

The American International School of Guangzhou employs an experienced, full-time university admissions counsellor to assist students and caregivers through the arduous university admissions process. As a result of this expertise with the university admissions process, the counsellor assists students with all aspects of choosing and applying to universities. A wide range of university contacts ensures that students will be supported throughout the process which will include the final decision-making stage once all offers of admission are made.

Number of University Applications

- The maximum number of applications AISG will process is ten (10) per student. This is a worldwide limit.
 - Exception: within the limit of 10 applications per student, the University of California (UC), California State system (CSU), and UCAS system applications each count as one.
 - Students may apply up to 5 courses within the UCAS system.
 - Students may apply to up to four (4) campuses in the UC system and CSU system within this exception.
- This policy is in the best interest of our students, encouraging them to research their 'right fit' universities carefully, choose universities of true interest to them, and focus meaningfully on each application -- thus enhancing their chances of admission. Universities are aware of this policy and wholeheartedly support it.

Internal Procedures

- All Grade 12 students MUST enter the final list of universities on Maia Learning by 1 December regardless of the destination or university deadline. Deadlines set by the school are in advance of university deadlines so that supporting tasks such as preparing forms and documents can be done in advance of the university deadlines.
 - All writing for university must be shared with the university counsellor. If contacted, the counsellor will not be able to vouch for the student if all writing has not been discussed.
 - All university results must be entered in Maia Learning. Prior to graduation, all data must be up-to-date. After graduation, any pending results must be entered.

University Predicted Grades

- University predicted grades will be sent to universities as part of their application process.
- University predicted grades are shared with students. Students may seek understanding about their strengths and areas for growth but neither students nor parents may negotiate for a change of predicted grade.

Standardized Test Scores

- Standardized Testing results are not listed on the transcript. Students are required to send SAT/Subject Test/ACT/TOEFL/IELTS/AP scores through the official testing agency.

Disciplinary Reporting Policy

- AISG will disclose any recent disciplinary infraction resulting in an out-of-school suspension when asked about disciplinary infractions by universities.

Ersha Island Campus (Preschool-Grade 5)

3 Yan Yu Street South, Ersha Island, Yuexiu District, Guangzhou, China, 510105
广州市越秀区二沙岛烟雨南街3号
T: (8620) 8735 3393 F: (8620) 8735 3339

Science Park Campus (Grade 6-12)

19 Kexiang Road, Science Park, Luogang District, Guangzhou, China, 510663
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T: (8620) 3213 5555 F: (8620) 3208 6477

Letters of Recommendation

- All Grade 11 students will request a maximum of two letters of recommendation during the late spring (approximately April) of their Grade 11 school year.
- AISG does not release letters of recommendation or rating forms (even in a sealed format) to parents or students. We will only send these directly to the requesting institution.

Early Decision Application

- If a student chooses to apply to a binding Early Decision (ED) university, this is an indication that this institution is your first choice for further study for all universities worldwide. No matter where else the student has applied, whether in the USA or other countries, if the student is admitted ED, the student must immediately withdraw all other applications and enroll. AISG will not process additional requests for transcripts/documents.
- Due to the highly competitive nature of early applicants, students are advised that they should meet or exceed the admissions profile for the university to which they are applying in order to increase their chances of admission.

Deposits

- The NACAC Code of Ethics and Professional Practices states, “that it is unethical to maintain an active enrollment deposit (*i.e., money down to secure a seat*) or the equivalent at more than one USA college.” It is understood that students admitted conditionally to universities outside the USA may have no more than one active deposit per country.

Private Consulting

- A student must disclose the use of an outside consultant to AISG. While the decision to hire outside support is the family’s alone, families must be aware that the AISG university counsellor controls nearly all of the process (e.g. transcripts, school profile, teacher letters, counsellor letter, school report and university communication in addition to the school’s history with a university and the status of other competing applicants). A consultant will never have the full picture of the student’s application and is, therefore, limited in their ability to aid the student in the process. Hence, we do not support the use of outside counsellors.

I understand the above expectations and agree to adhere to these guidelines and practices. Furthermore, I understand that the above agreements are not exclusive and other AISG policies and practices not contained herein still apply to me.

Student Name (printed): _____ Student Signature: _____

Caregiver Signature: _____ Date: _____

University Counsellor Signature: _____ Date: _____

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