

## Application Timelines, Tools & Tips

Planning ahead is the key to success! Whether you're applying to a new school, university, or scholarship, this guide helps you stay calm, confident, and organised.

### YEARLY TIMELINE OVERVIEW

#### YEAR 10–11 (Pre-Sixth Form)

September – December

- - Start thinking about what subjects you enjoy most.
- - Research A-Level / IB / BTEC options.
- - Join clubs, sports, and community projects for experience.
- - Set academic goals with your tutor.

January – July

- - Visit boarding school open days (in person or online).
- - Prepare for entrance exams or interviews (if required).
- - Draft a short student statement about your interests.
- - Organise your school reports and certificates.

#### YEAR 12 / LOWER SIXTH

September – December

- - Start exploring university subjects and destinations.
- - Create your UCAS Hub or Common App account.
- - Take practice exams (IELTS, SAT, or others).
- - Join leadership roles, sports, or charity events — they strengthen your personal statement.
- - Begin your Personal Statement first draft.

January – March

- - Shortlist 5–6 universities or colleges.
- - Discuss your options with tutors and parents.
- - Attend university fairs, open days, and online webinars.
- - Ask teachers for recommendation letters.

April – July

- - Refine your personal statement.
- - Prepare for any additional tests (e.g., BMAT, LNAT, or Art Portfolios).
- - Collect all academic transcripts and reference drafts.

- - Confirm your summer plans — volunteering, internships, or short courses look great on your CV.

## YEAR 13 / UPPER SIXTH

September – October

- - Finalise your university list.
- - Final edit of your Personal Statement and References.
- - Submit Early Applications (Oxford, Cambridge, Medicine, or US Early Decision).
- - Ensure your passport is valid and all documents are scanned.

November – December

- - Submit standard UCAS / overseas applications.
- - Apply for scholarships and financial aid.
- - Prepare for interviews or portfolio assessments.

January – April

- - Track offers and responses.
- - Decide your firm and insurance choices.
- - Apply for accommodation and visas if needed.
- - Continue focusing on your final exams.

May – August

- - Finalise visa, travel, and medical forms.
- - Confirm accommodation and arrival plans.
- - Attend pre-departure briefings or induction calls.
- - Celebrate — you made it!

## TOOLS & RESOURCES

UCAS Hub – Manage UK university applications

Common App – Apply to US and international universities

Unifrog / BridgeU – Compare global universities

Google Sheets or Notion – Track applications and deadlines

Grammarly / QuillBot – Perfect your writing

IELTS Prep Apps – Prepare for English proficiency tests

Trello or Calendars – Set reminders for each stage

## **APPLICATION TIPS**

- - Start Early – Deadlines come faster than you think.
- - Be Yourself – Write from the heart; don't copy others.
- - Show Growth – Reflect on challenges and achievements.
- - Ask for Feedback – Tutors, mentors, and alumni can help.
- - Proofread Everything – Small errors can make a big difference.
- - Stay Organised – Keep a digital folder for all documents.
- - Stay Calm and Positive – Offers aren't everything; opportunities are everywhere.

## **DOCUMENT CHECKLIST**

- - Passport (valid for at least 6 months)
- - Academic transcripts and certificates
- - Reference letters from teachers or mentors
- - Personal statement or essay
- - English test results (IELTS, TOEFL, Duolingo)
- - Portfolio (if required)
- - Application fee receipts
- - Visa or study permit documents
- - Health insurance / medical forms

## **FINAL TIPS FOR UNIVERSITY LIFE**

- - Learn basic budgeting and laundry skills before you go.
- - Arrive early to settle into your new environment.
- - Join clubs and societies — they're the best way to make friends.
- - Keep in touch with your school mentors for ongoing support.
- - Be proud of your journey — you are ready for the world!