

**Do you need your counsellor to write you a reference letter?
To recommend you for a scholarship or other award?
To complete application materials for an
international college or university?**

Please follow this process. More details are available on the information sheet, "**Special Applications Checklist**":

1. Do your *research well in advance* so that you are familiar with the schools/awards that are most appropriate for you and are aware of important deadlines.
2. While you may decide to apply for numerous schools/awards, due to the time required by your counsellor to complete reference forms and letters, we will complete the paperwork for a **maximum of four (4) International form types per student** and/or **four (4) award applications in total**.
3. You must forward application materials to your counsellor **at least two (2) weeks in advance** of the date required to submit or post such completed forms and letters, or the date of your intended pick-up of materials (please see #4 below).
4. Your counsellor **will not accept any requests less than two weeks before the Winter Holidays, when the deadline for submission of the paperwork occurs during the holiday. Neither will the counsellor accept requests less than two weeks before the Spring Break when the submission deadline occurs during this holiday.**
5. You will need to attach the following to the package that you bring to your counsellor. Printed documents are required, not just links to websites:
 - a copy of your **resume**
 - detailed notes regarding **what you would like highlighted**
 - information about your **intended field of study/program**
 - **written documentation supporting any claims** you are making especially relating to activities done outside of school (eg. awards, certificates, letters of support, etc.)
 - **contact information** for those who know you and can confirm your activities.
 - **a clear list detailing which applications you wish to submit, and all related paperwork.**
6. Be aware of the *timeline for ordering transcripts* from our office. This is rarely required anymore, but if you need a hard copy in an officially sealed envelope to forward by mail, you must order at **least four days in advance** of the date that you want it. Consult the STS and your MyEd account before ordering so you know the details of the information provided on your transcript.