers, the universities will require the final result of IB to be sent by IBO. For students who go to US, you should ask IBO to send officially, 1) when the universities require you to do; 2) if you achieve high grade in IB HL courses, it is also required to be sent via IBO to earn credits for undergraduate program.
IBO提供IBDP全球统考的官方成绩单。IBO可以将成绩单直接递送给大学，但不会发给学生或其他机构。不是所有大学都会要求申请者提供IBDP全球统考的官方成绩单；如果学生拿到的是有条件录取，那么必须由IBO向大学递送成绩单；对于美国大学，除学校要求外，如果学生IB高级别科目的成绩较高，希望用来抵大学学分，那么则需要让IBO给大学送分。

Details can be found here:
更多信息如下:
<https://www.ibo.org/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>

Summer and Winter Programs
暑假和寒假安排

Summer and winter holidays are ideal for checking off boxes on the students’ college prep list. No later than Y10, students should begin planning and utilizing the holiday time to engage in a variety of activities, such as TOEFL/IELTS/SAT test prep, summer schools, volunteering, internship, projects and competitions, university research, application essays, and etc. The following chart only serves as a broad guideline, while students’ self-initiative in planning and execution is key to a productive holiday.
暑假和寒假是进行申请准备的绝佳时机。最迟从10年级开始，学生需要开始规划假期，着手准备以下大学申请事宜，包括标准化考试备考（托福/雅思/SAT等）、暑期学校、志愿者活动、实习、项目、竞赛、科研、申请文书等。下面的表格是对于假期规划的总体建议，而假期时间是否能够得到有效利用，关键要靠学生自己强大的计划性和执行力。

*Note: The term “extracurricular activities (ECA)” here refers to a wide array of academic and non-academic activities intended to explore students’ interest and potential, and build up their application profile. Student can choose one or more ECAs during the holidays based on their availability and interest.*注意：这里的 “课外活动 (ECA)” 指的是一系列旨在挖掘学生兴趣和潜力、丰富其综合实力的学术型和非学术的活动。学生可以根据自身情况，在假期安排一项或多项课外活动。

| Grade年级 | Holiday假期 | Content内容 | Note备注 |
| --- | --- | --- | --- |
| Y10 | Summer 暑假 | * Academic English preparation
* 学术英语预备
* IELTS/TOEFL
* 雅思/托福
 | Improve vocabulary and comprehension强化词汇和阅读理解 |
| Winter 寒假 | * IELTS/TOEFL
* 雅思/托福
* ECA
* 课外活动
* Winter school/camp冬令营
 | If a student want to attend summer school abroad, his/her target would be 6.0+/80+ before spring.如果申请海外夏校，那么建议雅思6.0+，托福80+ |
| Summer 暑假 | * IELTS/TOEFL
* 雅思/托福
* ECA
* 课外活动
* Summer school/camp夏令营 (暑期学校)
 |  |
| Y11 | Winter 寒假 | * IELTS/TOEFL
* 雅思/托福
* SAT
* SAT
* ECA
* 课外活动
* Winter school/camp冬令营
* Portfolio (art student only)作品集（艺术生）
 | Take SAT test in December and May in following year.在12月份或次年5月份参加SAT考试 |
| Summer 暑假 | * IELTS/TOEFL
* 雅思/托福
* SAT
* SAT
* ECA
* 课外活动
* Summer school/camp夏令营（暑期学校）
* Portfolio (art student only)作品集（艺术生）
* Preliminary university list选校名单初稿
* Application essays文书
 | Take SAT test in October.Target would be 6.5+/100+/1400+在10月份参加SAT考试。建议目标分数为：雅思 6.5+，托福100+，SAT 1400+ |
| Y12 | Winter 寒假 | * IELTS/TOEFL
* 雅思/托福
* SAT
* SAT
 | If below target在仍未达标的情况下，二刷/三刷… |
| Summer 暑假 | * Visa签证
* Housing住宿
* Other trip preparations其他行前准备
 |  |

Extracurricular Activities (ECA)
课外活动

“Extracurricular activities (ECA)” is a broad term that covers many different types of activities. Such activities could be academic or non-academic in nature - students can engage in research projects, summer schools, subject-related competitions; they can also participate in volunteer work and internships; they also have the liberty to explore their interest in sports and creative arts.
“课外活动 (ECA)” 涵盖的内容非常广泛，包括学术型的活动，也包括非学术型的活动。学生可以参加研究项目、暑期学校、学科竞赛；也可以参加志愿者活动和实习；还可以从事和体育或文化艺术相关的活动。

Keep in mind that the ECA(s) one chooses to focus on should bear connections with, if not directly related to, their intended major of study at university level. Students should make contentious efforts in cultivating and demonstrating the following qualities regardless of the ECA(s) they choose.
在选择课外活动的类型时，尽量和大学申请时的意向专业保持一定的相关性。在开展这些活动时，请有意识地培养以下技能：

* Social responsibility.
社会责任感
*Care for minorities and the under-privileged, advocate for justice and equality, commit to the well-being of your community, etc.*关心社会弱势群体，宣扬公平正义，投身家乡建设，愿意为自己所处的社区贡献力量。
* Leadership.
领导力
*Have faith in your beliefs, make hard choices, earn the respect of the team, help the team succeed, articulate a clear vision, push people to their best, serve a greater cause, etc.*拥有强大的信念和决策力，获得团队的尊重，帮助团队成功，富有清晰的远见，能够激励他人做到最好，理想远大。
* Creativity and innovation.
创新能力
*Identify and build connections between vastly different concepts and phenomena, conduct analysis using knowledge and tools across disciplines, find novel methods to approach and solve a problem, etc.*能够在不同的概念和现象之间发现并建立联系，使用跨学科的知识和工具分析问题，找到创新的方法解决问题。
* Intellectual capacity.
智力水平和潜质
*Delve in-depth into a line of inquiry using rigorous academic methodologies and scientific research protocols, etc.*使用严谨的学术手段和科研方法深入探究一个问题。
* Invested interest in the chosen major of study.
对于意向专业的热忱
*Participate in ECAs and/or be able to present personal projects that are directly related to the students’ intended university majors, etc.*通过在相关领域课外活动方面的持续投入，展现自己对于意向专业的热忱。
* Personal charisma.
个人魅力
*Hobbies or personal interest that are not bound by one’s academic pursuit; showcase the hidden qualities not apparent otherwise, etc.*不局限于专业领域的个人兴趣爱好，展现隐藏技能和有趣的个性。

The Counselor will work closely with students in vetting ECA opportunities and in creating long-term engagement in an area of interest. The Counselor will also provide general guidance to students in materializing learning from their ECAs in the form of reflective essays, research papers, videos and photography, artistic creations, certificates, reference letters, and etc. Counselor is responsible for guiding and providing resources, while students should be responsible for planning, finding the exact activity and getting involved.
升学指导老师将会紧密协助学生甄选课外活动的机会，制定长期规划，并且会指导学生以多种形式记录课外活动的心得和收获，比如小作文、调研报告、视频和照片、艺术作品、证书或推荐信等。在这个过程中，升学指导老师的角色是提供指导意见，而学生需要负责计划、申请和执行。

| Type 类型 | Advantage 优势 |
| --- | --- |
| Student clubs学生社团 | Students organize.Show students’ organizational, creative, cooperative ability.Cultivate capability of teamwork, leadership and etc.由学生自主组织运作，是展现领导力、创造力和团队协作能力的平台 |
| Competition竞赛 | Debate league辩论 | Good for students who want to study in a certain program.专业性明显，适合展现专业意向 |
| Business league商赛 |
| STEM数学、科技、工程 |
| Research program研究项目 | Good for academically strong students.Potential LoR from accredited professors.适合学术兴趣浓厚的学生，有机会获得导师推荐信 |
| Internship实习 | Good for students who want to study in a certain program.Get to know about the career and social communication.专业意向明确的学生，可利用实习机会了解意向专业在职场的实际应用情况 |
| Volunteer work志愿服务 | Teaching in rural area支教 | Showcase social responsibility. Understand how certain disciplinary knowledge can be applied in a philanthropic context.展现社会责任感，了解学科知识如何在公益领域发挥作用 |
| Welfare/charity institute慈善组织 |
| Environmental protection环境保护 |
| Summer school夏校 | Earn credits from a certain university, good for the student’s application if it’s his/her dream school.有助于大学申请，部分项目可以抵大学学分 |
| Summer camp夏令营 | High school based营地在（本校）高中 | Have English immersion environment, study and play with foreign students all the time.沉浸式英语学习 |
| University based营地在大学 | Get to know about the university.了解营地所在的大学 |

Best Fit 最适合的院校

At PKUES (Jiaxing), we maintain positive relationships with universities and institutions around the world, but we do not have explicit connections with or automatic acceptances at any of the places we may recommend. This would be illegal and would compromise the reputation of our school. Instead, our process is student-centered and therefore we focus on the “best fit” for the individual student.
北大附属嘉兴实验学校致力于与海外大学建立并保持良好关系，但是不与任何大学开展保录合作，因为这种操作不合规，也会损害学校声誉。我们的工作以学生为中心，因此我们专注于为每位学生制定最适合他们的院校清单。以下的评估和问题可以帮助你开始思考你对什么感兴趣，你与别人的区别在哪。自我评估将帮助你了解在搜寻不同专业时你需要注意什么。

**Application Limit**申请学校数量限制

We limit the number of applications submitted to 10 universities. The University of California and UCAS count as a single application respectively. In consideration of time management and the respect for the universities, we strongly recommend the students to do university research early and sufficiently and limit their choices less than 10.
建议将申请学校的数量控制在10所以内，加州大学申请系统和英国的UCAS申请系统各算作一个申请。这样建议的原因是，学生在确定学校名单的时候需要投入大量时间认真地研究每一个候选学校，在后续申请工作中，也需要确保投入足够的精力，做好每一个申请。

When the students build the university list, they should consider three levels of the universities.
在创建选校名单的时候，学生需要将候选学校分成三层：

|  | Most Likely 安全校 | Likely适中校 | Unlikely冲刺校 |
| --- | --- | --- | --- |
| Definition定义 | A most likely school is whose requirements get a low possibility to reject the applicant, whose scores are much higher than the averages.申请者各项考试分数高于录取平均分，录取几率大 | A likely school is who will probably accept the applicant for admission. The applicant’s scores meet the general criteria for recent years.申请者各项考试分数达到历年录取平均分，有一定录取希望 | An unlikely school is the top choice and the applicant’s “dream”, which is quite competitive/selective to get in. The applicant’s qualifications are slightly below the average.申请者的“梦想学校”，竞争激烈，申请者各项考试分数略逊于录取平均分 |
| Recommended number推荐申请数量 | 2-3 | 3-5 | 2-3 |

The following categories of assessments and questions may help you in starting to think about what interests you as well as what distinguishes you from other students. Self assessment will help you know what to look for when researching and selecting different programs.
科学的自我评估可以帮助学生选择适合自己的专业和学校。下面的一系列问题旨在帮助学生思考自己的兴趣和特长何在。

**What are my goals and values?**思考自己的目标和价值

* How do I spend my time when I’m not studying?
在不学习的时候，我喜欢花时间做什么？
* Am I an independent, intellectually curious learner?
我是否喜欢独立思考，对于学术问题充满好奇?
* What kind of students would I like to have around me?
我喜欢和什么样的同学相处?
* What topics do I like to discuss with friends and family?
我喜欢和家人朋友探讨什么样的问题？
* Do I challenge myself academically?
我是否乐于迎接学术上的挑战?
* How do I define success?
我如何定义成功?

**Academic considerations:**思考自己的学术潜力

* What do I choose to learn on my own?
我喜欢自学什么样的内容和技能?
* Do my grades reflect my ability and potential? Why or why not?
我的成绩是否真实反映了我的能力和潜力? 为什么?
* What are my academic strengths and weaknesses?
在学术上，我的强项和弱项是什么?
* What are my favorite courses?
我最喜欢的科目是什么?

**Activities, interests, and character:**思考自己的兴趣和个性

* What activities do I enjoy the most?
我喜欢从事什么样的活动？
* What extracurricular activities do I participate in?
我喜欢参与什么样的课外活动?
* Do I take a leadership role or do I just like participating?
我喜欢做领导者还是喜欢做参与者?
* Do I feel passionate about a cause, a subject, an activity?
我是否对某个事业、课题、活动抱有极大热情？
* Do I have a special talent or interest? (playing music, singing, chess, etc.)
我是否有特长（音乐演奏、唱歌、国际象棋等）？
* Am I an independent individual who is able to organize myself and take initiative?
我是否具有独立精神，能够有效管理自己并且遇事能够采取主动?

Assessing Higher Education Programs From Your Own Prospectives
评估适合自己的大学和专业

Once you have evaluated yourself, it becomes clearer what you may be looking for. While you are researching programs, the following list of considerations may help you compare your findings.
在完成了自我评估之后，学生应该对自己建立了清晰的了解。在选择大学和专业的时候，下面的一系列问题旨在帮助学生有效评估不同的选择。

**General Characteristics:**总体特点

* Size of student body (number of undergraduate students and graduate students)
学生数量（在校的本科生、研究生分别有多少人）
* **Satisfaction of current students** with undergraduate experience
本科生对学校的满意度
* Student **retention rate** and **graduation percentage**学生的留存率（和流失率相对）和毕业率
* Facilities: labs, library, studios, etc.
设施：实验室、图书馆、艺术工坊
* Degree of **selectivity** in admissions
录取率
* **Diversity** of students
学生群体多样性
* Geographic **location** and climate
所在城市和气候情况

**Academic Environment:**学术环境

* Degree of competitiveness and intensity
学习的强度和竞争压力
* Quality and availability of faculty: class size and **student/faculty ratio**教学水平：班级大小、师生比
* Courses and programs offered
专业设置
* Degree requirements
专业毕业要求
* Flexibility in course selection
选课的灵活度（如跨专业选课等）
* Internships and research opportunities
实习和科研机会

**Student Life and Campus Culture:**学生生活和校园文化

* Students (caliber, diversity): **number of international students**国际学生比例（反映学生群体多样性的指标之一）
* Support services: counseling, ESL, career services
学生服务：学生咨询、英语语言培训、就业咨询
* Campus activities: social organizations, clubs
校园活动：社会组织、社团
* Cultural opportunities
文化活动
* Social life and activities: how do students spend their time outside of class, what issues are important to them?
社交：学生在课外做什么？他们关心什么问题？

**Entrance Requirements: Can I get in?**
录取要求：

Although we are here to advocate for you, we will not be able to fully support your application to universities that are not a good fit for you academically. For example, Oxford and Cambridge courses require a minimum of 39 IB predicted points for entry consideration.
升学指导老师会全力为学生的大学申请提供帮助，但是强烈建议学生认真查阅录取要求，不要选择那些和自己的实际水平差距过大的学校。举例而言，英国的牛津和剑桥大学要求IB至少39分。

**Expenses:**费用

* Costs: **tuition and fees**, accommodation, books and supplies, travel expenses
花费：学费、杂费、住宿、课本、学习用品、机票
* Availability of scholarships, bursaries, financial aid
奖学金、助学金、资助机会

**Life after graduation:**毕业后

* Job placement record for graduates
毕业生就业情况
* General academic reputation
学术声誉
* Alumni accomplishments
校友成就
* Admission to graduate programs
继续就读研究生情况
* Career planning and placement program
职业规划和就业项目

Student Responsibilities
学生的责任

For high school students, the application process is the first step towards individual independence. It is a complicated, demanding and time-consuming process. It can also be an exciting and revealing experience. You will have to do a lot of research and spend a lot of time filling out applications and writing personal essays. However, this will give you a chance to look at who you are, what you value, and what you might want to do with your life. You will have to make some important decisions, develop self-reliance and confidence, and perhaps for the first time think about life on your own, outside the environment of your family life.
对高中生来说，申请是走向个人独立的第一步。这个过程很复杂、要求很高，并且费时；但也是一次难得的学习机会。学生在研究学校、填写申请表格和撰写文书的过程中，不断发现自己的个性、价值、兴趣和理想。你们将作出一些重要的决定，培养自立和自信，也许这也是你们走出家庭环境独立思考人生的第一步。

PKUES (Jiaxing) emphasizes that the student is the focus, and is in control of the university application process, supported by the counsellor, teachers, and of course, parents. In working towards these goals, you ­ the student ­ must accept the following responsibilities:
北大附属嘉兴实验学校强调学生是整个申请过程的核心与主导者，升学指导老师、学科老师以及家长负责提供支持。为了实现共同的目标，学生需要肩负起以下责任：

* Take the time to **reflect and evaluate** your goals and values, assess your academic strengths, talents, skills and other aspects that distinguish you. This assessment is necessary in determining programs that offer a university environment in which you will be most productive and happy.
反思和评估自己目标和价值、学术优势、天赋、技能和其他特长。这样做是为了帮助学生选出最适合自己的大学，既能学有所成，也能收获快乐。
* **Research** appropriate courses, programs, and colleges so that your applications are effective and fulfill your interests and any other elements that are important to you.
认真研究不同的大学及其专业，做出最符合自己兴趣的选择，同时让自己的申请做到有的放矢。
* Be aware of the academic requirements at highly selective colleges and universities. If you do not have the academic record necessary to be competitive for acceptance, PKUES (Jiaxing) will not be able to fully support your candidature to the university.
充分了解大学对于成绩的要求。对于那些和自己实际成绩水平差距太大的大学，申请将会举步维艰，申请上的概率会变得极低。
* **Meet application deadlines** both for universities and PKUES (Jiaxing) when submitting application materials and requesting letters of recommendation and transcripts.
必须严格遵循大学及升学指导老师规定的截止日期，尤其在递交申请材料、申请开具成绩单和推荐信时，必须尊重并遵守升学指导老师规定的时间。
* Be aware of any required tests. Find external training coaches and attend classes. **Register online** by the deadlines to take standardized tests, such as the SAT, ACT, TOEFL, or IELTS.
认真准备标准化考试（SAT/ACT/托福/雅思等）：寻找并参加考试培训，按照自己的大学申请时间规划表在截止日期之前参加正式考试。
* Find and participate in extracurricular activities with an intent to explore your potentials.
规划并参加旨在挖掘个人潜力的课外活动。
* Submit all required forms and request testing organizations to submit official standardized test results to your chosen programs.
提交所有要求的表格，并要求考试中心将考试成绩通过官网送分至申请的大学。
* **Verify** your correct name on all official documents and use the same name on all documents (the name on your passport).
在所有官方文件上核实你的名字是否正确，并确保所有文件使用的是同一姓名（与护照一致）。
* Remember all your usernames and passwords.
认真保存所有和申请相关的用户名和密码。
* **Keep the counselor updated** on your applications progress, results and final decision.
及时和升学指导老师沟通申请进展、申请结果和最终就读学校。

Parents Involvement
家长参与

Planning for university involves many considerations, including finance, academic, social, and geography. Parents and students need to talk about the choices that are available, the student’s interests and needs, and the realistic possibilities.
大学申请需要考虑经济、学术、社会环境和地理位置等多方面因素。家长需要和自己的孩子保持良好的沟通，一起讨论选校、孩子的兴趣及需求，以及一些现实问题。

* Financial: the costs of universities vary greatly from country to country. The US is the most expensive (on average $35000 and as high as $60000 per annum), which includes tuition, room, and board; the cost in the UK for UK / E.U. nationals is approximately £10000 per annum (just tuition), with costs for international students ranging from £10000 and more per annum.
经济因素：不同国家大学的费用各不相同。美国学费最昂贵，平均每年50000美元，最高可达60000美元，这包括学费和食宿。在英国和其他欧洲国家，每年学费约10000英镑，生活费可达10000英镑甚至更多。
* Academic: which system of study is best for the student? In the UK and Europe, students usually apply directly to a course of study, such as History, English Literature, Physics, while in other countries, including the US and Canada, the academic approach is known as “liberal arts”. Students apply to the university without a course of concentration; they study broadly from a wide range of subjects the first two years and then select a major during their junior year. In general, an undergraduate program in the US is four years while in the UK (apart from Scotland where it is four years) and other European countries it is three years.
学术因素：学生更适合那种教育体系？在英国和欧洲，学生申请时要明确专业方向，比如历史、英语文学、物理。美国和加拿大推崇通识教育，学生在申请时不一定需要明确专业方向；在大一和大二学习通识课程，从大三开始进入专业学习。美国大学的学制是四年，而在美国以外的很多其他国家，包括英国、欧洲各国等，大学的学制是三年（苏格兰除外）。
* Social: what type of educational environment would best suit the student? According to many studies, the greatest predictor of success at university is determined by how comfortable the student is in the environment. Students are able to become engaged in their studies when they are comfortable with their environment. Some determining factors in the decision-making process of selecting a university that is a good fit include: gender, religious affiliation, student population, urban vs. rural setting, campus setting, campus culture, sports programs, social activities, and international student population.
社会因素：什么样的教育环境更适合学习呢？很多研究表明，学生对大学环境的适应程度影响着他们是否能够在大学阶段取得成功。如果学生能够顺应所处的校园环境，那么他们将会更好地投入学习之中。如何决定一所大学是否适合自己呢？考量的因素包括：性别比、宗教色彩、学生人数、学校位置（城市 vs. 乡村）、校园环境、校园文化、体育项目、社会活动和国际学生人数。
* PKUES (Jiaxing) advocates for the students and places them at the center of the process while emphasizing the importance of family involvement. During the application process, parents play a significant role in encouraging their child to take responsibility for university applications as well as listening to their ideas and empowering them to make important decisions. Discuss with your children their academic, social, and extracurricular interests. At the end of the day, PKUES (Jiaxing) is only available to ADVISE students of the options open to them. It is the student with their parents who must make the FINAL DECISION. With this in mind, parents should encourage open discussion so that their children come to an informed and realistic decision.
北大附属嘉兴实验学校将学生放在申请的核心地位，提供各项支持，并要求家长的积极参与。在申请的过程中，家长需要不断提醒孩子采取主动，聆听他们的想法，支持并信任孩子做出的重要人生抉择。请和您的孩子交流他们在学术、社交和课外活动方面的兴趣。学校提供建议，而最终决策权在学生和家长手中。因此，家长需要始终保持开放的交流态度，帮助孩子掌握多方面的信息，做出明智的选择。

Agent Policy
关于使用中介提供申请服务

An agent/agency offers the services like assisting with application materials, school selection, writing essays/recommendations and etc.. **HOWEVER, IT IS CONTRADICTS TO OUR SCHOOL’S PHILOSOPHY TO USE AN AGENT/AGENCY.** There are many news about the agents have written the essays for the students. This is unethical and unacceptable. Many universities have made clear statements that they WILL NOT accept the students who pay the others to complete the application process on behalf of themselves.
市面上有中介提供申请服务，服务范围包括申请材料准备、选校建议、代写文书等。学校不支持学生使用中介，尤其不能接受学生利用中介代写文书，因为这是不诚信的行为。很多大学明确声明不会录取那些通过付费的形式将申请全权交由他人代办的申请者。

PKUES (Jiaxing) encourages the students to take responsibility and initiative regards to the application and future plan. Using an agent/agency is unwelcome and unnecessary at PKUES (Jiaxing). We provide our own Academic & University Counseling Program as part of your tuition fee and curriculum throughout the process.
北大附属嘉兴实验学校敦促学生发挥主观能动性，独立完成大学申请；反对学生在不必要的情况下使用中介。学校提供升学指导服务，并且已经将这部分服务包含在学费中。

Do all the things by yourself means giving respect to the university, to yourself and your own future. Only you know yourself the best. Only you can decide what kind of person you will be in future. There is no easy and quick approach to the success, but doing the things step by step.
独立完成申请既是尊重对方大学，也是尊重自己和自己的未来。只有你自己才最了解你自己，而且只有你自己才能决定自己的未来。成功没有捷径，唯有脚踏实地一步一个脚印。

US/UK\* Early Application Agreement Policy
美国和英国早申意向书

*If you are considering applying for ED, EA or early deadline for the US and/or UK, this form MUST be signed by both the student and parent, and returned to the Academic & University Counseling Office no later than April 1st, 2020. Overdue is not acceptable and would be only considered as Regular Decision.*如果你希望申请美国和英国的早申，那么必须由学生本人和家长在该意向书上签字，并于2020年4月1日前提交至升学指导老师办公室。错过该截止日期则不再受理学生早申，统一按照常规申请处理。

To whom it may concern,
尊敬的学生、家长

It is important to start building the university lists early, which will be balanced, thoughtful selections based on their semester grades, academic interests, extra-curricular involvement, and longer terms goals.
学生需要尽早开始规划申请学校名单，这个名单应当体现学生的成绩水平、学术兴趣、课外活动完成情况，以及个人目标。

Throughout the application process, it is always important to plan in advance. At this stage in the process, it is important for your family to decide if they want to pursue early application in US and/or UK. It is still possible the students to make adjustments to their choices later on, but please seep in mind that the later they make any changes, the more difficult it will be to create a strong application.
提早规划是申请成功的关键。在目前这个阶段，学生需要决定是否进行美国和/或英国的早申。后期可根据实际情况对方案进行调整，但是需要注意的是，在临近截止日期之前修改方案可能会对申请带来不利影响。

By signing below, you hereby understand that:
通过签署本意向书，您已对以下情况充分了解：

* The deadlines and requirements for ED, EA and/or early application for the US and/or UK, including the admission criteria and contract terms.
美国和/或英国早申的截止日期和申请要求。
* The student shall submit all the required documents to the Academic and University Counseling Office on time as per what the Counselor asks for, otherwise the Counselor cannot guarantee your materials will reach the university by the deadline and your application will be then sent as Regular Decision.
按照升学指导老师规定的时间提供申请资料。如果逾期，那么无法保证在大学早申截止之前完成材料递交，只能按照常规录取再作申请。
* The student shall complete and/or provide to the Counselor all required application materials including but not limited to personal statement/essays, standardized test score report, personal and payment information as required by the university.
学生需要完成并向升学指导老师提供所有申请材料，包括但不限于个人陈述/小作文、标准化考试成绩报告、大学所要求的个人信息及支付信息等。
* The early application process is extremely competitive and that the Counselor cannot guarantee acceptance to a top university.
早申竞争激烈，升学指导老师无法保证录取。
* *Note: US Early Application refers to the Early Action and/or Early Decision round most commonly with a deadline on November 1 or November 15. UK Early Application refers to the October 15 deadline for Oxford, Cambridge and courses in medicine, dentistry, veterinary medicine or veterinary science.*注释：美国*EA*和*ED*阶段的早申通常截止于*11*月*1*日或*11*月*15*日。英国的早申截止于*10*月*15*日，主要指的是以下大学或专业的申请：牛津大学、剑桥大学、其他大学的医学、牙科医学和兽医学专业。
* I will apply for US EA/ED
我要申请美国EA/ED早申
* I will not apply for US EA/ED
我不申请美国EA/ED早申
* I will apply for UK EA
我要申请英国早申
* I will not apply for UK EA
我不申请英国早申

Student Name (in Chinese and Pinyin):
学生姓名（中文和拼音）
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:
学生签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:
家长签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature:
升学指导老师签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date:
日期
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University List Notification
选校意向书

Dear Parents,
尊敬的家长：

The purpose of this notification is to remind you to notice the university list attached behind and the issues relating to application. This notification and university list are suitable for reference to the student and the parent during the process of application, please read the statements carefully and sign below before you make your final decision.
本告知书的目的是提醒您注意随后所附大学清单及与申请学校有关的相关问题。这份告知书和大学清单适合学生及家长在申请学校过程中作为参考，请在做出申请学校的最后决定前仔细阅读下述条款并签字确认。

This notification indicates:
条款包括：

1. that the parent is aware of and agree with the list of universities to which their child is applying.
家长知悉并同意所附清单是学生即将申请的大学院校。
2. that the parent understands the list will not change after the notification is signed, with the exception of a few (1-2) additions or subtractions where deemed appropriate by the student, parent, and the Counselor. There should be no more than 2 additions to their current lists.
家长知悉告知书签订后所列院校无法做出更改，但学生、家长和升学指导老师仍保留增加或删减1-2所院校的权利。此权利需在家长、学生及升学指导老师三方均认可的基础上使用。请注意，院校增加不得超过2所。
3. that the Counselor will guide the student to submit their applications before the students leave for winter holiday. This requires the active and responsible engagement of the student in all workshops, lessons, and meetings where the Counselor requests the student’s presence.
升学指导老师会指导学生在冬假前完成全部的申请递交。此项工作需学生积极且负责地参与其中，包括升学指导老师组织的要求学生出席的所有工作坊、课程及会议。
4. that the student is responsible for sending the applications in front of the Counselor on the day the Counselor designates.
学生必须在升学指导老师规定的日期内当其面完成申请的递交。
5. that the Counselor will have access (username and password) to all of the student’s application accounts including Common Application accounts, UCAS accounts, and any other university-specific accounts.
升学指导老师有权利知晓学生的大学申请系统账号及密码，并进入其中跟进情况，申请系统包括但不限于美国大学申请系统、英国大学申请系统及其他院校独立的申请系统。
6. that it is the student’s responsibility to notify the Counselor of any updates the student receives in private communication (personal email) with the university. It is especially important that the student notifies the Counselor about any interviews, offers, or other extremely important communications with the universities.
学生有义务将任何其私人邮箱内收到的大学申请进展信息告知升学指导老师，尤其是任何有关面试或其他需要沟通的重要信息。
7. that the student and parent shall only provide truthful, authentic documents and information.
家长及学生知悉整个大学申请过程中必须且只能提供真实、有效的文件及信息。
8. that the student and parent know whether to admit or not after the application shall be at the universities’ discretion.
家长及学生知悉申请材料向大学提交后，是否录取将完全由该等申请的大学自主决定。

Appendix: University List
附件：大学申请院校清单

**I have read this notification and understood all the statements above. The notification is in duplicate.**

本人已阅读了本告知书，并已知悉、理解了其全部内容。此文件一式两份。

Student Name (in Chinese and Pinyin):
学生姓名（中文和拼音）
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:
学生签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:
家长签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature:
升学指导老师签字
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date (YYYY/MM/DD):
日期（年/月/日）
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