



POINT GREY SECONDARY SCHOOL

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5350 East Boulevard, Vancouver, BC, V6M 3V2 ▪ Tel. (604) 713-8220 ▪ Fax (604) 713-8218
<http://www.vsb.bc.ca/schools/point-grey>

Special Applications Checklist:

US and International Post-Secondary Applications, Scholarships/Awards & Reference Letters

In order for your counsellor to support your application to a school outside of Canada and/or scholarship application in a meaningful and productive way, it is important to have the following information **no less than two weeks prior** to the application deadline:

1. An Updated Resume

Your resume should include the following:

- **Attributes Snapshot:** Please start your resume with a concise introduction of yourself. Include three adjectives that best describe and/or highlight your character, strengths, and abilities. This should be no more than a few sentences.
- **Education History:** this should list schools you have attended, a list of academic awards you may have received throughout your education (eg: honour roll, term and grade, SAT score, ACT scores, AP scores—please include documentation), any other academic enrichment programs you have participated in during school breaks.
- **Work History:** this should include any paid work you have participated in throughout high school. Please include the name of your employer, the duration of your employment, the title of your position, and the name and contact information of someone who can verify your employment.
- **Volunteer Participation:** this should include the name of the group or organization that you volunteered with, your role and responsibilities as a volunteer, and the name and contact information of someone who can verify your participation (eg: teacher sponsor of a club at school, volunteer supervisor). Note: this can include in school and community volunteering.
- **References:** Please include a short list of personal and academic references. Note: please ask your referee in advance for permission to act as a reference on your behalf. Include their first and last name and contact information in your resume.

2. **Accolades and/or Evidence of Participation:** Copies of certificates, letters of achievement, letters of verification and/or letters of reference that support your participation and/or achievement as outlined in your resume.

3. **List of Institutions, Programs and Deadlines:** It is imperative that you submit an accurate list of the schools and programs you intend to apply to and the deadline for receipt of the application. It is also helpful to know what platform is employed by the institution (eg: Common App, the Coalition, UCAS). Note: I will need a minimum of two weeks prior to the deadline as it takes time for me to review the information you have submitted and to carefully craft a meaningful letter of reference.
4. **Attributes Statement:** Please include a written statement (approximately 250 words) expanding on the attributes snapshot in your resume introduction (adjectives you used to describe or reflect your character, interests, strengths, and abilities in your resume). This is similar to writing a letter of reference about yourself. This allows your counsellor to see what endeavours you are most proud of, and how you articulate your own character, strengths, interests and abilities.
5. **Personal Statement:** Please enclose a copy of your personal statement that you have written as part of your application. It is helpful for your counsellor to see what you are highlighting as they prepare their reference for your application.

Other Considerations:

Research: Do your research well in advance so that you are familiar with the schools/awards that are most appropriate for you, their specific requirements and deadlines.

Your Time/ My Time: While you may apply to numerous schools and awards, please be mindful of the time that is required of you to organize your applications, and the amount of time it takes your counsellor to complete these tasks as several students are engaged in this process. In order to equitably support our collective student body, students are allowed up to four (4) international application types/platforms per student, and four (4) scholarship applications per student. If this needs to be exceeded, it must be discussed in advance with your counsellor.

Best Practice: Your counsellor should receive your package well in advance (**no less than two (2) weeks**) of the date required to post/submit forms, letters, etc. Please allow more time if the information is to be sent through registered mail/courier (Note: it is the student's responsibility to arrange and execute sending items via the registered mail/courier).

Deadlines During Holiday Periods: Your counsellor cannot accept any requests less than two weeks before the Winter Holidays, when the deadline for submission of the paperwork occurs during the holiday. Neither can the counsellor accept requests less than two weeks before the Spring Break when the submission deadline occurs during this holiday.

Ordering Transcripts: Be aware of the timeline for ordering transcripts from the office. **These must be ordered at least four days in advance** of the date you want them. Ensure information is accurate and complete before ordering transcripts by logging into your Student Transcripts Service account to view your transcript, and into your MyEd BC account to check your most recent term grades for in-progress courses.