

# ROSEDALE

## A C A D E M Y

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Guidance Handbook  
2019-2020

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# **1 Rosedale's Ontario Secondary School Diploma (OSSD) Program**

All graduates of Rosedale will receive the Ontario Secondary School Diploma (OSSD), an education credential recognized by universities and colleges around the world.

## **1.1 Requirements for the Ontario Secondary School Diploma (OSSD)**

Students must meet the following three requirements in order to graduate from Rosedale Academy with an Ontario Secondary School Diploma (OSSD):

### **1) Earn a total of 30 credits**

For students who are admitted to Rosedale after grade 9, Rosedale offers Prior Learning Assessment and Recognition (PLAR). This process grants students equivalent OSSD credits based on their prior learning.

### **2) Complete 40 hours of Community Involvement Activities**

Students are required to complete a minimum of 40 hours of community involvement activities before graduation. The purpose of this requirement is to encourage students to develop a greater sense of belonging within their community, and to strengthen essential skills.

At Rosedale, the number of community involvement hours required to earn the OSSD will be prorated based on the entry grade level of the student.

- A student entering the program at the beginning of Grade 10 is requested to complete 30 hours of community involvement activities; students entering Grade 11 are required to complete 20 hours of community involvement, and students entering Grade 12 are required to complete 10 hours.

### **3) Meet the Provincial Literacy Requirement**

The Ontario Ministry of Education offers a standardized Ontario Secondary School Literacy Test (OSSLT) every year to determine whether students meet the provincial secondary school literacy requirement for graduation. The test is usually held in the spring, and results are distributed 1-2 months following the test. All Grade 11 and 12 students who are enrolled in, or have completed ENG3U must take the OSSLT.

Students who are unsuccessful with the OSSLT must successfully complete an additional course, the Ontario Secondary Literacy Course (OLC40) by the end of June to graduate in the current school year.

## 2 Ontario Secondary School Diploma Academic Administration

After students enroll into Rosedale as their home school, students will receive an Ontario Education Number (OEN) from the Ontario Ministry of Education, and they will follow the same academic administration policies as all Ontario high school students in Canada.

### 2.1 Ontario Education Number, OEN

The OEN is a 9-digit student ID number that is assigned by the Ontario Ministry of Education to all students across Ontario. The OEN is unique to every student, and is used as the key identifier on a student's school records, and will follow the student throughout their education. All OEN numbers can be found at the top of student report cards.

### 2.2 Ontario Student Record, OSR

The OSR is the official school record for every student registered in any Ontario school. The OSR tracks a student's educational progress throughout their education in Ontario. Rosedale keeps all student OSRs in the Toronto Head Office.

### 2.3 Report Cards

Twice per course Rosedale Academy will issue an Ontario Ministry of Education report card for each student. The report card includes the student's percentage grades, and the teachers' descriptive comments and reports on the student's learning skills.

- Midterm report cards are issued when students have completed the first 50% of the course.
- The final report card will be issued within 10 business days of the teacher receiving a student's final exam.
- Report cards are not typically seen by universities or colleges.

### 2.4 Ontario Student Transcript, OST

The OST is a provincially standardized document that provides a record of a student's achievement in secondary school. Universities and colleges will review the transcript to determine admission averages. These schools will ask for a student's **interim** (current) transcript and a **final** transcript to make admissions decisions.

The credits that a student has earned towards their OSSD diploma will be recorded. Any course completed, withdrawn from or failed will appear on the OST along with the marks earned in each course.

**ONTARIO STUDENT TRANSCRIPT**  
RELEVÉ DE NOTES DE L'ONTARIO

Date of Issue / Date de délivrance: 4/23/2015

Page 1 of 1

Student Number / Numéro matricule: 20141010

Gender / Sexe: M

Date of Birth / Date de naissance: 12/24/1998

Name of District School Board / School Authority: ROSDALE ACADEMY

Name of School / Nom de l'école: ROSDALE ACADEMY

Number / Numéro: 10/10/2014

Year / Année: 11

Month / Mois: 11

Day / Jour: 11

Date	Course Title / Titre du cours	Percentage Grade / Note en pourcentage	Credit Earned / Crédits gagnés	Credit Required / Crédits requis
10/10/201	EQUIVALENT CREDITS	PLE	EQV	22
12/2014	ENGLISH AS A SECOND LANGUAGE	ESLDO	86	1
02/2015	ENGLISH AS A SECOND LANGUAGE	ESLEO	87	1

**SUMMARY OF CREDITS / TOTAL DES CRÉDITS**

24 16

Community Involvement / Service communautaire: ☐ Completed ☐ Not Completed

Provincial Secondary School Library Requirement / Exigence provinciale des compétences linguistiques: ☐ Completed ☐ Not Completed

Success Story / Histoire de réussite: ☐ Completed ☐ Not Completed

Signature / Signature: \_\_\_\_\_

Date of Issue / Date de délivrance: \_\_\_\_\_

Authorisation / Autorisation par: \_\_\_\_\_

This collection and maintenance of this information are authorized under the Education Act, R.S.O. 1990, c. E.2, s. 268. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c. E.2, art. 268. Les renseignements qui y sont versés sont utilisés par les agents et agents de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.

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As part of the program fee, Rosedale will send up to 3 official transcripts to post-secondary schools that require it. If the destination is outside North America or if a tracking number is required, there will be an extra courier fee.

- If a student requires more than 3 official transcripts sent to post-secondary schools, a fee of \$10.00CAD/transcript will be applied. This fee includes sending the transcript by regular mail within North America. If the school is outside of North America or a tracking number is required, there will be an extra courier charge.

### 3 Roles & Responsibilities of a Local Guidance Counsellor

With the support of Rosedale's Head of Student Success Services, local guidance counsellors will:

- Ensure that they are familiar with all material discussed in the Guidance Counsellor Training Program and the Guidance Handbook.
- Meet with students and parents to discuss potential university and/or college program options.
- Provide support to the student in completing their online applications to various post-secondary institutions.
- Distribute necessary Guidance materials to students.
- Keep a copy of all student application numbers, login and password information for each of their applications.
- Encourage and monitor student communications with post-secondary institutions providing support when required.
- Support the student in forwarding the official results of their IELTS or TOEFL scores by the appropriate deadline.
- Communicate with Rosedale Guidance Team regarding student application statuses.

### 4 Rosedale Course Offering

Rosedale offers approximately 50 OSSD courses. Courses include:

Subject	Code	Course Name	Prerequisite
Open Courses			
ESL	ESLCO	English as a Second Language, C Level	ESL Placement Test
ESL	ESLDO	English as a Second Language, D Level	
ESL	ESLEO	English as a Second Language, E Level	
Grade 12 Courses			
Business	BBB4M	International Business Fundamentals	None
Business	BOH4M	Business Leadership	None
Business	BAT4M	Financial Accounting Principles	BAF3M
English	ENG4U	English	ENG3U
English	OLC4O	Ontario Secondary School Literacy Course	Literacy Test
Mathematics	MHF4U	Advanced Functions	MCR3U
Mathematics	MCV4U	Calculus and Vectors	MHF4U
Mathematics	MDM4U	Mathematics of Data Management	MCR3U
Science	SCH4U	Chemistry	SCH3U
Science	SPH4U	Physics	SPH3U



Science	SBI4U	Biology	SBI3U
Social Sciences	CPW4U	Canadian and International Politics	ENG3U
Social Sciences	CIA4U	Analyzing Current Economic Issues	ENG3U
Social Sciences	HFA4U	Nutrition & Health	ENG3U
Language	LKBDU	Simplified Chinese	None
<b>Grade 11 Courses</b>			
Business	BAF3M	Introduction to Financial Accounting	None
English	ENG3U	English	ENG2D / ESLEO
Mathematics	MCR3U	Functions	MPM2D
Science	SCH3U	Chemistry	SNC2D
Science	SPH3U	Physics	SNC2D
Science	SBI3U	Biology	SNC2D
Computer Science	ICS3U	Introduction to Computer Science	None
Guidance & Career Education	GWL3O	Designing Your Future	None
Language	LKBCU	Simplified Chinese	None
<b>Grade 10 Courses</b>			
Business	BBI2O	Introduction to Business	None
English	ENG2D	English	ENG1D
Mathematics	MPM2D	Principles of Mathematics	MPM1D
Science	SNC2D	Science	MPM1D

### Creative Industries Specialty Courses

Subject	Code	Course Name	Prerequisite
<b>Grade 12 Courses</b>			
Arts	AWR4M	Visual Arts - Visual Communication (Media, TV, Film Production)	AWR3M
Arts	AWD4M	Visual Arts - Animation	AWD3M
Arts	AWT4M	Visual Arts – Game Design	AWT3M
Arts	AWS4M	Visual Arts - Digital Design	AWS3M
<b>Grade 11 Courses</b>			
Arts	AWR3M	Visual Arts - Visual Communication (Media, TV, Film Production)	AVI2O
Arts	AWD3M	Visual Arts - Animation	AVI2O
Arts	AWT3M	Visual Arts – Game Design	AVI2O
Arts	AWS3M	Visual Arts - Digital Design	AVI2O
<b>Grade 10 Courses</b>			
Arts	AVI2O	Visual Arts	None

## 4.1 Understanding Rosedale Course Codes

All Rosedale courses have a course code. These 5-character course codes are created by Ontario's Ministry of Education and recognized at every Ontario school and Canadian university/college.

It is important that all guidance counsellors familiarize themselves with course codes, as most admission officers and admissions materials will list course requirements using course codes.

### Example: MHF 4U

The first three characters identifies the subject. The first letter identifies the department area.

A = Arts	G = Guidance & Career Education	P = Physical & Health Ed.
B = Business	H = Humanities & Social Sciences	S = Sciences
C = Canadian & World Studies	I = Interdisciplinary Studies	T = Technology
E = English	L = International Languages	
F = French	M = Mathematics	

The fourth character, the number, indicates the Grade level.

1 = grade 9    2 = grade 10    3 = grade 11    4 = grade 12

The last letter identifies the type of course.

Grades 9 & 10	D = Academic P = Applied O = Open
Grades 11 & 12	U = University Preparation C = College Preparation M = University/College Preparation O = Open Courses

**Universities only look at Grade 11 and 12 course marks that are course type U and M.**

For this example, MHF4U:

This course is a **mathematics** course (MHF4U) that is a **grade 12** course (MHF4U), and is a **university preparation** course (MHF4U).

The full name for MHF4U is Advanced Functions.

Guidance Counsellors will need to know the exact course name of each grade 12 course.

## 5 Canadian Post-Secondary School Concepts to Understand

### 5.1 Common Post-Secondary Vocabulary

- **Undergraduate & Graduate:** *Undergraduate* refers to the level of education right after high school. *Graduate* refers to the level after the undergraduate level. For example, undergraduate students are those who are in university or college, getting their Bachelor's degree or diploma. Graduate students are those who are in their Masters or PhD program.

- **Co-operative Education (Co-Op):** A program that allows students to work for a semester. Students earn money and receive an academic credit. Not all programs have co-op options. Programs that have co-op options will extend the program length time.
- **Internships:** These are work experiences that are similar to Co-op placements, however no academic credit can be received. Internships are more commonly found in the US.
- **Centralized Application Services:** Many countries/provinces centralize their university/college applications. Instead of applying to each school separately, students can apply on one website to multiple schools within a country/province. The following are the most used centralized application services:

Name	Ontario Universities' Application Centre (OUAC)	Ontario Colleges Application Service (OCAS)	Common Application (CommonApp)*	Universities & Colleges Admissions Services (UCAS)
Country/Province	Ontario, Canada *only for universities	Ontario, Canada *only for colleges	United States	United Kingdom
Handbook Section	<a href="#">9.1.1 – Application Process: Ontario</a>	<a href="#">9.1.1 – Application Process: Ontario</a>	<a href="#">9.2.1 – Application Process: US</a>	<a href="#">9.3.1 – Application Process: UK</a>

\*CommonApp houses *most* of the universities in the US, however there are some that students cannot apply to through CommonApp. Check 9.2.1 for more details.

## 5.2 Types of Credentials Available to Students

There are 5 types of credentials that post-secondary institutions offer:

- **Certificate:** Usually takes 1 year to complete and is typically offered at the college level. It prepares students who already have another credential for entry into a specific occupation. Students cannot enter a certificate program right after high school.
- **Diploma:** Usually takes 2 years to complete and is typically offered at the college level. It prepares students for employment in a particular group of occupations. Students can enter this program after high school. A 3-year diploma is called an **advanced diploma**.
- **Undergraduate Bachelors Degree:** Usually takes 4 years to complete and is offered at the college and university level. Students are given the training to enter a particular job field and also to complete academic research and move onto a graduate degree. Students can enter this program after high school.
- **Graduate Degree:** Students entering these degrees require an undergraduate degree. It includes Masters and Doctoral (PhD) degrees.
- **Professional Degrees:** In Canada, students cannot directly enter these following professional degree programs from high school – Medicine, Law, Optometry, Chiropractic, Dentistry, Pharmacy. They can only be taken after students have completed 3-4 years of an undergraduate degree. To get into professional degree programs, typically a standardized test and an interview are required.  
In the UK or Australia, students can enter professional degrees directly out of high school.



## 5.3 Differences Between College and University

In Canada, both colleges and universities are public institutions that are regulated by the government.

### College in Canada

Unlike the United States, where the term *college* refers to local or community schools, the college system in Canada was developed to provide technical training and credentials that respond to shifting labour trends and the needs of a changing economy.

Colleges typically focus on specific employment skills, career training, and trades.

In addition to the specific focus on employability, colleges also tend to have smaller class sizes. This is beneficial for students who learn best with individualized attention and gives them the ability to engage more with teachers. Many college programs also have as part of their curriculum, required work placements and on-the-job training.

Students who obtain a Bachelor's degree at a college cannot move onto professional programs or graduate degrees.

### University in Canada

Universities typically focus on analytical skills (the ability to understand and use information), and academic and professional programs. For students who are interested in a professional program like medicine and law, university degrees are mandatory. Obtaining a university degree is also necessary for anyone who is interested in working in academia or research-based professions.

Universities have larger average class sizes, therefore students entering universities require a stronger sense of time management and self-motivation.

### College or University?

Many parents will be resistant to sending their children to college, however both college and university can lead to future success for all students, it just depends on the needs and goals of each individual student.

#### DEBUNKING MYTHS ABOUT COLLEGE

**Myth #1:** You won't get a "good job" with a college education

**Fact #1:** People need to investigate all the pathways to careers they want. Everyone's idea of a "good job" is different. So it is important for students to understand WHAT career field they are interested in before they decide on the type of school they want to attend.

For example, one of the top institutions in the world for programs such as animation is Sheridan College. Graduates from this program move onto companies such as Pixar and Disney. In fact, a Sheridan College graduate just won an Oscar in 2018 for her animated Pixar short, "Bao"!

**Myth #2:** College is for students with low academic standings; you only go to college if you're not good enough for university.

**Fact #2:** People who attend university and people who attend college just have different future goals. Many people with general university degrees actually go to college after their graduation to receive more specific training. College students can also move into university following graduation, [See 5.3.1 - Diploma → Degree.](#)

As for the academic standings, for some competitive college programs like nursing or veterinary programs, students will need 80-90% averages to get in.

**Myth #3:** Students who graduate from university will have an easier time finding a job and making money.

**Fact #3:** Statistics Canada (2010) shows that students from a college find employment faster following graduation than those graduating with a bachelor's degree from a university. College graduate salaries on average are lower than university graduates, but they get into the workforce sooner and have an easier time finding employment.

Counsellors should be open to all different types of institutions for students, and it is their job to educate parents about the benefits of both college and university.

It's important to understand each individual student that you're working with. Look at their preferred methods of learning and their career goals.

### 5.3.1 Diploma to Degree Programs

Recently, with the more competitive workforce, students who have both a diploma and a degree may be more competitive, since they have both the practical experience that a college gives as well as the theoretical knowledge that a university provides.

Many colleges now have the diploma → degree pathway, where students can get both credentials in 5-6 years.

*For example:*

Humber College offers a Civil Engineering Technology Advanced Diploma program that requires 3 years to complete, then following graduation they can enter McMaster University for 2 years to obtain a Bachelor of Technology in Civil Engineering. A diploma and degree can be obtained in just 5 years!

This is a beneficial pathway for students who:

- A) Want to get their post-secondary education started in an environment where there's more hands-on education, or
- B) Want to pay less tuition in the first 2-3 years of school (since college is less expensive than university), or
- C) Want some flexibility in their learning, allowing them to take a 2 to 3-year diploma instead of to a more expensive 4-year bachelor if they are unsure they will like the program field, or
- D) May have a grade average that doesn't reach their dream school's required average. They can do a college pathway into their dream school without needing to upgrade high school courses.

#### Comparison Summary between College and University

Comparisons	College	University
<b>Type of programs offered</b>	Offers certificates, diplomas and bachelor degrees	Offers bachelor and graduate degrees, as well as professional programs
<b>Typically Admission requirements</b>	Admission requirements are typically a lower, however for competitive programs, admission requirements may reach up to 85-90%.	Admission requirements are typically higher, around 70-90% average.
<b>Tuition</b>	Average tuition cost is lower (\$10,000-20,000CAD)	Average tuition cost is higher (\$20,000-50,000 CAD)
<b>Class Size</b>	Smaller class sizes, ~ 20-30 students/class	Can have larger class sizes, up to 400 students/class

<b>Type of learning</b>	Courses are more practical, and job-specific learning occurs	Courses are more theoretical and students learn a broader range of a topic
<b>Future education possibilities</b>	Cannot move onto a graduate degree or professional program with college credentials.	Can move onto a graduate degree or professional program with university credentials.
<b>Average graduation employment rate</b>	On average, college grads obtain employment faster than university graduates (depending on the degree).	On average, university graduates have a slightly lower employment rate immediately following graduation than college graduates.
<b>Average first-year salary</b>	\$43,000 CAD *average across all credentials	\$57,000 CAD *average across all credentials

## 6 Guidance Year-Long Timeline

It is important for guidance counsellors to have a sense of important dates. Rosedale has created two timelines of what counsellors need to get done throughout the school year. The school year is based on the September to June school year. If your school starts at a different time, then Rosedale Guidance Team will work with you to determine the adjusted timelines.

The **University/College Counselling Timeline** shows what counsellors need to do and what Rosedale will do from August-July. This includes tasks such as completing the Rosedale Counsellor Training Program and general information about when to apply to different countries.

*Tip for counsellors: print out the timeline, and check the boxes as tasks are completed.*

The **Post-Secondary Application Timeline by Country** shows more specific information about applying to different countries, and breaks down what needs to be done per country by month.

*Tip for counsellors: print out the timeline, and ensure that students have access to this timeline.*

## 6.1 University/College Counselling Timeline

Date	University/College Counsellor Tasks	Rosedale Team Tasks
<b>August</b>		
Late August	<ul style="list-style-type: none"> <li>Welcome Zoom session with Leslie (Head of Student Success Services).</li> <li>Begin Rosedale Counsellor Training Program</li> </ul>	<ul style="list-style-type: none"> <li>Zoom with new Counsellors.</li> <li>Provide Counsellors with Moodle access.</li> <li>Send GHS Counsellor Toolkit.</li> </ul>
<b>September</b>		
Mid September	<ul style="list-style-type: none"> <li>Start UK applications with students who are interested in applying to Oxford or Cambridge through UCAS. Notify Rosedale Guidance Team.</li> <li>Zoom with Rosedale Guidance Team to go through training material.</li> </ul>	<ul style="list-style-type: none"> <li>Zoom with Guidance Counsellors.</li> <li>Monitor students' UCAS accounts for students applying to Oxford/Cambridge.</li> </ul>
Late September	<ul style="list-style-type: none"> <li>Complete counsellor training.</li> <li>Send Rosedale Guidance Team a general counselling plan and timeline.</li> <li>Send Rosedale a list of graduating students.</li> <li>Recommended: Host a general information meeting with all Grade 12 students and parents. Send parents the "Parent Survey" to learn more about parents' choices.</li> </ul>	<ul style="list-style-type: none"> <li>Verify completion of counsellor training with all counsellors. Send certificates to completed counsellors.</li> <li>Verify graduating students list.</li> </ul>
<b>October</b>		
Early October	<ul style="list-style-type: none"> <li>University application deadlines for Oxford &amp; Cambridge (UK)</li> <li>Students interested in top-ranked US schools start applications on CommonApp.</li> </ul>	
Mid October	<ul style="list-style-type: none"> <li>Start meeting with students and parents one-on-one to discuss university/college applications.</li> <li>For each student, come up with a list of ~10-15 interested programs and potential schools.</li> </ul>	
<b>November</b>		
Early November	<ul style="list-style-type: none"> <li>Receive OUAC access codes from Rosedale.</li> <li>Shorten the list of programs and schools with students to ~ 8-10.</li> </ul>	<ul style="list-style-type: none"> <li>Sends OUAC access codes to counsellors.</li> </ul>
<b>December</b>		
Mid November- Early December	<ul style="list-style-type: none"> <li>Begin helping students apply through OUAC.</li> <li>Finalize list of programs and schools with students and parents to ~5-7.</li> </ul>	
<b>January</b>		
Early January	<ul style="list-style-type: none"> <li>Complete and send applications to US schools through Common App.</li> </ul>	

Mid January	<ul style="list-style-type: none"> <li>Complete and send applications for all Canadian schools through OUAC and individual school websites.</li> <li>Complete and send applications for UK schools through UCAS.</li> </ul>	<ul style="list-style-type: none"> <li>Verify that all students have submitted to OUAC.</li> </ul>
<b>February</b>		
Early February	<ul style="list-style-type: none"> <li>Help students check emails from schools.</li> <li>Set up application portals with students following emailed instructions.</li> <li>Ensure all supporting documents listed on student application portals are sent.</li> <li>Ensure that IELTS/TOEFL scores are submitted before school deadlines found on Rosedale's University Catalogue.</li> <li>Help students start applying to scholarships.</li> </ul>	
Middle February	<ul style="list-style-type: none"> <li>Start organizing community hours for students to complete required community service.</li> </ul>	<ul style="list-style-type: none"> <li>Rosedale submits current 4U/M courses to OUAC</li> </ul>
<b>March</b>		
Early March	<ul style="list-style-type: none"> <li>Help students apply for housing for their applied universities/colleges, check Rosedale's University Catalogue for specific residence application deadlines. UT has a deadline of late March!</li> </ul>	
<b>April</b>		
Early April	<ul style="list-style-type: none"> <li>Continually update Rosedale's Guidance Team regarding student acceptances.</li> </ul>	
Late April		<ul style="list-style-type: none"> <li>Deadline for Rosedale to submit mid-term scores for all 4U/M courses to OUAC.</li> </ul>
<b>May</b>		
End of May	<ul style="list-style-type: none"> <li>The last date by which students can expect a response from an Ontario university.</li> </ul>	
<b>June</b>		
June 1	<ul style="list-style-type: none"> <li>Help students accept their university offers. Most deadline to accept a university on OUAC is June 1st.</li> <li>Earliest date by which Ontario universities may require a financial commitment.</li> </ul>	
Middle June	<ul style="list-style-type: none"> <li>Submit all completed community hours to Rosedale.</li> </ul>	
<b>July</b>		
Late June - Early July	<ul style="list-style-type: none"> <li>Students receive the diploma, final transcript &amp; scholar certificate if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for OUAC to receive all final grades for current semester/year courses</li> </ul>

## 6.2 Post-Secondary Applications by Country

	Canada	USA	UK	Australia
Typical School Year	September - April	September - April	September - April	February – November
General Application Deadlines	Early to Mid-January	Nov 30: <i>University of California Schools</i> December: <i>Texas Schools</i> Early January: <i>CommonApp</i>	Mid October: <i>Oxford &amp; Cambridge</i>  Mid-January: <i>all other universities</i>	End of October: <i>For February start (semester 1)</i>  End of March: <i>For July start (semester 2)</i>
How to Apply	Ontario Universities: <a href="#">OUAC</a> Ontario Colleges: <a href="#">OCAS</a> Outside of Ontario: Individual school website	<b>For most universities:</b> <a href="#">CommonApp</a> <b>For University of California Schools:</b> <a href="#">Application Page</a> <b>Texas Schools:</b> <a href="#">ApplyTexas</a> <b>For all others:</b> individual school website	For all universities: <a href="#">UCAS</a>	For all universities: individual school website
General Application Requirements	<ul style="list-style-type: none"> <li>• Only UBC requires mandatory personal essays for all their programs.</li> <li>• English Proficiency Test results (if from non-English speaking country)</li> <li>• Others have program specific requirements, which may include portfolio, video interview, personal statements.</li> <li>• UBC also requires official local transcripts for Grade 10 &amp; 11.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 common Personal Statement</li> <li>• A minimum of one academic reference, one counsellor reference</li> <li>• Some schools may require written answers for school-specific questions</li> <li>• Requires local transcripts for Grades 9,10 &amp; 11</li> <li>• English Proficiency Test results (if from non-English speaking country)</li> <li>• SAT/ACT required for competitive schools.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 common Personal Statement</li> <li>• 1 common academic reference (with predicted grades)</li> <li>• English Proficiency Test results (if from non-English speaking country)</li> </ul>	<ul style="list-style-type: none"> <li>• English Proficiency Test results (if from non-English speaking country)</li> </ul>
How to find program information	<ul style="list-style-type: none"> <li>• <a href="#">Electronic Info (Ontario unis)</a></li> <li>• <a href="#">MyBlueprint</a></li> <li>• <a href="#">Universitystudy.ca</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Common App</a></li> <li>• <a href="#">Big Future</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">UCAS</a></li> <li>• <a href="#">Complete University Guide</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Australian Government list of schools</a></li> <li>• <a href="#">Good Universities Guide</a></li> </ul>



What Students need to do in Grade 12				
	Canada	USA	UK	Australia
August	Students should: <ul style="list-style-type: none"> <li>• Start discussing with parents about <b>what location &amp; type of programs</b> they would like to apply to.</li> <li>• Create a list of programs &amp; schools (~10-15 schools).</li> <li>• Take an English Proficiency Test (IELTS/TOEFL).</li> </ul>			
September	<ul style="list-style-type: none"> <li>• Join clubs, volunteer work and other activities</li> <li>• Explore different schools and programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Look at requirements of desired schools.</li> <li>• Look up and schedule SAT/ACT test dates if standardized test is required.</li> <li>• Explore Early Action, Early Decision and Regular Decision applications.</li> </ul>	<i>For students interested in Oxford or Cambridge:</i> <ul style="list-style-type: none"> <li>• inform counsellors and Rosedale.</li> <li>• sign up for an UCAS account, if required, speak with counsellors to apply under Rosedale's buzzword, allowing Rosedale's Guidance Team to monitor your applications.</li> <li>• Start working on personal statements.</li> <li>• Identify a reference.</li> </ul>	<ul style="list-style-type: none"> <li>• Join clubs, volunteer work and other activities</li> <li>• Explore different schools and programs.</li> </ul>
October-November	<ul style="list-style-type: none"> <li>• Meet with guidance counsellors to share preliminary list of programs/schools.</li> <li>• Start researching and applying for scholarships.</li> </ul>	<ul style="list-style-type: none"> <li>• Look up deadlines for each desired schools.</li> <li>• Early Action and Early Decision deadlines are in November.</li> <li>• Start work on personal essay.</li> <li>• Start researching and applying for scholarships.</li> <li>• Nov 30: Deadline for UC Schools.</li> </ul>	<i>For students interested in Oxford or Cambridge:</i> <ul style="list-style-type: none"> <li>• Deadline: October 15</li> <li>• Students selected for an interview will be notified in late November/December.</li> </ul> <i>For all other universities:</i> <ul style="list-style-type: none"> <li>• Meet with counsellors to share preliminary list of programs/schools.</li> <li>• Sign up for an UCAS account.</li> <li>• Work on personal essays.</li> <li>• Identify a reference, and ask them to be your reference.</li> </ul>	<ul style="list-style-type: none"> <li>• Look up specific deadlines for each desired school.</li> <li>• Meet with guidance counsellors to share preliminary list of programs/schools to apply for.</li> <li>• Start researching and applying for scholarships.</li> </ul>

	Canada	USA	UK	Australia
December-January	<ul style="list-style-type: none"> <li>• Start using OUAC/OCAS and individual websites to apply for schools before the January deadline.</li> <li>• Check school-specific entrance scholarship deadlines and apply (if required).</li> </ul>	<ul style="list-style-type: none"> <li>• Using Common App or individual school websites, apply for schools before the January deadline.</li> <li>• Ask a teacher and counsellor to be your academic reference in December.</li> <li>• December: Deadline for ApplyTexas Schools</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize personal essay.</li> <li>• Submit application before January deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• For Semester 2 entry: start looking into requirements for desired schools/programs, and begin applications. The earlier students apply, the greater the chance of admission.</li> </ul>
	After applications have been submitted: <ul style="list-style-type: none"> <li>• Counsellors will send a list to Rosedale Academy of all the programs and schools students have applied to.</li> <li>• Rosedale will send updated electronic transcripts to counsellors for electronic marks upload for schools that require it</li> <li>• If non-Canadian schools require transcripts sent, counsellors must send a request to Rosedale.</li> </ul>			
February-March	<ul style="list-style-type: none"> <li>• Check emails!</li> <li>• Login to each school's Applicant Portals, and check to see what documents are missing.</li> <li>• Submit IELTS/TOEFL scores to schools before deadlines.</li> <li>• Check OUAC, Applicant Portals and Emails to check application status.</li> <li>• Submit all required documents.</li> <li>• Begin housing applications if required before deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• Check emails and CommonApp.</li> <li>• Submit IELTS/TOEFL scores to schools before deadlines.</li> <li>• Submit all required documents if there are any for supplementary applications.</li> <li>• Regular Decision applications will hear back from schools in March.</li> <li>• Begin housing applications if required before deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will receive admission decisions within two months of submitting applications, use <b>TRACK</b> in UCAS to accept or decline offers before stated deadline.</li> <li>• Begin housing applications if required before deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• For Semester 2 entry: students should start applying to Australian universities before the deadline.</li> <li>• Submit all required documents.</li> <li>• Begin housing applications if required before deadline.</li> </ul>

	Canada	USA	UK	Australia
April-May	<ul style="list-style-type: none"> <li>• May 29<sup>th</sup> is the last day a university will make an offer.</li> <li>• Review and compare offers and entrance scholarship packages.</li> <li>• Read all conditions on offer letters carefully.</li> </ul>	<ul style="list-style-type: none"> <li>• Majority of applicants will have received admission decisions by April.</li> <li>• May 1<sup>st</sup> is the earliest a university may require a regular decision financial deposit.</li> <li>• Review and compare offers and entrance scholarship packages.</li> <li>• Read all conditions on offer letters carefully.</li> </ul>	<ul style="list-style-type: none"> <li>• Universities are required to make a decision by May 2<sup>nd</sup> to applicants who submitted their application by the mid-January deadline.</li> <li>• Review and compare offers and entrance scholarship packages.</li> <li>• Read all conditions on offer letters carefully.</li> <li>• Students should be selecting their firm and insurance choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and compare offers and entrance scholarship packages.</li> <li>• Read all conditions on offer letters carefully.</li> <li>• Make a decision as to where to study.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Accept offer before the stated deadline found on the letter of acceptance.</li> <li>• Students should concentrate on final month of the OSSD to maintain grades so to reach the school's conditional offer requirements.</li> <li>• Ensure that all volunteer hours and literacy component of receiving the OSSD is complete.</li> <li>• If have improved IELTS/TOEFL scores, can send them into certain schools to remove the English Bridging Program condition on offer.</li> </ul>			

## 7 How to Start Careers Guidance with Your Students

As a Guidance Counsellor, there are many little details that you'll need to know about how to apply, deadlines, and program information. However, one of your key tasks is to help your students confidently choose a path. There's not one "perfect" path for a student, so don't try to find just one path! As a Counsellor, your job is to present them with their options, and help them narrow down the options as best as possible.

Let's look at how to deal with a few myths that students and parents believe, and how you can change their way of thinking:

### **"I don't know what I want to do when I'm older"**

Tell the student that it's okay!

No-one says that students need to know exactly what they want to be when they're in high school. Their minds will change as they mature and society changes.

Rather than concentrating on the question "*what do you want to be?*" or "*what career do you want?*", focus your students on thinking about their personal skills and interests. What are they good at? How do they like to learn? Instead of concentrating on ONE career, ask them to concentrate on a career field that they are interested in.

### **"I'm going to follow my passion in life"**

You may have a student who is very passionate in one career, so of course, do not discourage them, however encourage them to explore another career in a similar field of study, or even another career field altogether. Also, make them aware that passion alone shouldn't be the only thing that someone focuses on when choosing a career pathway. It's important to be realistic. What is the job market like for that career? What other skills and knowledge are required for that career?

### **"I need a job that has a good salary. I want to be rich."**

Many students will be drawn to particular career paths that promises a high salary, i.e. Medicine or Finance.

There's nothing wrong with this, but some students may just only be looking at the salary, and not the career itself. It is important that salary expectations are considered, but it should not be the main deciding factor. If a student chooses a career path only because of the salary, then they may end up in a job that is poorly matched up to their own interests and skills.

A 2015 Gallup survey found that people who do a job where they are using their strengths are 3x more likely to enjoy a better quality of life, 6x more likely to feel engaged at work and 15% less likely to quit their job.

Remind your students that a higher salary does not lead to job satisfaction.

### **"I need to do a program that guarantees me a job."**

Many students and parents will try to choose a program that can guarantee them a related job when they leave university. However, it is important to let them know that there are programs that may appear unrelated to a career path, but will give them transferable skills and strengths that they can take into their job search. This is true for many Arts, Humanities and Social Sciences programs. These programs can help improve students' critical thinking, writing, communication and presentation skills. These qualities can then allow students to follow career paths in law, entrepreneurship, media, consulting, and more!

Many people have careers that have no direct relationship with the programs they graduate from!

## 7.1 Where to Start?

It is recommended that all counsellors follow the below guidance counselling framework. This framework has been well researched by career development specialists, and will help your students throughout the whole process of choosing a program and a school that best fits **them**.



### 1) Who Am I: Self Reflection

Students need to start off their exploration process by sitting down and asking themselves:

*What motivates me?*  
*What do I enjoy doing? What don't I enjoy doing?*  
*What do I value?*  
*What do I want in a career?*

They should think about their **skills, interests, motivations, what they're good at**. They should think about what they **want** in a future job. Students need to start the career and school decision-making process by **thinking about themselves first!** By knowing themselves and actually thinking about what they want in life, will help them better select fields of study that best suits their needs. The worst decision a student can make is to choose a career path not suited to their personality and values!

You can guide your students through self-reflection by:

- Giving them Rosedale's [Student Questionnaire](#). This can be given as a take home assignment, or be filled out during a student one-on-one meeting.
  - These questions will not help students match up towards a certain career, but is used as a way to start students reflecting on answer! It can then be used for discussion during student-counsellor meetings when deciding on a career and program pathway.  
When trying to figure out what program to enter, students can look at how they answered Q6, and match it up with Rosedale Pathways using the [Student Questionnaire Career Suggestions Guide](#).
- Using [MyBlueprint](#) to take personality, motivation, interests, and knowledge quizzes to learn more about themselves, and to help match themselves up with potential careers!

## 2) What Can I Do: Find Program of Interest

After reflecting upon themselves, students can now think of a field of study! The reason it is more beneficial to decide upon a program before deciding upon a post-secondary school is because if a student has a field of study in mind, then they should go to a school that has strong academic offerings in that area. You may be surprised at which schools have excellent programs!

For example, Trent University has an EXCELLENT Forensic Science program, while Dalhousie University is perfect for students interested in Marine Biology. That is why students should *figure out their program interests FIRST, and their university/college SECOND.*

Using the answers from the [Student Questionnaire](#) as well as the resources below, guide the students towards discovering what programs they would be the most interested in.

Using those answers, use the below resources to help students narrow down their program choices:

### A. [Rosedale Career Pathways](#)

To help simplify the thousands of careers that exist, Rosedale has grouped all the careers into 6 Career Pathways (fields). So instead of asking a student to choose a specific program to apply to, ask them to choose a Rosedale **career pathway**. Choosing between 6 pathways is much easier than choosing between thousands of programs!

The 6 pathways are:

- Business, Marketing & Management
- Health Sciences
- Environment & Agricultural Systems
- Industrial, Manufacturing & Engineering Systems
- Human Services & Resources
- Communication & Information Systems

**ROSEDALE ACADEMY PATHWAYS**

**Environment and Agricultural Systems**

This pathway prepares students to work in an environmentally-focused field, where workers study animal and plant systems, develop new food products, use agricultural technology, research ways to protect natural resources and much more.

Career Clusters Included: Agriculture, Food & Natural Resources

**Sample Rosedale Course Pathway**

Grade 10	Grade 11	Grade 12
ENG2D: English SNC2D: Science MPM2D: Principles of Mathematics	ENG3U: English SBI3U: Biology SCH3U: Chemistry SPH3U: Physics* MCR3U: Functions	ENG4U: English SBI4U: Biology SCH4U: Chemistry SPH4U: Physics* MHF4U: Advanced Functions MCV4U: Calculus & Vectors

\*courses in blue are recommended but not required


**Required Skills**  
Communication Skills, Analytical Skills, Problem Solving Skills, Critical-Thinking Skills, Decision-Making Skills, Mechanical Skills, Scientific Skills, Observation Skills

**After High Schools:**  
Possible credentials that pathway graduates may pursue include:

- BSc (Bachelor of Science)
- BASc (Bachelor of Applied Science)
- BA (Bachelor of Arts)
- BBRM (Bachelor of Bio-Resource Management)
- BCom (Bachelor of Commerce)
- BED (Bachelor of Environmental Design)
- Landscape Technician Diploma
- Veterinary Technician Diploma

Possible Careers	Avg. Salary*	Job Growth*
Horticulture Technician	\$47,850	↑
Environmental Officer	\$72,676	↑
Food Scientist	\$76,312	↑
Mining Manager	\$164,331	-
Forestry Supervisor	\$72,492	-
Agricultural Consultant	\$99,365	-
Conservation Officer	\$64,824	-

\*Figures based on Ontario statistics. Job growth for 2017-2021, - (average), (above average)



Each pathway gives a description of the pathway, shows the possible careers and average salaries that can be earned, and what type of program students can apply to after high school to prepare them for a career in that field.

Instead of choosing a specific career or program, **it may be easier to first eliminate pathways that students are uninterested in, and then focus on 1 or 2 specific pathways.** By doing this, it can help students find a general field they are interested in. After focusing on 1-2 pathways, then it is easier to choose a program to apply to

Use the [Student Questionnaire Career Suggestions Guide](#) to match the answers given in Q6 of the [Student Questionnaire](#) to a Rosedale Pathway as well as learn more about what careers are found in which pathway.

- B. [Academic Program Descriptions:](#) After narrowing down pathways, students can use the program descriptions to learn more about popular potential programs within the chosen Rosedale Pathway. Only the 12 most popular programs are listed on this document. For more information about other programs, you can contact Rosedale Guidance. Click [here for the Chinese translation version.](#)

## 3) Where Should I Go?: Explore different universities and colleges:



After choosing a field of study and/or interested programs, students should make a list of schools that offer or are strong in those programs/fields of study. As a guidance counsellor, it is your job to introduce them to different schools and options. One of the best resources to explore Canadian Universities and Colleges is:

- [Rosedale's Interactive Map of Canadian Universities & Colleges](#): Have students and parents explore the different schools in Canada. This map gives a snapshot of each school based on location. School information includes standout programs, student population, average class size and percentage of international students.

Using the interactive map can help students explore different schools based on the following questions:

- **Do you like quiet, natural settings or the city life with many activities to do (or something in between)?**
  - If they like the city life, perhaps they should find a school within Toronto, Vancouver, Calgary, Montreal. Or they can choose ones that are a close drive to those cities.
  - If they like the nature and enjoy smaller cities, they can explore schools outside those main cities.
- **Is tuition and living cost a factor?**
  - Schools outside of the large cities are less expensive. Schools in the east coast and the prairies tend also to be less expensive. Ontario schools have the highest tuition.
  - College is the least expensive.
  - Living costs (rent, food, transportation) in a large city is also more expensive than living in smaller towns.
- **How important is it that you make friends with local students?**
  - Look at the international student population percentage. The smaller the percentage, the more likely students will be able to make friends with local Canadian students.
- **Do you prefer learning in a small discussion group or in a large lecture class environment? Are you an independent worker, or do you need more encouragement and direct support from professors and school staff?**
  - The population of the school is important. Smaller schools typically have smaller class sizes and allow for more interaction with professors.
  - Students who need more support may benefit more from a smaller school.
- **Do you want to be part of a big school or a small school? How do you deal with academic pressure, competition and stress?**
  - Large population schools (i.e. UofT and UBC) tend to be more competitive and students in those schools tend to feel more pressure.
  - Large population schools have a more diverse range of extracurricular activities, but in smaller schools, students may be able to make a larger impact within the school by starting new clubs and activities.
- **How much does weather matter to you?**
  - Canada is cold. But some places are colder than others! If students are very fearful of the cold, then perhaps southern British Columbia is more suited for them.
- **Does your school specialize in your chosen program?**
  - It is important to choose a school that specializes in the student's chosen field of study. For example, if a student is interested in environmental studies, then many schools in northern and central Canada specialize in environmental studies such as Lakehead University and the University of Northern British Columbia.
  - This is the most difficult part of guidance counselling. However, Rosedale's Guidance Team is always here to help! If you have a student with a specific program of interest, Rosedale can always provide a list of schools that specialize in that program!
  - [Popular Canadian Program Guide \(pdf\)](#): This document helps students match the programs they are interested in to Canadian schools that offer them. These lists only show a few of the many Canadian schools, and though they are a good starting point, more research is required! Make sure you visit the actual sites of schools.

Other websites that can be used to explore post-secondary institutions are:

- [MyBlueprint](#): Has in-detail profiles of every Canadian university & college.
- [Maclean's Canadian University Rankings](#): provides both school profiles and rankings. Guidance counsellors should remember to not only depend on school rankings to make decisions. [Click here to learn why!](#)
- [Universitystudy.ca](#): provides information for different universities, programs and scholarships.

When students have come up with a list of schools they're interested in (could be anywhere as big as 5-20 schools!), it's time to help them narrow down their list.

#### 4) Where Should I Go?: Narrowing down the list

It's time to narrow down the list! When narrowing down the list of schools, this is also a time to look at the students' transcripts. If the student has completed a lot of Rosedale courses, find out the student's average of all their courses. If not, then use the Grade 11 averages from the student's previous school. **Students should focus on a realistic range of schools based on their marks and ability to handle academic stress.** If students have a 75% average, then perhaps they shouldn't be applying for a competitive program at a competitive school that requires a 90% average. Be realistic!

- Use [Electronicinfo](#) to find out the up-to-date admission averages of Ontario universities.
- Use [Rosedale's Canadian University Catalogue \(Excel\)](#) to find the links to the admission averages of non-Ontario universities.

#### **How many schools should students apply to?**

**The magic number of schools that students should apply to is 5-8.**

The more schools students apply to, the more difficult it is to manage the applications, and the harder it is to make the final choice for students.

- 1-2 schools should be the **dream school** (current average is not high enough, or has a supplementary application)
- 2-4 schools should be the **realistic/target school** (current average reaches the admission average)
- 1-2 school should be the **safety school** (current average is much higher than admission average, no supplementary application is necessary)

#### 7.1.1 Alternate Offers

It is unnecessary to apply to multiple programs for every school.

Some schools will provide students with *alternate offers*. This means that if students do not reach the admission average for their chosen program, the school will offer them a space in another program with a lower admission average.

Other schools (one outside Ontario) will ask students to choose a first and second choice program at the time of application. Students should choose a backup second choice program that does not require a supplementary application, and doesn't have a high required admissions average.

The following Canadian schools do not offer alternate offers, if students are interested in more than one program or want to increase their chance of admissions to that school, they can apply to up to 3 separate programs:

*McMaster University*

OCAD  
Queen's University  
Ryerson University  
Western University  
McGill University

Every school has a different alternate offer policy. Please check [Rosedale's Canadian University Catalogue \(Excel\)](#) to see what the policy is for each Canadian school.

## 7.2 Why You Shouldn't Rely on Rankings

We understand. Rankings are useful to learn about different schools in a country and it gives students and parents fast information. But it is important that you, your students and their parents should not be relying only on rankings. Rankings only tell one part of the story, but doesn't give the full story about whether a school is the right choice for your student. Here's why:

- Rankings have little emphasis on actual student experience
- Some rankings are based on how much research and how many famous faculty members a school may have, but this has little influence on an undergraduate students' education.
- The prestige of a university does not equal quality education for each student. It depends on each individual student's needs!

One of the most popular rankings in Canada is Maclean's Magazine. Here's an explanation of Maclean's Magazine rankings and how to use them properly.

Website: [Maclean's University Rankings 2019](#)

There are 3 different school ranking categories that Maclean's completes:

- **Medical/Doctoral Ranking:** Ranks schools that have a very large range of Ph.D. programs and have medical schools and a strong research focus. (schools include McGill, UofT, UBC, Manitoba, Queen's)
- **Comprehensive:** Ranks schools that have a wide range of programs at the undergraduate and graduate levels (includes schools such as Simon Fraser University, Waterloo, Wilfrid Laurier, Brock)
- **Primarily Undergraduate:** Ranks smaller size schools that have fewer graduate programs and have more emphasis on undergraduate education (includes schools such as Trent, UOIT, Lakehead)

If you choose to use rankings, then you should look at all three rankings. For each ranking category, there are a few things to consider:

For example: Medical/Doctorate Ranking

Overall Ranking ↕	School ↕	Last Year ↕	Student Satisfaction ↕	Reputational Survey ↕
+ 1*	McGill	[1]	14	3
+ 1*	Toronto	[2]	13	1
+ 3	UBC	[3]	7	2
+ 4	McMaster	[6]	4	4
+ 5	Queen's	[4]	2	6
+ 6	Alberta	[5]	8	5
+ 7	Dalhousie	[8]	10	10
+ 8	Western	[7]	6	7
+ 9	Ottawa	[9*]	15	12
+ 10	Montréal	[11]	5	8
+ 11*	Calgary	[9*]	12	9
+ 11*	Laval	[12]	3	11
+ 13	Sherbrooke	[13]	1	13
+ 14*	Manitoba	[14]	11	15
+ 14*	Saskatchewan	[15]	9	14

Schools are ranked according to:

**Overall Ranking**

**Student Satisfaction**

**Reputational Survey**

It is important to sort the rankings by each category!

As you can see, McGill is ranked overall the highest, but if you take a look at the student satisfaction, it is ranked 14<sup>th</sup> out of 15 schools. This means that students aren't as satisfied with the school's culture, support services, quality and access to teaching staff, and opportunities for extracurricular activities. This is an important ranking because it shows what the students' actual experience at the school is.

For the University of Toronto, it is ranked 1<sup>st</sup> both overall and in its reputation, however students aren't very satisfied with their experience in the school (13 out of 15)! So it's important to take all ranking factors into consideration.

Since all students are different, and all students want something different from their school, Maclean's has a highly useful tool that helps students build their own university rankings!

[Maclean's Build Your Own Ranking](#)

This website allows students to choose what factors are the most important to them. Factors such as: national reputation, studious classmates, great parties, great food, access to instructors, etc. Based on the importance they put on each factor, the rankings change! At the end, the students get their own personalized rankings.

This Build Your Own Ranking page is an EXCELLENT tool for students to use when exploring different universities! It is highly recommended that counsellors use this tool when meeting with parents and students.

## 7.3 Where Do Parents Come In?

As a counsellor, you won't just be working with teachers and students. Parents are the greatest influencer during your students' program & university/college decision making process. The type of parent you need to deal with will differ.

Some parents' expectations will be very reasonable. They will allow their child to choose whatever school and program they would like, and will be very hands off in the decision making process. However, other parents will have very high expectations and will require their child to go to the top schools even if their child's academic averages, or needs are not the best fit for those schools.

### Tips for Managing Parent Expectations

- Start communicating with parents **early**. Have multiple information sessions/meetings with parents to explain the whole process.
- **Over-communicate** with them, tell them all the information that they need. Parents are very anxious when they don't know what is going on with their students. So the more you communicate with them and keep them informed, the less anxiety they will feel.
- **Keep them updated!** Make sure you reach out to parents every month to keep them updated about their child's marks and applications.
- Encourage parents to **talk to their children**. Many parents and students don't talk to each other! Encourage communication between the two so that they can find an understanding between each others' needs.
- Give parents **resources** (i.e. interactive map of Canada, Maclean's Build Your Own Ranking), and **teach them** about important guidance concepts, such as finding the best fit schools.

## 8 General Information: Applying to Universities and Colleges

When students have finalized their list of schools that they'd like to apply to, it's time to start the applications! Students can start applying as early as October. The earlier they apply, the more likely they can get an early acceptance (a letter of acceptance in January).

Early acceptances are only recommended for students who have high Grade 11 OSSD marks.

For all other students, students should ensure that they apply before January.

### 8.1 Admission Requirements

When applying to universities and colleges, students have to meet certain admission requirements that are different for each school.

Admission requirements include:

- Admission average
- English Proficiency Scores (if from a non-English speaking country)
- Supplementary applications

#### Admission Average

Each university/college program has a specific minimum admission average that students must meet to be offered an acceptance. To calculate each student's admission average, schools will take the **average of the top 6 Grade 12 University (U) or University/College (M) Preparation courses**.

If a student takes 7 Grade 12 U/M courses, then the 6 courses with the highest average will be counted into the final average.

However, the **program-specific admission requirements** must be taken into account.

Certain courses **must** be counted into the student's admission average. ENG4U is always a requirement. So even if a student takes 7 Grade 12U/M courses, the ENG4U average **MUST** be calculated into the admission average even if it is the lowest mark.

For Business applicants, most programs require ENG4U, MHF4U and MCV4U. This means that those courses **must** be calculated into the student's admission average no matter what the grades are.

Schools will list which courses are a requirement for each program on their admission requirement pages.

### English Proficiency Scores

For non-native English speakers, post-secondary institutions require proof of English proficiency. This can be done through supplying the mark for IELTS or TOEFL. These marks must be sent to universities/colleges direct from the issuing institution.

Students must send a request to their test writing center to have the scores sent to the schools they've applied to. Universities and colleges **will not accept** results sent by the students.

Most schools will have a specific deadline for when they can receive the test. Students and counsellors must be aware of these deadlines for each school. Student applications will not be considered until they receive the English Proficiency scores. So for most Canadian schools, it is recommended that students send in their test scores months before the stated deadline, even if they don't meet the required scores.

Students have the opportunity afterwards to send in their new test scores as they improve their English proficiency test results.

Students who do not meet English proficiency requirements may receive an offer to the university/college's English Bridging Program. See [10 English Bridging Programs](#) for more detailed information about English Bridging Programs.

### Supplementary applications

Not all programs and schools require supplementary applications. However, very competitive programs (such as Business) may require them. The United States and the United Kingdom requires supplementary applications for all applicants.

Types of Supplementary Applications may include:

- Personal Essays or Statements
- Video Interview
- Portfolio (if applying to creative arts programs)

Supplementary Applications have their own deadlines, and students must make sure they read emails from the schools carefully to ensure that they meet the deadlines.



## 9 Applying to Post-Secondary Institutions – Process By Country

### 9.1 Applying to Schools in Canada

#### Academic Calendar:

Most universities and colleges have two semesters:

- Semester 1: September - December
- Semester 2: January - April

Some schools allow for students to start their study in Semester 2, however most Canadian schools do not.

[Click here for a list on Ontario schools that offer Semester 2 \(Winter\) entry.](#)

#### General Application Deadlines:

Most universities have an application deadline in January.

Most colleges have an application deadline in February.

#### General Application Requirements:

Ontario transcript of 6 Grade 12 U/M marks	IELTS/TOEFL scores
Some British Columbia schools require Grade 10 & 11 marks	Supplementary applications (for some programs/schools)

#### Where to Search for University and Program Information:

- [Rosedale's Canadian University Catalogue \(Excel\)](#): This Catalogue provides up-to-date information of each university in Canada, including links to application pages, general admission requirements, detailed deadlines, and much much more! This Catalogue is essential for all counsellors.
- [Rosedale's Popular Canadian Programs Guide \(pdf\)](#): a comparison chart of different programs in Canadian universities grouped together by field.
- [Rosedale's Interactive Map Of Canada](#) – An interactive, click-able map of Canada showing all the different universities and colleges in Canada and their locations. A must-use for students and counsellors when exploring different Canadian schools!
- [MyBlueprint](#) – requires login membership, Rosedale Guidance Team will provide students and counsellors with login information. Includes profiles of programs, universities and careers.
- [Electronic Info](#) – this is the very best place to get program specific information for **Ontario** schools.
- [Maclean's University Rankings](#) – this Canadian magazine ranks all Canadian universities and programs.
- [Universitystudy.ca](#) – provides information for different universities, programs and scholarships.

#### Tuition & Fees:

- In 2017-2018, the average international undergraduate student tuition fee was CA\$25,180/year. Tuition can vary significantly depending on program of study. It can range from CA\$20,000-\$60,000/year.
- For Canadian colleges, the average range is from CA\$6,600-CA\$22,000/year.

#### Housing:

- Most Canadian universities and colleges offer housing near or on campus.
- Dormitories vary, but generally feature a shared kitchen, bathroom and laundry facilities.
- Most university housing also provides required or optional meal plans.

## Working in Canada – Information for International Visa Students:

As of June 1, 2014, the Government of Canada has made it easier for study permit holders to work off campus. **Full-time** students pursuing an academic, professional or vocational training program at a designated learning institution will be:

- eligible to work on/off campus **without a work permit**;
- allowed to work on/off campus for up to 20 hours per week during a regular academic session and full time during regularly scheduled breaks; and
- able to work off campus immediately rather than waiting six months.

Work as part of a co-op/internship program

- Students can work as part of a co-op or internship program only if the work is an essential part of an academic, vocational or professional training program offered by a designated learning institution.
- To work as part of a co-op/internship program, **you will need a co-op work permit** that is separate from your study permit.

### 9.1.1 Application Process: Ontario

#### Universities:

Ontario universities use a centralized application system called the **Ontario Universities' Application Centre (OUAC)**. OUAC receives and processes all applications for undergraduate admission and then transfers the applications as well as student marks to the universities that the applicants applied to.

On OUAC there are two application choices:

1. **OUAC 101:** this is the application for all Ontario students. Rosedale updates student marks on OUAC, and universities will receive marks directly from OUAC.
2. **OUAC 105:** this is the application for all international, out-of-province, and mature students (currently 21 or will turn 21 during the school year at time of application). Universities will not receive marks directly from OUAC. Rosedale will send transcripts directly to each school applied.

In October, Rosedale will send counsellors the OUAC account login information for each student. After applying, students will receive an OUAC reference number. It is important to record this number as students should reference this number when applying to other Canadian schools outside Canada.

Key deadlines that counsellors must keep in mind:

- Mid January – All applications to universities are due
- End of April – Rosedale submits mid-term marks for all Grade 12 U/M courses
- June 1<sup>st</sup> – Deadline for students to accept school offers

Please review [Rosedale's OUAC Guide \(PDF\)](#) to learn the details about applying to schools using OUAC. This guide can be shared with students.

#### Colleges:

Students must apply to colleges on the colleges' international student website. Check [Rosedale's College Catalogue \(Excel\)](#) for specific details about how to apply.

### 9.1.2 Application Process: Non-Ontario Provinces in Canada

Schools outside of Ontario do not have their own centralized application system. Students must apply through individual university websites.

OUAC will send student marks to the following schools:

Acadia University	Bishop's University	The University of British Columbia	The University of Calgary
Concordia University	Dalhousie University	McGill University	Saint Mary's University
Simon Fraser University	The University of Victoria		

To authorize OUAC sending the marks, the applicant must include their 11-digit OUAC Reference Number to the above schools' application forms. The 11<sup>th</sup> digit should be zero.

For example: 2019XXXXXX0

Since some non-Ontario universities can receive marks from OUAC, students should submit their OUAC applications first, and then apply to schools outside Ontario.

For all other universities/colleges outside of Ontario that cannot receive marks from OUAC, students will either self-upload the marks to the school's applicant portal system, or Rosedale will send student transcripts directly to the university/college.

## 9.2 Schools in the United States of America

### Country Specific Vocabulary:

There are three types of applications:

- Early Decision (ED)
- Early Application (EA)
- Regular Decision

Most Rosedale students will apply for **Regular Decision**. It is highly recommended that students do not apply for ED. To learn more about the differences, see [Applying Early: ED and EA \(PDF\)](#).

### Academic Calendar:

Most universities have two semesters:

Semester 1: September-December

Semester 2: January-April

Most students will apply for September (Semester 1) entry.

### General Application Deadlines:

Early Decision & Early Action deadlines: November

Regular decision deadlines: early January (CommonApp) – See below for other schools.

### General Application Requirements:

Ontario transcript of 6 Grade 12 U/M marks	IELTS/TOEFL scores
Local country transcripts for Grade 9-11	Personal Statement/Essay

Counsellor and teacher references	SAT/ACT may be required
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### Where to Search for University and Program Information:

Big Future: This is one of the most comprehensive US university search websites.

Common App: This is the centralized application website where students apply for universities, it also contains school and program profiles.

### Tuition & Fees:

Tuition fees are generally between US\$25,500-50,740 depending on the program and school type.

### Working in the U.S. – Information for International Visa Students

(Source: internationalstudent.com Date: September 16, 2015)

Most international students in the United States hold an F-1 visa, which is the U.S. non-immigrant student visa. F-1 students are allowed to work in the United States, but only under certain conditions and in accordance with complex guidelines and restrictions issued by the United States Citizenship and Immigration Service (USCIS).

Generally, all employment is contingent on remaining within the terms and restrictions of your F-1 visa. There are several categories of employment during the term of your stay as an F-1 student in the United States. On-campus employment is the most freely available, and then there are four categories of off-campus employment:

#### On-Campus Employment

#### Optional Practical Training (OPT)

#### Curricular Practical Training (CPT)

#### Economic Hardship

#### International Institutions

Click the links above to learn more about each category and which category you can qualify for.

## 9.2.1 Application Process: USA

Quick facts:

- American schools require all grades from grades 9-12. Students may be required to have their local schools send the transcripts directly to the schools.
- More weight will be put on the top 6 Grade 12U/M marks.
- Students will apply to most schools through Common Application (centralized applications service). They have over 700+ schools on their system.
- A common personal statement is required (one submission for all schools), some schools will have also have specific questions for students to answer.
  - The CommonApp essay prompts for 2019-2020 can be [found here](#).
  - The University/College specific essay prompts for 2019-2020 can be [found here](#).
- At least one counsellor reference is required, some schools will also ask for 1-2 teacher references.
- SAT/ACT scores are not required for many schools.

**Common App:** For the step-by-step process on how to apply through CommonApp, read the [Common Application Guide for Students and Counsellors \(PDF\)](#).

To find out more detailed information about school fees, requirements and deadlines of Common App Schools,

please see the [Common Application Requirements Spreadsheet \(PDF\)](#).

### Schools Not On Common App:

#### *University of California Schools*

- UC Berkeley
- UC San Diego
- UC Merced
- UC Riverside
- UC San Francisco
- UC Santa Cruz
- UC Davis
- UCLA
- UC Irvine
- UC Santa Barbara

The deadline to submit applications for UC schools is **November 30<sup>th</sup>**. Application page:

<https://admission.universityofcalifornia.edu/international/>

#### *State of Texas Schools*

Students applying to schools in Texas must use the ApplyTexas page. Deadlines is **early December**. Application page:

<https://www.applytexas.org>

#### *School-Specific Applications*

- American Int' College
- Bloomsburg Uni' of Penn.
- Cal Poly San Luis Obispo
- College of Charleston
- Embry-Riddle
- Florida Int' University
- James Madison Uni
- University of Georgia
- Auburn University
- Brigham Young Uni
- California State University
- Deep Springs College
- Fashion Institute of Tech
- Georgetown University
- MIT
- University of Florida
- Ball State University
- Brooklyn College
- City College of New York
- Duquesne University
- Florida Atlantic Uni
- Golden Gate University
- Rutgers (All campus)
- Berea College
- Cal Poly Pomona
- Clemson University
- Elon University
- Florida A&M Uni
- Grove City College
- University of Arkansas

Students interested in these school must apply through their individual websites, and check for individual application deadlines.

## 9.3 Schools in the United Kingdom

### Country Specific Vocabulary:

- **Course:** refers to a program of study. Students must choose a course right when they apply, though they are able to change their course after enrolling.
- **Professional Studies** include: medicine, law, veterinary science, dentistry. Unlike Canada, in the UK, students can enter these programs direct from high school and they last between 3-5 years.
- **Sandwich Year:** as part of their degree programs, many UK universities offer work placements, which is referred to as a sandwich year. They are usually between the second and final year of the degree. This experience doesn't require students to get an additional visa.
- **Modules:** when applying to schools through UCAS, students will be asked to submit their academic course history and to list their modules. Modules means their classes.

### Academic Calendar:

Most universities have two semesters:

- Semester 1 (Fall): September-December
- Semester 2 (Spring): January-April

When applying, students apply for Fall (semester 1) start date.

**General Application Deadlines:**

For applications for medicine, dentistry, veterinary science, OR any Oxford or Cambridge program: **October 15<sup>th</sup>**

For all other programs and schools: **January 15<sup>th</sup>**

Some Arts & Design courses have March deadlines so that applicants have enough time to prepare a portfolio.

**General Application Requirements:**

Hardcopy transcripts and IELTS/TOEFL reports are not required, marks are self-reported on UCAS
Letter of recommendation with predicted academic marks from a teacher or counsellor
Common Personal Statement

**Where to Search for University and Program Information:**

- [UCAS](#) – The centralized website where students apply for universities. This page contains information about all universities and programs.
- [Complete University Guide](#)
- [The Guardian's University Guide](#)

**Tuition & Fees:**

Each university sets its own fees.

Annual tuition fees for international students range from about 10,000 to 21,000 British pounds per year, with the exception of medical courses which can be up to 38,000 pounds per year.

**Housing:**

Many universities guarantee on-campus housing—typically single-occupancy—for first-year international students. International students are usually integrated into first-year housing with domestic students.

Many student residences are self-catered, meaning students prepare and cook their own meals. In cities, for-profit, privately run residence halls are common.

Many students elect to live in these private dorms or other private rental accommodations after their first year.

Minimum monthly costs for housing and other living expenses in 2017 were estimated at 1,015 pounds outside London and 1,265 pounds in London.

### 9.3.1 Application Process: UK

Quick facts:

- Students apply through UCAS (centralized applications service)
- Students will need to create an account through the UCAS website. Since Rosedale is an official UCAS center, students can join their application with Rosedale by entering in the buzzword for Rosedale. This allows Rosedale to monitor the application process.
  - If counsellors would like Rosedale's help in monitoring, please inform Rosedale Guidance Team in September. Rosedale will then send you the buzzword (password) to join Rosedale's Centre, and create a Staff Account for counsellors. The Staff Account allows counsellors to see the application activity of their students who have applied.
- UCAS details:
  - Students can apply to a maximum of five courses (programs) in the UK.
  - Students can apply to more than one course at the same institution.



- Admission officials at the universities where students have applied cannot see where else the student has submitted an application.
- One common personal statement and one common reference is sent to all the schools, so students and referees must not write specific names of schools or programs that the student has applied to.
- It is recommended that all the program choices should be within the same field so that the personal statement can focus on one field of study. For example: it is not recommended that students apply for engineering at one school and business at another.

For more details on how to apply through UCAS, view [Rosedale's Interactive UCAS Guide](#).

Please contact Rosedale Guidance for Rosedale's new buzzword this year.

Rosedale will provide referee's with a guide to how to write references for students: [Referee's Guide \(PDF\)](#).

## 9.4 Schools in Australia

### Country Specific Vocabulary:

- The term **course** refers to a program of study. Students must choose a course right when they apply, though they are able to change their course after enrolling.
- **Bachelor's** is the undergraduate degree that students receive, this takes 3 years to complete. However, **honours** program or **professional studies** may take longer.
  - **Professional Studies** include: medicine, law, veterinary science. Unlike Canada, in Australia, students can enter these programs direct from high school.
- **Foundation Studies:** For students who do not meet academic requirements, they can enroll into foundation studies which is a one-year intensive preparatory course that gives the student skills that they need to enter an undergraduate course at a university.
- **O-Week** is the name of Australian universities' orientation week, which begins at the start of each semester for new students.

### Academic Calendar:

Most universities have two semesters:

- Semester 1: February/March - June/July
- Semester 2: July/ August - November/December

Many courses allow students to begin their studies in either semester. **Rosedale students often start in Australia's second semester.**

### General Application Deadlines:

For Semester 1 entry: end of October

For semester 2 entry: end of March

### General Admissions Requirements:

Ontario transcript of 6 Grade 12 U/M marks	IELTS/TOEFL scores
Most schools and programs do not require essays, recommendation letters or portfolios	

### Where to Search for University and Program Information:

- Study in Australia is run by the Australian government, it offers general advice and information for international students.
- Universities Australia offers university profiles and key contacts.
- The Good Universities Guide is a site for comparing Australian courses offered at universities.
- CRICOS also known as the Commonwealth Register of Institutions and Courses for Overseas Students allows international students to search by institution or by course of study.

### **Tuition & Fees:**

Tuition and fees are regulated at the national level and tend not to change.

Approximate annual undergraduate bachelor's degree (non-professional courses) charges range from AU \$15,000-AU\$33,000 depending on program of study.

### **Housing:**

Most Australian universities have comfortable and furnished apartment-style living on campus or close by, sometimes with cleaning and meals included.

Minimum cost of living, estimated by Australia's Department of Home Affairs is AU\$20,290/year.

### **Working During Study**

Most Australian student visas allow students to work up to 40 hours every two weeks during regular course dates, and unrestricted hours during scheduled course breaks. Type of work include paid part-time work and internships. Following graduation, students are eligible to remain in Australia on their student visa for **two months**, provided that the course of study they completed was longer than 10 months.

More information related to working during your studies may be found [here](#).

#### **9.4.1 Application Process: Australia**

To apply to Australia, students apply through individual university websites with their personal information. Students will then be able to select which program(s) they would like to apply for and submit their application with any of the required documents.

For specific Australian university requirements, please see [Australian University Requirements \(PDF\)](#).

## **10 English Bridging Programs**

There are two types of entry for students:

- Direct Academic Entry = when students meet all academic and English proficiency requirements for a certain program.
- ESL Program Entry (Conditional entry) = when students meet the academic requirements (admission averages, supplementary applications) for their desired program, but who do not meet the English Proficiency requirements. Students will be given a conditional offer to the school's academic program provided that they attend and pass successfully the school's English Bridging Program.

### **What is An English Bridging Program?**

Most university/colleges will have their own English Bridging Program, which is a program that helps to improve students' reading, writing and oral skills with a focus on using English in a post-secondary school environment. English Bridging Programs are also called "English Foundation Programs", "ESL Bridging Programs", etc.

Students in the English Bridging Program are considered students of the university/college, and have access to most of the school's resources.

Each school has a slightly different English Bridging Program. They vary in:

- Name
- Duration: ranges from 2 months-8 months long depending on the English level of the student
- Cost
- Access to academic credit courses: some programs will allow students to take 1-3 academic courses while in the Bridging Program.

Once students have successfully completed the last level of the English Bridging Program, students will receive direct entry into their academic program.

### **Benefits of Attending An English Bridging Program:**

Though it may extend a student's time in the post-secondary institution, there are many benefits to attending an English Bridging Program. They include:

- Learning to succeed in a North American post-secondary environment
- Getting academic and social support to excel in studies
- Making new friends and experiencing Canadian culture
- Improving academic English skills in a small classroom environment, and being more confident in using the language in class

### **How to Apply:**

There are three different ways to gain entry into a school's English Bridging Program:

- 1) Apply through OUAC.** Some Ontario schools require students to apply to their English Bridge programs through OUAC. Students need to add these programs as a separate program choice. If students are not sure if they will reach the required English Proficiency score, then on OUAC they need to add BOTH the academic program AND the ESL Bridging Program onto their OUAC choices. It is recommended that students apply for these programs at the same time they apply for their academic programs. Schools include: Queen's, Ryerson and UT St. George campus.
- 2) Apply for the English Bridging Program on School Website.** Some schools have a separate English Bridging Program application on their website that students need to apply to. These applications have their own application fee. Students typically apply for these programs *after* they receive a conditional offer from the school.
- 3) No application required – automatic placement into the program.** Some schools provide automatic entry into their English Bridging Program, i.e. McMaster University. Students do not need to apply separately to the school's English Bridging Program.

McGill and OCAD are the only Canadian schools **without** an English Bridging program. Students applying to those schools must meet English proficiency requirements.

For more details on each school's English Bridging Program and important deadlines, please refer to [Rosedale's Canadian University Catalogue \(Excel\)](#), [English Bridging Program Sheet](#).

## 11 Important Application Tips For Canadian Schools

For many students and parents, the post-secondary school that they attend is the most important for them. As much as we as guidance counsellors like to stress that students should pick the **program** before the university, and that they **shouldn't rely on rankings**, for many students and parents, they will have a "dream" school that they 100% want to get into. To help with this, here are some tips on how to give students better chances into their dream schools:

- A. Apply to **both** the school's ESL Bridging Program AND direct entry program
- B. Apply to the school's smaller campuses.
- C. Make sure students have a **second choice** picked for each non-Ontario school

### A. Apply to both the school's direct entry program AND ESL Bridging Program.

For schools that have a separate ESL application from the direct academic entry, apply for both programs!  
*Even if the student has already reached the English proficiency requirement for direct entry, applying for the ESL program will give them a second opportunity to receive an acceptance if they are keen on attending that school.*  
Applications to both programs should be submitted at the same time.

The competitive Canadian schools where applying for both types of programs may be beneficial:

#### University of Toronto (Downtown Campus)

On OUAC, students should apply for both the direct entry academic program, as well as UT's ESL program, the **International Foundations program**. This will count as two separate programs applied for.

#### Queen's University

On OUAC, students should apply for both QBridge AND the direct entry academic program.

#### University of British Columbia

Apply for direct entry academic program on the UBC website, as well as the ESL Bridging program, **Vantage One**. Vantage One is unique in that students will take ESL and academic degree classes in their chosen field of study. After completing one full year at Vantage One, students will move onto their 2nd year at UBC.  
Vantage one website: <https://vantagecollege.ubc.ca/overview-programs>

#### Simon Fraser University (SFU)

Apply for direct entry academic program on the SFU website, as well as the ESL Bridging Program, **Fraser International College - UTP II (FIC)**.

FIC allows students to take ESL and academic degree classes in their chosen field of study. After completing one full year at FIC, students will move onto their 2nd year at UBC. <https://www.fraseric.ca/about>

Please check Rosedale's Full University Catalogue's ESL Bridging Program sheet for more detailed information about each ESL program listed above.

### B. Apply to the school's smaller campuses.

Some schools have multiple campuses. The main campus school is typically the most competitive. The school's campuses tend to have lower admission averages, so students graduating from the smaller campuses still receive their degree from the main campus.

Please note that it is not guaranteed that a student attending a school's smaller campus can easily transfer to the main campus in following years.

For example, if a student is interested in attending **The University of Toronto**, the main campus is their downtown campus (St. George), however students attending their two other campuses, **University of Toronto - Mississauga (UTM)**, and **University of Toronto - Scarborough (UTS)** will also receive the University of Toronto degree. They will just take their courses in the smaller campuses.

UTM and UTS are about 30 minutes drive from downtown Toronto.

For students who are very interested in receiving their degree from a specific school, it is advised that they also apply for a program at the schools' other campuses to increase their chance of admissions.

Other examples:

**UBC's** main campus is located in Vancouver, however they have another campus called **UBC Okanagan (UBCO)**. This campus is located 4 hours drive away from Vancouver, and is less competitive to enter, however still maintains the UBC quality as well as students graduating from it will receive the UBC degree.

**Western University's** has three associated colleges (similar to campuses). **King's University College, Brescia University College**, and **Huron College**. All three are located on Western University property, and graduates from all three schools will receive a Western University degree. Rosedale has a partnership with ***King's University College and Brescia University College***.

### **C. Make sure students have a second choice picked for each school (for non-Ontario schools)**

Make sure that students add a second choice program for each non-Ontario school that they apply to!

Some schools outside Ontario will ask students to choose an alternate or second choice program when they apply.

Make sure they are always adding a second-choice school.

These second choice schools should have a lower admissions average than their first choice program.

For example, if a student's first choice is Engineering, then their second choice should be Science, since science usually has a lower admission average than Engineering.

If the student's academic average is not high enough for their first choice program, then the school will automatically consider them for their second choice program. There is a greater chance that the student will be offered a space at the university if the student has a lower average second program chosen.

For more information on which schools offer a second choice program option, see the Rosedale's Full University Catalogue, the last column, Alternate Offers, will give details.

## **12 Steps After Applying**

Submitting the application is only one small part of the application process. There are still many steps that need to be done after students submit their application!

After students have applied to their schools, make sure you keep track of all usernames and passwords for OUAC and

other individual university/college application pages. Students WILL lose their passwords and usernames, so it is important that you create a spreadsheet of all the students' application information, including:

- OUAC username and password
- OUAC reference number
- Schools and programs they've applied to
- The username and passwords for each school's application account

Rosedale has created an Excel [Application Tracking Form \(Excel\)](#) for Local School Counsellors that helps counsellors organize all the needed information. Counsellors can edit and change the form as they see fit.

Next steps after applying:

- 1) Notifying Rosedale Academy of Schools Applied To
- 2) Logging into the School-Specific Application Status Accounts (Applicant Portals)
- 3) Submitting Required Documents
- 4) Applying for Housing
- 5) Applying for Scholarships
- 6) Accepting the Offer

Each step will be detailed in the subsections below.

## 12.1 Notifying Rosedale Academy

After applying, Rosedale's Guidance Team will send Local Schools a list of all the schools on OUAC that students have applied to. Counsellors will then add all the schools outside of Ontario that students have applied to.

This step is very important as it informs Rosedale of all the schools that students have applied to so that interim transcripts can be sent to those schools.

Rosedale will also ask schools to maintain electronic folders that they continually fill with student acceptance letters and English Proficiency Test Scores.

## 12.2 Logging into School-Specific Application Status Accounts (Applicant Portals)

**Each** Canadian university/college will send the student applicant an email around 2-4 weeks after the student submits their application. This email will contain the student's applicant number, and instructions regarding the next steps. Please record the student's applicant number for each school! From now on, whenever students or counsellors communicate with the school, they will ask for the student's applicant number.

If students do not receive any emails from schools, tell them to **check their Junk Mail** folder in their email. Many emails may end up in that folder.

The email will contain instructions in creating that school's application status account (also called applicant portal).

These instructions must be followed step-by-step to set up the applicant portal.

Each school's applicant portal looks slightly different; however, the same information can be found:

- Student application(s) details
- Program applied for
- Required documents that need to be uploaded and document submission deadlines
- Status of application

It is important for students and counsellors to continuously monitor these applicant portals throughout the school year.

### 12.3 Submitting Required Documents

Students can find out what documents they need to submit for their programs on their applicant portals.

The items that all students will need to submit:

- A) Current grades** - How students report their current grades differs depending on the school. The different ways of reporting include:
- *Self-reporting*: students self-report their midterm and final grades for their Grade 12 courses. Make sure they are honest with their grades, as schools will verify with Rosedale.
  - *Unofficial Transcript Upload*: students upload their PDF transcript to their applicant portal.
  - *Official Transcript Sent by OUAC/Rosedale*: the schools will take the current marks from OUAC or Rosedale will send the transcript directly to the school if it is a non-Ontario school. Counsellors need to ensure that Rosedale is notified about all the schools that students have applied to.
- B) Past Grades** – Some universities will require students to submit their local high school past grades (i.e. Grades 10, 11, 12). Typically, the universities requiring these past grades are British Columbia universities. Scanned copies of these transcripts can be uploaded or emailed electronically, however, when the student gains admission to the school and accepts the offer, they will need to get the OFFICIAL HARDCOPY grades sent. These transcripts need to be sent directly from the ISSUING school. There are two ways that students can get their transcripts sent:

#### Option 1 (preferred method)

Transcripts should be signed and enclosed in a school envelope by an administrator at the issuing school. Official school envelopes should have a printed school logo, stamp, or official seal prominently displayed – plain envelopes without a school logo, stamp, or official seal will not be considered official.

#### Option 2

In the event the school does not provide school envelopes or mail transcripts on behalf of their students, it is acceptable for students to provide the school with an envelope and postage and allow them to put the signed and sealed transcript into the envelope for the student. The administrator must then close the envelope, and place a signature or seal on the closed envelope before mailing it.



- C) **English Proficiency Test Scores (if required)** – IELTS/TOEFL scores **must** be sent directly from the issuing institution. Schools will not accept reports from students.
- All test reports must be less than two years old.
  - Keep in mind the English Proficiency Test Score deadline. Scores must be submitted before the stated deadline on [Rosedale's Canadian University Catalogue \(Excel\)](#). Where to send the IELTS/TOEFL scores can also be found on the Catalogue.
  - Students can submit as many English Proficiency Test Score results as they'd like. Therefore, it is important that students submit at least one score as early as possible (even if it doesn't meet the requirements) so that their application can be considered. Students can send updated test scores once they receive higher ones.
  - If students meet the academic requirements, but do not meet English Proficiency Test Scores, students may be granted a **conditional offer** to the school, which will require them to either send an upgraded higher test score, or require them to take an English Bridging Program.
- D) **Supplementary Applications** – certain programs and schools will require students to submit a supplementary application in the form of a personal essay, video interview, or portfolio. All instructions on how to submit the supplementary application can be found on the program webpage and/or applicant portal. Deadlines must be strictly followed. **Students must keep track of their supplementary application deadlines.**
- Students applying to Fine Arts programs will be required to submit a portfolio.
  - Typically, Business program applicants are required to send in a resume, a personal statement, or complete a video interview.
  - For UK & US schools, a personal statement is submitted during the application process. The only Canadian school that requires a personal statement for **all programs at the time of application is the University of British Columbia (UBC)**. This personal statement is called a Personal Profile.
  - Two other Canadian schools that recommend that **all applicants** submit a personal statement are:
    - Queen's University – Personal Statement of Experience (PSE)
      - Required for Commerce
      - Strongly recommended for all other programs
    - Waterloo University – Admission Information Form (AIF)
      - Required for Engineering, Mathematics, Accounting, Financial Management
      - Strongly recommended for all other programs

When documents are sent to the university/college, it takes roughly 3-4 weeks for the document status to update on the applicant portal. For more details on how to write Personal Statements, see [13 Writing Personal Statements](#).

## 12.4 Applying for Housing

If a student is planning on living on-campus residence (recommended!), then they will need to apply for housing. Most schools don't require students to apply for housing until they accept the offer, however, some highly popular schools require students to apply for housing early, even before they receive an offer! For example, the University of Toronto has a common residence application that students need to apply to by March 31<sup>st</sup>! If students apply after the deadline, then they will not be guaranteed a space in the residence.

It is important that students read the emails that they receive from schools to see **how** they can apply for residence, and **when** the due date is. You can find all the residence due dates and application websites on [Rosedale's Canadian University Catalogue \(Excel\)](#), under the Residences tab. Please, however, use school emails as the primary source for deadlines and application information, as they contain the most up-to-date information.

## 12.5 Applying for Scholarships

Scholarships = free money!

Always encourage your students to apply for scholarship, because attending post-secondary education is expensive. Scholarships can greatly help students pay for their education. There are a lot of scholarships out there, and scholarships have different requirements and deadlines.

There are two main types of scholarships:

**1) Entrance Scholarships:** these are scholarships that are given based on the students' final average. Depending on the school, the final average could mean:

- Average of all Grade 12U/M courses
- Average of top 6 Grade 12U/M courses
- Average at the end of the school year
- Average in May

The amount of money awarded is dependent on the student's final average.

**2) Application-Based Scholarships:** these scholarships require an application with a specific deadline. Usually these applications include requiring students to submit a written essay, a resume, and/or a recommendation from a teacher. They also require students to be heavily involved with leadership and extracurricular activities. Many of these scholarships' deadlines are between October to May.

Electronic Info puts out a yearly guide to what scholarships (those that require applications, and those that do not) are available to students. To learn more about the different scholarships available to students at **all Ontario universities**, download the [Ontario University Scholarships Document, 2018-2019 \(PDF\)](#).

The document above only shows some of the scholarships available to students, however there are 100s more that are available by application. For students interested in schools outside of Ontario, or who would like to apply to more scholarships, they can use the following website:

[Scholarships Canada](#): this website lists all the scholarships available for Canadian schools. They include all the external awards that are available also. External awards are scholarships given to students from companies or private donors no matter what university/college the student chooses to attend. To learn more about how to use Scholarships Canada, you can view this [Interactive Powerpoint guide](#).

## 12.6 Accepting the Offer

From February to May, students will start receiving offers from schools. Some non-Canadian schools will even extend offers as early as November if students have applied early!

There are two types of offers that may be extended to students:

- A) **Unconditional Offers:** these offers of admission have no conditions. The student is automatically accepted and will be accepted to the school no matter what their final grades are. Unconditional offers are typically only offered in the UK.
- B) **Conditional Offers:** these offers of admission are conditional, meaning that students will be able to attend the school if they fulfill certain requirements by the end of the year. These conditions are listed in the student's admission letter, and can include:
  - Maintaining a minimum final Grade 12 average (these averages are usually lower than the admission average)
  - Reaching the English Proficiency requirements, or successfully completing the school's English Bridging Program.

If the student does not meet the conditions by the end of the year (i.e. if their final average is lower than the stated minimum final Grade 12 average), then the student's offer will be withdrawn, and they will not be admitted to the school.

Offer of Admission letters may also include details regarding:

- Program of Study admitted to
- Deadline to accept the offer, and payment deadlines
- Conditions to maintain the offer
- Information regarding housing and scholarships
- How to accept offers

As part of Canadian university/college admission packages, there will also be a page that students can use to apply for Canadian student visas.

To accept Ontario school offers, students will need to log back onto OUAC, and accept the offer on OUAC. It is important that students and counsellors read through the [OUAC Guide \(PDF\)](#) as it is easy to make mistakes when accepting offers. Students can only accept one offer at a time. If a student accepts an offer, but then withdraws the offer, they will lose that offer. It is not necessary for students to reject an offer on OUAC.

To accept non-OUAC schools, students need to accept on the school's applicant portal. It is important that students follow the instructions on the offer of admission letter.

UK and US school offers can be accepted through UCAS and CommonApp.

## 13 Writing Personal Statements

Personal statements that universities require can come in many forms, they can be in the form of:

- personal essays (writing about yourself and your experiences, or answering a given question)
- personal profiles (answering given questions and listing your experiences)
- resumes

No matter what the form is, a personal statement will ask the student to write about their skills, their experience and ambitions in order to persuade the university that they are a suitable applicant for the school and for the program they applied for. It shows academic achievements, extracurricular activities and other related experiences.

**Students need to write their own personal statements.** Guidance counsellors can provide students with suggestions, and can help proofread and edit, however they should not be writing the students' personal statements for them. Personal statements are extremely unique to each student, and there's no saying what makes a personal statement stand out in the eyes of the admissions officers.

*Schools/countries that require personal statements:*

*Countries:*

**United Kingdom (UK)** – when students apply through UCAS, they are required to write a general personal statement. It should not be program or school specific since all schools that they apply to will receive the same personal statement.

**United States (US)** – when students apply through CommonApp, each school that the student applies to will have their own personal essay questions that students have to answer.

**Canada** – some competitive programs such as Business and Engineering will require a personal essay or a resume to be submitted. It is important to visit program requirement webpages to see what is required. Other major Canadian schools that have specific personal statement requirements are:

School	Name of Personal Statement	Format	Who is Required To Fill It?	Detailed Information Website
University of British Columbia (UBC)	Personal Profile	Online form, short-answer questions, a list of extracurricular activities (plus references to validate these activities – can use a Local Administrator or Teacher), two references.	Every applicant is required to submit one at time of application	<a href="#">Link</a>
Queen's University	Personal Statement of Experience (PSE)	Online form, list of awards and extra-curricular activities, essay, reference.  Commerce applicants also need to submit a supplementary essay.	Submit after application.  <i>Required:</i> Commerce applicants  <i>Strongly recommended:</i> all other applicants	<a href="#">Link</a>
Waterloo University	Admissions Information Form (AIF)	Online form, short-answer questions.	Submit after application.	<a href="#">Link</a>

			<p><i>Required:</i> Engineering, Mathematics, Accounting, Financial Management applicants</p> <p><i>Strongly recommended:</i> all other applicants</p>	
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Please ensure that all students refer to the above links when it is their time to create their own personal statements.

## 13.1 Tips for Writing General Personal Statements

Some schools will ask for students to write general personal statements (essays) instead of giving students questions to answer.

Give students this video to watch to prepare them for writing personal statements: [How to Write a Personal Statement](#). This video is also available on the Guidance Department on Moodle.

Also, print out or share 13.1 and 13.2 with students when they are writing their personal statements.

A general personal statement should be two parts:

### Part One: Your RELEVANT Skills and Experience (what you did, how doing the activity has affected you)

- Your Strengths:
  - Talk about your skills, such as, leadership, organization skills, time management skills, creative skills, critical thinking skills, problem solving skills, etc.
    - *Provide proof that you have these skills by providing examples! Did you win awards? Did you show these skills in class or in a school/community activity?*
- Your extracurricular experience:
  - student clubs or groups, sporting, fine arts, scientific and musical activities, public speaking or debating opportunities, etc.
    - *Expand on what you learned from doing these extracurricular activities. How did these activities make you a better person?*
- Your professional experience: volunteer or community involvement, internship or employment work, etc.
 

*Expand on what you learned from doing these extracurricular activities. How did these activities make you a better person?*

### Part Two: Your understanding about the program you applied to (Conduct research on the program: program overview, student life, course outline, etc.)

- Talk about WHY you want to take the program you applied for.
- Connect your personal experience (Part One) with the highlights of the program.
- Summarize what you can contribute to the learning community in this program and why you can be a perfect candidate for this program.
- Reflect upon how this program will help you reach your future career goals. Think about what you would like to do after graduation, and what the program will provide, such as academic and professional enhancement opportunities.

## 13.2 Personal Statement Dos and Don'ts

### **Dos**

- Do be specific, positive and enthusiastic. Provide enough supporting details and examples.
- Do be unique but make sure you always read the requirement of the personal statement. Avoid adding anything out of topic.
- Proofread carefully. Get a teacher to proofread. Admissions officers HATE silly spelling mistakes.
- Do read it out loud after you've finished it. This will help you improve it.

### **Don'ts**

- Do not copy any ideas or sentences from any other sample personal statements or essays.
- Do not use empty, vague, over-used words.
- Don't lie or make things up!
- Do not make a long list of things you've done without explaining how these things developed you as a person.
- Do not go over the word limit! If the instructions say that it should only be 300 words, DO NOT go over 300 words. Use Word Count to make sure you're under the word limit.
- Do not leave your personal statement to the last minute! Make sure you know your deadlines and finish your personal statement weeks ahead of the due date.

## 14 Setting Up Your Counselling Program

Before the year get started, please make sure you have the following items on the checklist complete!

### **Setup Checklist for Counsellors**

- Complete Guidance Counsellor Training
- Create a Counsellor Resource Binder or Folder on computer. Include:
  - All Rosedale provided Guidance resources
  - Timelines
- Print out and put up timelines in office
- Become familiar with major deadlines (i.e. OUAC application deadlines)
- Send Rosedale Academy's Guidance Team an overview of your Local School's year long counselling program timeline
- Review the list of graduating students for your school
- Decorate your guidance office so that students can easily access resources and deadline information

Knowing what to do for your counselling program is difficult!

Setting up your counselling program means detailing when you will be having meetings with parents and with students, and how you will be helping students apply to post-secondary institutions.

How often you talk to parents depends on the needs of your school's students and parents.

At the beginning of the school year, Rosedale will request for you to send details about your guidance program. This activity encourages counsellors to plan for the school year and have a more detailed and well-thought out plan.

The details of the guidance program can be in an Excel or Word document and should be as detailed as possible, it will include the answers to the following questions:

- How many parent meetings will you have and when will they occur?
- How many student meetings will you have and when will they occur?
- How many 1 on 1 sessions with parents and/or students will you have and when will they occur?
- How will you help the students apply for universities/colleges? Will you be doing it for them, or will you have them doing it themselves?
  - If students are completing the applications on their own, how will you guide them through the process?
- When will students start applying for universities/colleges?
- After submission, how will you keep track of the student applications?
- How will you ensure that all required documentation are sent into the school?

Rosedale's Guidance Team has created a suggested step-by-step guide for how you can run your counselling program. Feel free to use the step-by-step guide to help inform your guidance program.

## 14.1 Step-By-Step Counselling Guide

The following guide uses a similar timeline as the [University/College Counselling Timeline](#)

### **August-September: Training & Planning**

1. Complete Guidance Counsellor Training & Zoom with Rosedale Guidance Team to clear up any concerns or questions
2. Review all counselling materials and set up guidance office.
3. Create your school's year-long Guidance Counselling Plan with the help of Rosedale's Guidance Team.

### **September – October: General Information Meeting with Parents & Students**

Have a parent meeting with all Grade 12 parents and students to discuss the university/college counselling process.

As part of the presentations, information provided should include:

- a. Importance of choosing a program that students are interested in before choosing a school.
  - b. Exploring different universities/colleges.
  - c. University/College application timelines.
  - d. What counsellors do.
  - e. Application and entry requirements.
  - f. Encouraging communication and discussion between student and parent
4. Give parents the [Grade 12 Parent Questionnaire \(Word\)](#) during the meeting or send it out electronically for them to fill out and return before one-on-one meetings with students.

#### **Note:**

- Application deadline for Cambridge/Oxford in the UK is in October. This information must be given to parents as soon as possible if there is interest, and the application process must begin.



5. Provide students with a print out of the student handout: [University and College Application Timeline for Students \(PDF\)](#), so that they know what they need to do each month of the year.

### October: One-on-One Meetings

6. Meeting #1 - one-on-one with parents & students:
- Using the parental survey, come up with a list of interested programs with the parents and students. Have Rosedale resources printed to help the parents.
    - To find a program give the student the questions from the [Student Questionnaire](#). Either have them fill it in independently, or use it during the meeting, and take down notes. These questions can help the student, and you as a counsellor, discover what programs students would be most interested in.
    - To help students narrow down what type of program they are interested in, use the following resources:
      - [Rosedale 6 Career Pathways \(PDF\)](#): Have students and parents look through the 6 different pathways, description, potential careers. Narrow down the two pathways that students are most interested in.
      - [Academic Program Descriptions \(PDF\)](#): After narrowing down pathways, can use the program descriptions to learn more about potential programs within the chosen pathways.
  - \*\* It is not necessary to focus on ONE program/pathway type. But students should be focused enough about which career pathway they're interested in.
  - After finding a program that students are interested in, make a list of potential universities/colleges. BE REALISTIC. Remember, the magic number is around 5 schools.
  - To find a school fit, ask the following questions to the students for reflection. These questions can help the student, and you as a counsellor, discover what school students would have the best fit in:
    - Do you want a large school or small school?
    - Would you like to be in the city or a smaller town?
    - Do you want to be in a school with a larger or smaller international student population?
    - Does cost of tuition affect your choice?
  - To help students and parents explore and narrow down what type of school they are interested in, use the following resources:
    - [Rosedale's Interactive Map of Canadian Universities & Colleges](#): Have students and parents explore the different schools in Canada, gives a snapshot of each school based on location
    - [Maclean's Build Your Own Ranking](#): This site allows students to rank what is important to them when looking at a school. Gives students an idea of which Canadian school best suits their needs.
    - [Canadian Program & School Ranking](#), [Popular Canadian Programs Guide](#): These two documents helps students match the program their interested in to Canadian schools that offer them. These lists are a good starting point but more research through school websites should be done to get the most up-to-date and specific information.
    - [Rosedale Canadian University Catalogue](#), [Rosedale College Catalogues](#): These two Excel spreadsheets give all the information for Canadian universities and colleges including where to find the admission requirements, important deadlines, and how to apply.

- vi. Counsellors keep track of the schools and programs that students are interested in. After the meeting, encourage parents and students to do more research to come up with the schools they're interested in.

### **November-January: Applying for Universities/Colleges**

- 7. Meeting #2: with students and parents (during application season)
  - a. Finalize which programs/schools students are choosing to apply for.
  - b. Using available OSSD 4U/M marks and admission requirements for each school/program the student wants to apply for, make sure that each student has at least one safety school.
    - i. To see admission requirements for all Ontario universities, use the database, [Electronic Info](#).
    - ii. To see admissions requirements for non-Ontario universities, use the links found on Rosedale's University Catalogue or individual school websites.
- 8. Start applying for school with students. It is recommended that students apply for schools themselves under the guidance of counsellors so that students gain the application practice.
- 9. It is important that counsellors collect students' English Proficiency scores! If students are below the English requirements, then they may need to apply for the schools' English Bridging Program in January.
  - a. Track student applications including passwords and usernames for each application using a spreadsheet. Can create own, or use the form created by Rosedale's Guidance Team: [Student Application Tracking Form](#).
    - i. Ontario Universities: use [OUAC 101 application](#)
      - a) Review the [Applying to OUAC Guide](#)
    - ii. Ontario colleges: use the [Ontario College Application Service \(OCAS\)](#) or individual school websites
    - iii. Non-Ontario Schools: Use individual school websites to apply.
    - iv. American Schools: use [The Common Application](#) page
      - a) Review the [Common Application Guide](#) to learn more about the technical details of applying.
      - b) Use the [American Schools Requirements](#) spreadsheet to learn about individual school deadlines and application requirements.
      - c) It is recommended that students **do not** apply for Early Decision or Early Action unless they are 100% positive that they will go to that school in the United States. Contact Rosedale's Guidance Team for more information about Early Decision/Early Action. For more information about the differences, you can use the [Applying Early guide](#).
    - v. UK schools: Use [UCAS](#) to apply
      - a) Go through [Rosedale's UCAS Guide](#) to learn how to connect student's application to Rosedale for review and how to apply
      - b) Review [Rosedale's Guide to Writing References](#) to learn more about how referee's should write references for UCAS
    - vi. Australian Schools: Use individual school websites to apply
      - a) To learn more about individual school academic requirements for OSSD students, use the [Australian School Requirements](#) guide
- 10. Start applying for scholarships – some entrance scholarships require an application and have early deadlines. Check [Electronic Info's Scholarship Guide](#) (Ontario only) for specific deadlines, or use [scholarshipscanada.com](http://scholarshipscanada.com).

### **January –April: After Applying**

- 11. Students should be constantly checking emails. 2-4 weeks after applying, each Canadian university will send the student applicant an email with instructions about how to login to each schools' individual application portal.
- 12. Students use email instructions to sign up to each school's application portal.

13. Logon to each application portal to see what documents are still required. They could include:
  - a. Unofficial Rosedale Transcripts (if OUAC does not send)
  - b. IELTS/TOEFL scores (must be sent from test centre)
    - i. Where to send the scores and what the deadlines are can be found either in student emails or [Rosedale's University Catalogue](#).
  - c. Supplementary applications (i.e. essay questions, portfolios)
14. Ensure that all required documents are sent by the issuing institution or uploaded through the application portal.
15. Applying for Housing: student emails will include details on how to apply for housing. Help students do this if they need help. Many popular schools, such as the University of Toronto have early deadlines for guaranteed housing. Ensure that students have met all listed deadlines.

#### **February-June: Accepting Offers**

16. Offers come in anytime during this period. Notifications are given either by email, on each individual school's application portal, or on OUAC/UCAS/CommonApp.
17. Students accept offers either through OUAC/UCAS/CommonApp or through the school's application portal. Ensure that students accept the school they want by the Accept Offer deadline stated.

## **15 Frequently Asked Questions (F.A.Q.s)**

Now that you've gone through the whole guide, you are well-prepared to help your students with their university/college decision-making journey!

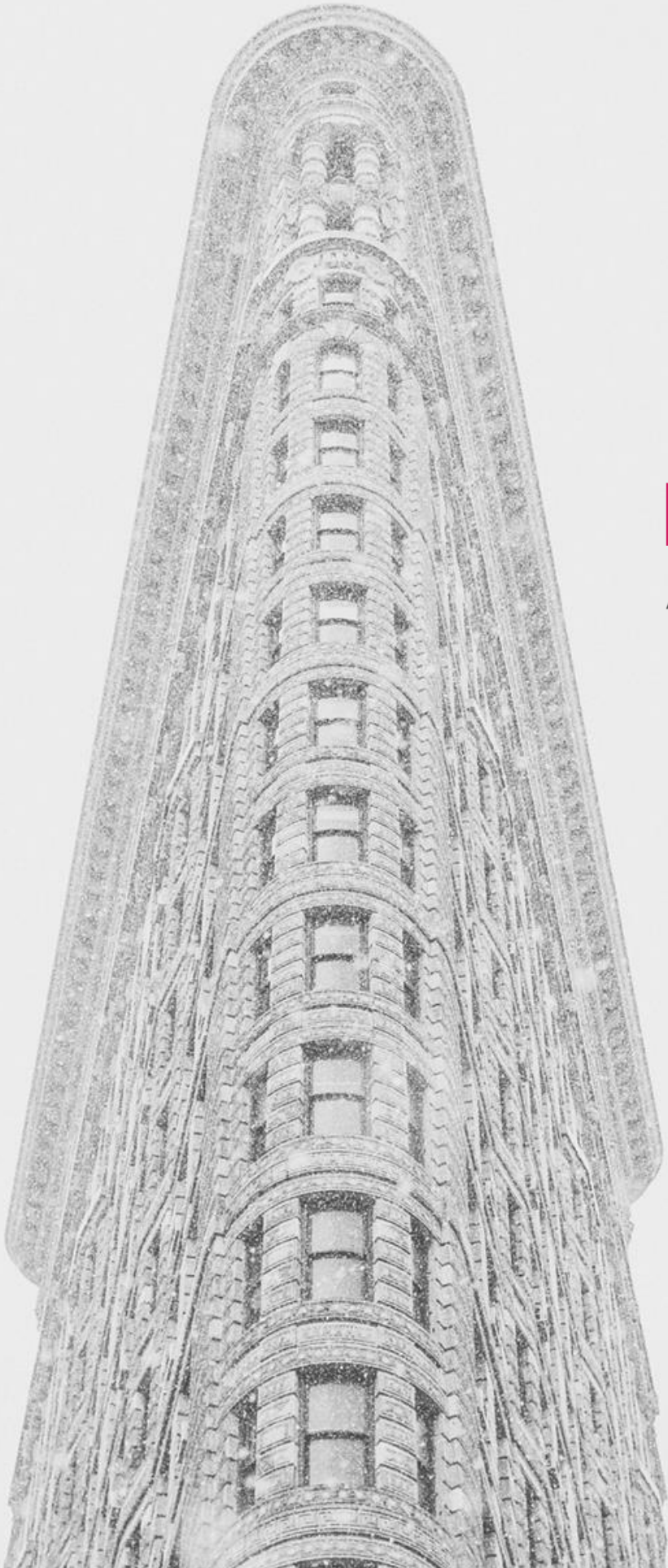
To help you answer any questions you may receive from students or parents, Rosedale has created a list of frequently asked questions and their answers.

[Download the FAQ here.](#)

If any parental or student questions are asked that you can't find the answers to on this handbook or in the FAQs document, feel free to email Rosedale's Guidance Team at anytime.

Email: [guidance@rosedaleacademy.com](mailto:guidance@rosedaleacademy.com)

Good luck with the application school year!



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