



Learners Today...Leaders Tomorrow

# STUDENT WORKBOOK FOR UNIVERSITY APPLICATIONS 2025 – 2026

“Working hard overcomes a whole lot of other obstacles. You can have unbelievable intelligence, you can have connections, you can have opportunities fall out of the sky. But in the end, hard work is the true, enduring characteristic of a successful person,”

Rear Admiral Marsha Evans

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## The Gulf English School Core values:

- Resilient
- Respectful
- Responsible

### Vision statement:

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

### Mission statements:

We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence.

We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.

Our community promotes diversity and global citizenship where individual difference is understood and celebrated.

To drive the development of creative skills and critical awareness in our students.

Our school community provides a safe, supportive and stimulating learning environment that focusses on the well-being of all.

We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

### Definition of Internationalism

- Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values & perceptions, sustainable development, human rights, interdependence and diversity.
- GES believes in reflecting and celebrating the diverse backgrounds of its community (students, staff and local community) within a safe and secure environment. All members should be enriched and affirmed by this experience and be appropriate role models for others.

### A member of the GES community:

- Is knowledgeable of and curious about the wider world and seeks to broaden and deepen understanding.
- Reflects upon his/her role and responsibility as a global citizen.
- Is willing and able to communicate about culture, language and beliefs.
- Is prepared to take action and to be an effective contributor.
- Respects and celebrates diversity, language, culture and beliefs.

# COUNSELLING AND CAREER GUIDANCE INTRODUCTION

Dear Students and Parents,

Welcome to your **career guidance** area. Here you will find everything you need to help you make a successful application to university.

The Gulf English School adopts a proactive strategy to support students in career guidance. Professional guidance in career and subject choices is vital to help students achieve their career and academic goals.

This area has been created to help you;

- Find the career of your choice
- To complete the application process and to achieve the best possible application
- To meet the deadlines for your applications

The area includes all the information you will require to support you in completing the activities set by the counsellors at your appointments. You will attend 1:1 appointment with your counsellor and will be given a homework activity to complete. This homework must be completed before your next session with the counsellor.

The Careers and University Guidance Counsellors are available from Sundays through to Thursdays. Your parents are also encouraged to actively take part in your university application process.

## Mr SAJID IQBAL



Counsellor



[sajid.iqbal@gulfenglishschool.com](mailto:sajid.iqbal@gulfenglishschool.com)



4457 8777

## Ms AMORE JOOSTE



Counsellor



[amore.jooste@gulfenglishschool.com](mailto:amore.jooste@gulfenglishschool.com)



4457 8777

Agreement between guidance counsellor and student.

**Guidance Counsellors will:**

- Provide appointments to give careers guidance.
- Offer dedicated specific sessions with specific homework tasks set for every session, to match application process.
- Provide access to research resources.
- Keep all application information securely and confidential within the counsellor's office.
- Hand out verified final application packs for university applications.

**Students will:**

- Attend all sessions on time.
- Complete all homework set.
- Take responsibility for university research and deadlines.
- Take responsibility for sending the completed applications to the relevant universities.
- Accept that any failure to attend sessions or complete homework will result in being referred to the Head of 6th Form.

**Parents will:**

- Parents will support the student through each stage of the timeline and application process.
- Will check on the students' progress, and any other outstanding tasks.
- Will sign off on students' universities choices and decisions.
- Will encourage students to meet deadlines set by the counsellors.
- Will contact counsellors if they have any questions or concerns.

Signed by Student \_\_\_\_\_ date \_\_\_\_\_

Signed by Counsellor \_\_\_\_\_ date \_\_\_\_\_

## Sixth Form Timeline

Academic Year 2023-2024

Month	Action	School Role	Student Role
August 2023	Induction week	Deliver induction sessions to 6 <sup>th</sup> form students and the application process.	Attend and participate in all induction activities.
August 2023	Personal essay session	Training by counsellors on how to write a personal essay.	Complete draft personal essay. Print and sign. Give to counsellors.
Sept/October 2023	Careers counselling sessions	Counsellors discuss career options and oversee, discuss and guide students in completing the university application.	Attend sessions. Complete letters of recommendation letter request form and give to chosen subject teachers. Meet with teachers to discuss letter.
September 22 <sup>nd</sup> 2023	KS4 transcripts (by GES)	Co-ordinators to prepare KS4 transcripts and hand to students for checking.	Students to check the following: Name, date of birth, subjects studied, report grades, final grade.
October 6 <sup>th</sup> 2023	KS4 transcripts (by GES)	Approved transcripts printed and signed and given to counsellors.	Students to check the following: Name, date of birth, subjects studied, report grades, final grade.
October 31 <sup>st</sup> 2023	Letters of recommendation	Counsellors to guide students to choose and write letters of recommendation, requests and hand out to teachers.	Complete letters of recommendation requests and hand out to chosen teachers.
November 1 <sup>st</sup> 2023	Early decision application Northwestern University Qatar Carnegie Mellon University Qatar	Counsellors to encourage early applications for both universities and complete application process.	Complete applications and ask teachers to upload documents as requested.

Month	Action	Counsellor Role	Student Role
November 2023	University application preparation	Counsellors guide students through application process.	Attend minimum of 2 counselling sessions. Complete all tasks set by agreed deadlines.
November 10 <sup>th</sup>	Letters of recommendation	Teachers upload letters of recommendation. Letters printed, checked, signed and given to counsellors.	To check with teachers that they have completed and uploaded the students' letter of recommendation.
January 2024	Mock examinations	Prepare for exams.	Study and get ready for exams.
January 15 <sup>th</sup> 2024	Virginia Commonwealth University Weill Cornell & Carnegie Mellon University <b>Regular Decision</b>	Counsellors guide students through application process.	Complete applications and ask teachers to upload documents as requested.
January 25 <sup>th</sup> 2024	AS/A level transcripts	Co-ordinators to prepare AS/A level transcripts and hand to students for checking. Approved transcripts printed and signed and given to counsellors.	Students to check the following: Name, date of birth, subjects studied, report grades, mock exam grade.
January 31 <sup>st</sup> 2024	UCAS applications	All UCAS applications must be submitted. All details completed checked and signed by UCAS co-ordinator.	Complete all required details, and pay the fee to UCAS for application.
February 2024	Mock interviews	Arrange panel and interview all students. Give feedback.	Prepare for and attend mock interviews.
February 1 <sup>st</sup> 2024	Northwestern University Georgetown University <b>Regular decision deadline</b>	Counsellors guide students through the application process.	Complete applications and ask teachers to upload documents as requested.



March 1 <sup>st</sup> 2024	Texas A & M <b>Regular decision deadline</b>	All application packs completed with students. All applications and student recommendations collected.	Complete application process online and check teachers have uploaded required documents.
March 14 <sup>th</sup> 2024	HBKU University <b>Regular decision deadline</b>	Support applications online and ensure all documents are completed.	Complete application.
April 2024	Additional applications	Support additional applications.	Apply to further universities if no success with original ones.
May 13 <sup>th</sup> 2024	Qatar University applications open	All details completed checked and application packs given to students.	Complete online application and submit all details by deadline day.  Study and get ready for final exams
June 1 <sup>st</sup> 2024	Exit interviews	Counsellors meet with all AS and A level students.	Attend exit interviews.
June 1 <sup>st</sup> 2024	Feedback from students with regards to University acceptance and final destinations.	Counsellors to request feedback from students, compile list and present to management.	Students to give feedback regarding final destination to counsellors.
August 2024	Results are published online during second week of August	Prepare transcripts Print out results statements and transcripts. *	Collect statement of results from school

#### Re-marking of exam papers or re-sit of examinations

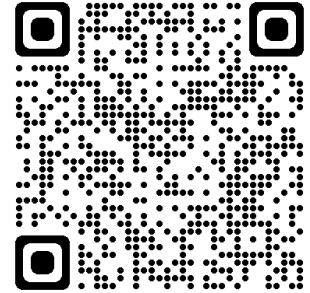
- GES cannot request a re-marking of exam papers unless parents confirm their wishes to have them re-marked.
- Re-marking may take up to 6 weeks as it takes place in the UK.
- Re-marking could improve the result or lower the result.
- All students are expected to collect their original certificates by October (ensure that you collect your IGCSE certificates).

## Attestation requirements and steps:

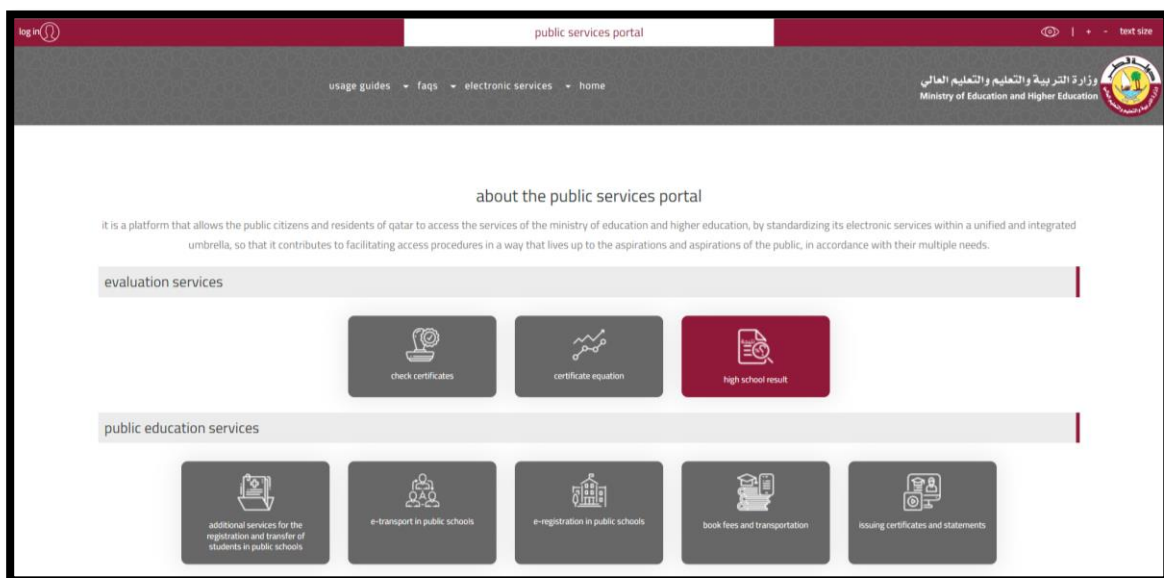
Requirements: Kindly note that university requirements may differ.

### Steps:

1. Collect stamped 'Result Statements' and transcripts from the school.
2. Take the documents to the 'Evaluation Institute' at the Ministry of Education to attest the documents.
3. After you attest your documents, you will need to go to the 'Equivalency Department' at the Ministry of Education to receive your equivalency certificate.
4. Alternatively you can click on the link below or scan the QR code and register through the website portal. You should click on "certificate equation" and follow the steps. Once completed you shall receive an email from the ministry which gives you your equivalency as a percentage. This could take upto two weeks.



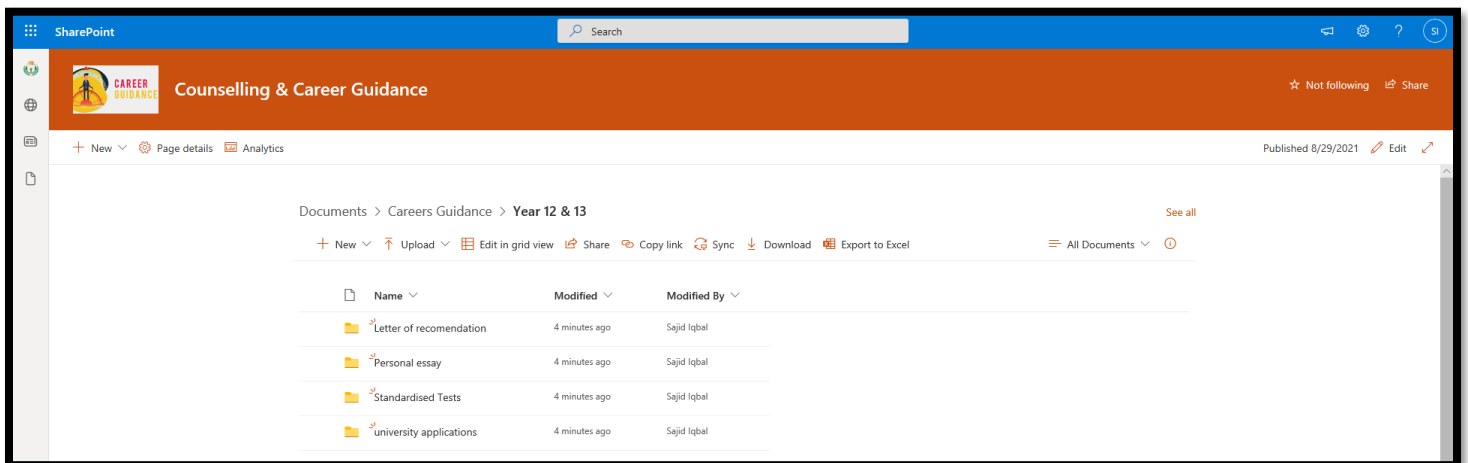
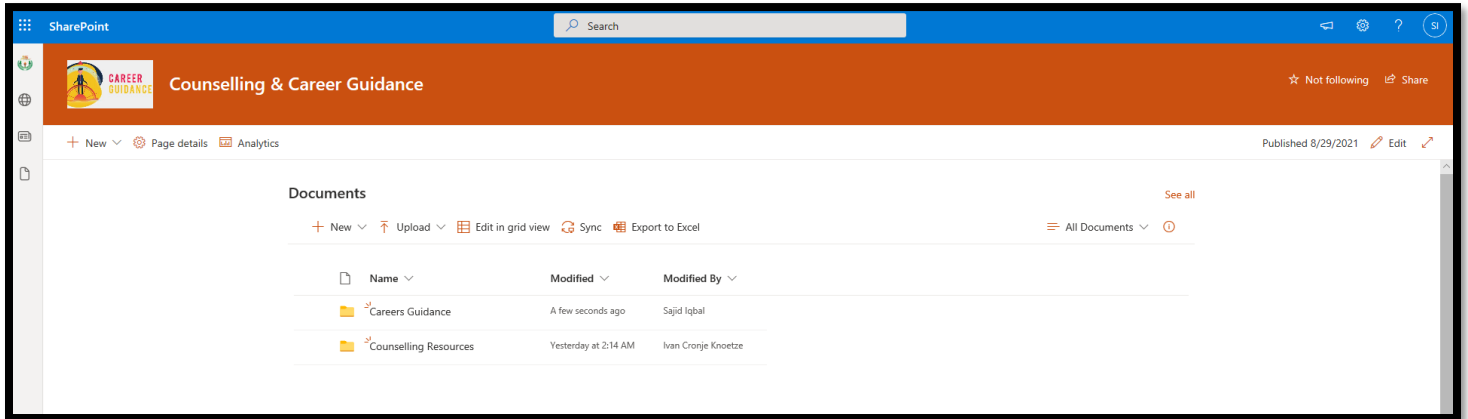
Register through the website: <https://eduservices.edu.gov.qa>



## Section 1: Careers Guidance – Helping you find a career

### Microsoft Teams

All careers guidance information can be found on Your Microsoft Teams area as well via SharePoint. There are also some additional web links and activities that you can carry out. We shall post important information such as workshops, deadlines, university fairs on your Teams channels. Please do make sure you keep an eye out for these messages. All of our resources are available on the SharePoint system.



Consider the following:



### Values

Values are what is important to you in life. These are your principles or standards of behaviour.

When you have a better understanding of your values you will be able to research careers that meet those needs.

For example; If adventure and creativity are a priority on your values list, going to study finance to work in an office job would probably not be a good fit.

It is important to remember that not all of your values need to be incorporated into your career however; they will affect your career choice.

Following on from our previous example; Maybe adventure and creativity are some of your values but more importantly your highest value is to have power. Therefore; you may be willing to study finance so that you can be the CEO of a company and then engage in adventurous and creativity activities in your free time.

Here is a list of common values that most people have (circle a few of the values you have);

Adventure	Forgiveness	Supportive
Balance	Fun	Peace of mind
Confidence	Growth	Power
Control	Happiness	Progress
Creativity	Health	Reason
Discipline	Hope	Security
Education	Honesty	Self-reliance
Faith	Humour	Service
Family	Independence	Spirituality
Financial Security	Integrity	Strength
Friends	Kindness	Service
Freedom	Wisdom	Success
Fulfilment	Knowledge	Truth

## Mentors

Now try to consider who you admire. Who do you aspire to be like? Who has given you valuable food for thought over the years. Make a list of these people below and rank them as who you would like to be your mentor the most and why?

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make time to meet with these mentors and find out more about their career and academic journey. Most people generally want to be helpful to students who are interested in growing and improving. Many will be honoured to be considered role models. Students have nothing to lose in asking such people for help, but everything to gain.

If these are not people to whom they can ask questions directly, then have the students research those individuals' lives. How did they get to where they are now? What were the challenges they faced and how did they overcome them? What did they learn from the journey, and how do they practice it in their own values today?

## Self-Focus

Career is not the 'be all and end all' of who we are. It must, however, serve a purpose, and that is to fulfil our values.

For instance, if a student values creativity, music and the arts but plans to have a family very soon after their secondary education, they had better practice incredibly hard. They must seek to accelerate their growth and play to their highest capacity right now. As their time will be more limited later in life when they have a family.

Another example includes; You may have a passion for helping people and you are extremely interested in the medical field. You also have a parent that is a doctor. However; you are struggling with maths and science subjects at school, no matter how much effort and extra work you put in. Although becoming a doctor may not seem likely you could explore other career options that are still in line with your values and interests. Such as starting a charity organisation to fund healthcare facilities. This translates to other disciplines as well.

Remember that everyone's path is different and unique to their special skills.

## Organisation

Document and save everything!

Term papers? File them away safely. Projects that don't fit in files? Either find a place to house them, or take snapshots and save them. If you don't want to store things, like model houses or science experiments, then you can take pictures or videos and store those in a Cloud. This is all so they have a database and warehouse to pull from.

You will need all this information for university applications. If you start compiling all the applicable data now, and have a file complete with dates of accomplishments, you will be way ahead of the game. It pays to keep an inventory of skills that you have acquired over time. For example; when I worked on a group project I learnt the following skills;

- Team work (I worked with a group of 15 other people and we all had to agree on our decisions)
- Independence (I was put in charge of my own jobs and I had to figure things out by myself)
- Time management (I was given deadlines that needed to be adhered to)

## Resources

Knowing where you're going is half the story.

You will be given links to a few websites that will assist you in making a career decision.

In the meantime, there are 3 problems or hurdles we have to overcome in order to choose our career path:

Not enough information: Research is the key. You might consider taking an hour or so every day to do some note-taking on careers using books, libraries, websites, and other people as sources.

You don't know what you want: This is usually because you don't have enough information. Here are some points that need to be addressed in case students don't find a mentor:

- What are you interested in?
- Do these careers have skills that you're good at?
- Does the career fulfil the essentials?
- What is the current/projected job availability?

Indecision: Why do we become indecisive? Again, because we don't have enough information. Well, one way to get information is through experience. Neil Howe, in *Millennials Rising*, says that only about 5% find the perfect career match on the first try. What this should tell students is that if they're indecisive, then begin by just simply finding work experience.

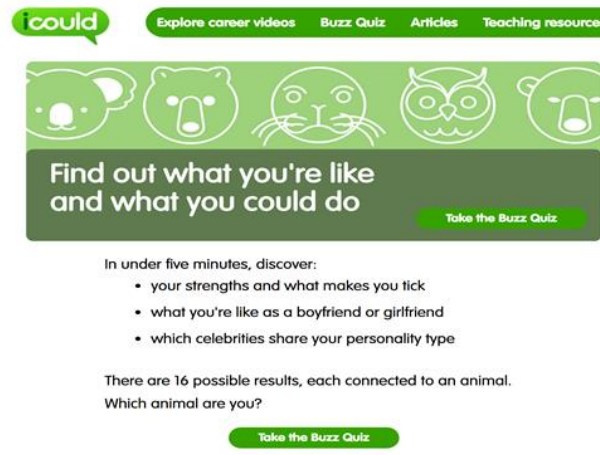
## The Future

You are lucky enough to have access to ample resources to help you discover which career you would like to pursue in the future. Make use of the website links below to explore your interests and which career would be suitable to you.

Use these quizzes to help you find your perfect career;

Not sure what you want to do for your career? Log onto this website and take the buzz quiz, this will give you some helpful ideas of careers you can pursue and what you would need to do to achieve your chosen career.

Log on to <https://icould.com/buzz>. You will see this page. Click on take Buzz Quiz.



Log on: <https://nationalcareersservice.direct.gov.uk/> Click on Skills Health Check.

## National Careers Service

We provide information, advice and guidance to help you make decisions on learning, training and work.

We are redesigning this service. If you had a Lifelong Learning Account you can still use your existing details to sign in. You'll be able to view your saved:

- CVs
- Skills health check reports
- action plans

### Want to speak to an adviser?

Call 0800 100 900 or

[use webchat](#)

8am to 10pm, 7 days a week

When you have completed the quizzes, please document your answers below.



Write below what the suggestions for your careers are according to the quiz and shortlist the career choices you are interested in.

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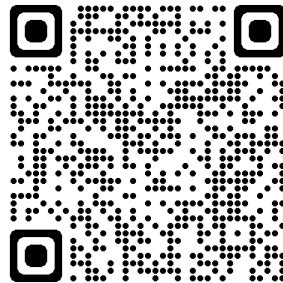
## Section 2: University Research

Choosing where to study can be a complicated process. You need to ensure that it is going to offer you the best options and there are a number of things to take into consideration when you are making this decision. It is essential that you work with your parents on this research, as they might have useful information to guide your research and they also have to approve of the choices you make.

**N.B. Qatari Nationals – please ensure that you check the Ministry of Education and Higher Education, approved university list for approved Universities.**

**Use link below or the QR code below which will take you directly to the Ministry of Education website. note that the list changes every year so you will need to look for the updated lists via the website.**

[public services portal \(edu.gov.qa\)](http://edu.gov.qa)



**Ask yourself the following questions:**

- Where is the university? Can you locate it on the map? Is it too close? Too far? Is it too cold? Too hot there?
- Do you have permission from your family to travel?
- How much does it cost to study at this university? Think about the cost of the course, and the living expenses.
- Does the university offer the subjects/majors you are interested in?
- How long does it take students to graduate? 3 years, 4 years or more?
- How many of the students continue to complete their degree?
- Does the university provide support for international students?
- Does the university provide accommodation on-campus or off-campus for students?
- Are there extra-curricular activities that interest you?
- What are the university's strong programmes?
- What do the students say in their reviews of the university?
- When are the application deadlines?
- What do you need to do to apply and what do you need to include?
- What additional tests do you need to complete?
- Can you visit the university?

## How to research

Visit the universities websites and find out about the degrees and their requirements.

You can also use the search facility on UCAS, CommonApp, Kaplan, and INTO.

**UCAS** – College Search go to UCAS.com on the Internet. On the page below click in box, search courses and enter your major of choice. It will show all the universities that offer that major.

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Apprenticeships', and 'Careers', along with a search icon and a 'Sign in' button. Below this is a large heading 'UNIVERSITIES & COLLEGES' with the subtext 'Explore the complete A-Z of universities and colleges'. A search bar is present with the placeholder text 'Find universities and colleges by name'. The main content area features a 'Filters' section, a 'Show map' button, and a 'Sort Name A-Z' option. A horizontal menu of letters from A to Z is displayed, with 'S' highlighted. Below the menu, there are four cards representing different institutions: 'SAE Institute Oxford', 'University of St Andrews', 'St George's, University of London', and a promotional card for 'unibuddy' with the text 'NOT SURE UNI IS RIGHT FOR YOU? talk to current students online' and a 'Chat now' button.

## [Study abroad at university | Kaplan International Pathways \(kaplanpathways.com\)](https://www.kaplanpathways.com)

The screenshot shows the Kaplan International Pathways website. At the top, there is a navigation bar with the 'KAPLAN INTERNATIONAL PATHWAYS' logo and links for 'About', 'Study with us', 'How to apply', 'Agent resources', 'Contact', a globe icon, and a search icon. The main content area features a large background image of a person running on a city street. Overlaid on this image is the text 'Study abroad at a top university' and 'Follow your path, your way'. Below the text is a search bar with the placeholder text 'Search for degrees...' and a search icon. A chat bubble icon is visible in the bottom right corner.

Entry Requirements for Universities in Qatar

University	IGCSE	AS level/ A level	IB	ACT	SAT	IELTS
Weill Cornell	5 IGCSE (A*-A) Prefer Science & Maths	Prefer A level or IB diploma high points score 30+  Or <b>4 AS- Level: A to B grades</b> including Maths, English, Biology, Chemistry or Physics.	32 + points  HL Biology  HL Chemistry  SL Maths	28 or above	Minimum 650 in each section	7.5
CMU	5 IGCSE (A*-B)	<b>4 AS-level: A to B grades</b>  Including Maths, Business Biology, Chemistry, Physics or Computer Science  BTEC / General/ Travel/ only accepted as 4 <sup>th</sup> AS	32 + points	28 or above	Minimum 650 in each section	7.5
Georgetown	5 IGCSE (A*-B) Nothing below C	<b>4 AS-level: A to C grades</b>  Including English, Maths, Business, History etc.	30 + points	26 or above	Minimum 600 in each section	7 to 7.5
Northwestern	5 IGCSE (A*-C)	<b>3-4 AS-level: A to C grades</b>  Including Media studies, Business, English or Art.	26+ points	17-20 or above	Minimum 600 in each section	7 to 7.5 Emphasis on writing
Texas A&M	5 IGCSE (A*- B) Physics is a must	<b>3 AS-level: A to C grades</b>  Physics & Maths are compulsory	26+  include physics	20 or above (prefer ACT to SAT)	Minimum 600 in each section	7 to 7.5
Virginia Commonwealth University	5 IGCSE (Art is desirable)	<b>3 AS- Level: A to D grades</b> Or <b>2 AS + 1 BTEC</b> +art portfolio for Art and Design degrees  Art History:3 AS- Level		Suggested not essential		6.0
Academic Bridge Programme	5 IGCSE (A-E)	<b>2 AS- Level: A to D grades</b>				5.5

Qatar University	5 IGCSE (A- D)  Early admission (A-C) <b>No BTEC</b>	<b>2 AS-level: A to D grades</b>  80% equivalent for early admission  Do not accept BTEC: Must have 2 AS levels  Two science subjects are required for scientific track				5.5
UK-USA Foundation year or Pathway	5 IGCSE (A-E)	2 AS-level  UK accepts BTEC	Direct entry USA prefer IB			5.5 UKVI Academic

## Decisions

When you have all the answers to these questions and you have discussed all these things with your parents, please complete the following checklist with your chosen universities and information. You will also need to place this information on the university choice and permission list. Your parents will need to confirm and sign the choices you have made.

University	SAT	ACT	TOFEL/IELTS	ESSAY REQUIRED	LETTERS OF RECOMMENDATION	APPLICATION DEADLINE	ADDITIONAL REQUIREMENTS
1.							
2.							
3.							
4.							
5.							





4. For each university you have identified, please list below the specific entry requirement you require to obtain a place there – (Final academic grades, TOEFL, IELTS, SATS, ACT etc.). You will find this on the university’s website.

Choice 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choice 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choice 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choice 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choice 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





- To see a sample of the applicants writing.
- To examine the creative potential.
- To get to know the applicant better.
- To get acquainted with the applicant's way of thinking, his or her beliefs and views on things and whether they are accordance with the views of the institution he or she is applying to.
- For international students the personal statement is often the only way through which they can represent themselves in front of the admission team.

**Essay do's and don'ts.**

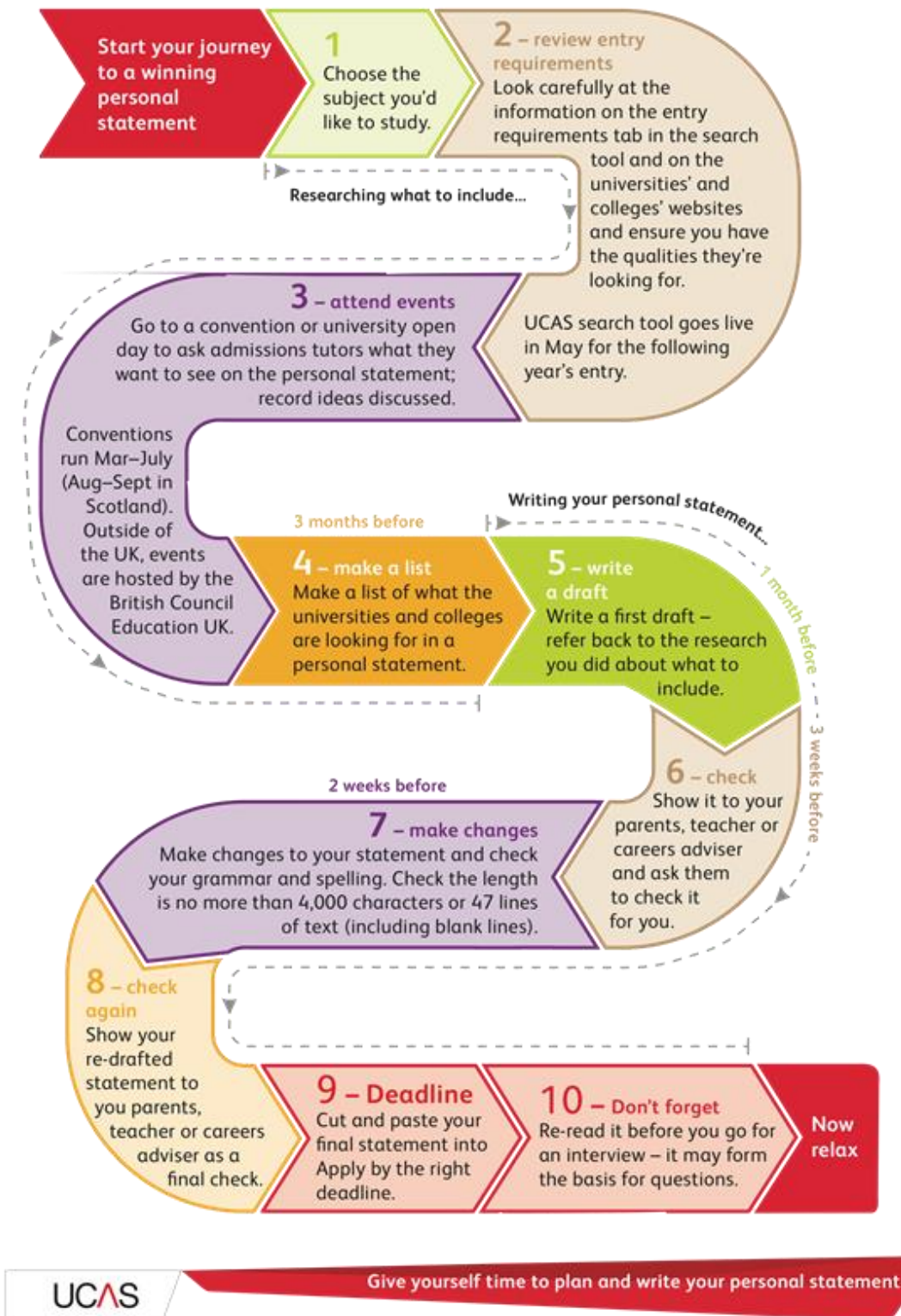
DO	DON'T
<ul style="list-style-type: none"><li>• Keep your focus narrow and personal</li><li>• Try to show the person you are</li><li>• Do give examples to confirm what you have stated</li><li>• Be specific – avoid generic and predictable writing by using vivid and specific details</li></ul>	<ul style="list-style-type: none"><li>• Don't tell them what you think they want to hear</li><li>• Don't copy / plagiarise your essay from the Internet</li><li>• Don't write a CV</li><li>• Don't use 50 words when 5 will do</li><li>• Don't forget to proof read</li></ul>



## The Break Down of a Personal Essay

<p><b>Five paragraph essay</b></p> <ul style="list-style-type: none"> <li>• Standard five paragraph essay structure: Best used when University has suggested a topic to present</li> <li>• Introduction with thesis statement</li> <li>• Three paragraphs of details, supporting the thesis</li> <li>• Conclusion that supports the thesis and wraps up the essay</li> </ul>	
<p><b>Alternative method - ideal for UK universities.</b></p>	
<p><b>Paragraph 1</b></p> <ul style="list-style-type: none"> <li>• What is your chosen career?</li> <li>• What led you to choose this?</li> <li>• Did anyone / anything inspire you to do this?</li> <li>• What do you think you require to study this?</li> </ul>	
<p><b>Paragraph 2</b></p> <ul style="list-style-type: none"> <li>• What skills and qualities do you have?</li> <li>• Think about subjects what are you good at and how can this transfer to university? e.g., making presentations in Business shows skills in confidence, team building and communication.</li> <li>• What skills outside of school?</li> <li>• How do your current subject choices relate to the course you have chosen?</li> </ul>	
<p><b>Paragraph 3</b></p> <ul style="list-style-type: none"> <li>• Activities that demonstrate your interest in the course.</li> <li>• Have you had any work experience that relates to this course?</li> <li>• What exactly did you do?</li> <li>• Have you had any experience that would support this? For example: in school did you help organise international day? This shows commitment, organisation, planning, team work and communication skills.</li> </ul>	
<p><b>Paragraph 4</b></p> <ul style="list-style-type: none"> <li>• Charity voluntary work.</li> <li>• Have you done any charity work? Explain the charity work you have completed and the skills you have developed.</li> <li>• Have you been involved in CHAT? Explain what your role was and what skills you have developed within this role.</li> <li>• Have you been involved in extracurricular activities such as MUN or the Student Council? Have you attended any conferences? What was your role and what skills did you gain from doing this?</li> <li>• Have you organised any international days? What did you do for these days and what skills did you learn?</li> <li>• Anything outside of school? Things like EID gifts for workers etc.</li> </ul>	
<p><b>Paragraph 5</b></p> <ul style="list-style-type: none"> <li>• Hobbies and interests.</li> <li>• What are your hobbies?</li> </ul>	

# My personal statement timeline



Homework - Personal Essay – Prepare

Complete the following boxes below with the key bullet points of your personal essay and hand it in or submit it on line via Firefly to your counsellor.

Paragraph 1 – what is your chosen career?

Paragraph 2 – skills and qualities.

Paragraph 3 – work experience? Activities that show your interest in the career.

Paragraph 4 – charity or voluntary work.

Homework – Personal Essay - Complete

Complete your personal essay - remember you may need more than one if you are applying for different courses or different universities. When finished, send it to both your English teacher and Counsellor prior to your next appointment for amendments / improvements

Essay Completed	Sent to teacher	Sent to counsellor	Amendments completed	Sign

When your essay is completed and agreed with your counsellor, you can continue with your application



## Section 4 - Letters of Recommendation

All universities ask for a school recommendation. This can be from the year co-ordinator and chosen teachers. It is important that they are able to talk knowledgeably about you, and much of the information about you comes from discussion with your teachers and advisors. You can also include any testimonials from voluntary work, work shadowing etc. The Counsellors will be happy to help you make the decision about which teachers you want to ask to write recommendations.

You will need to consider the following points:

- You waive your right to see letters of recommendation they are kept confidential between, teacher, counsellor and university.
- Ideally, you should have a recommendation letter for Maths and English teacher (you may use your IGCSE, AS or A level teacher).
- You may need additional letters to fit the subject.
- Universities are interested in the following information:
  - Do you show interests in subjects or just your grades?
  - Do you accept criticism and work to improve?
  - Are you consistent?
  - Are you inquisitive or just argumentative?
  - You active in class or do you do just enough?
  - You participate in a team with others?

How to get a good letter or recommendation:

- Complete the homework in the booklet in as much detail as possible, making an individual copy for each teacher you are going to ask.
- Ask your teachers politely and respectfully to complete these for you.
- Add the teachers to your online university application (UCAS, Common App etc.).
- You will need to give the teacher a copy of the form and also copies of any forms the universities want you to complete
- Remember to thank them for completing the letters.

Homework - Letters of Recommendation

Complete this form, making sure you personalise it for specific teachers relating to their subject and your time in their class. Please list below the subjects and teachers you are asking for your letters of recommendation.

Name of Recommender	Recommender's e-mail address	Subject / Role

**REQUEST FOR TEACHER LETTER OF RECOMMENDATION**

I wish to request a letter of recommendation. I am providing the following information to assist you in the writing of the letter.

Full legal name as it is on your passport (please print carefully)

---

Date

School admin number

(Fill in the table below as best as possible and with the information you have right now)

I am applying to these universities	Subject to study	Country

My career goal is:

***Instructions: This template is to be filled out by the student and handed to the teachers who you have requested to write your letters of recommendation. This can be either electronic or hardcopy.***

Teacher – Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Teachers – Email: \_\_\_\_\_

Special achievements in your class: (What did you do in class that made you stand out? What do you feel was your strongest contribution to the class?)

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I have shown the most improvement in what topic or skill

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The moment or experience that pushed me or made me grow the most in class was:

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What I enjoyed the most about this class was:

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Write three Adjectives that best describe me:

- 1.
- 2.
- 3.

Extra-Curricular activities I took part in (clubs, sports, charity work):

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***Instructions; After this form has been completed and discussed with your counsellor, it is your responsibility to make 3 copies, a copy for each teacher.***

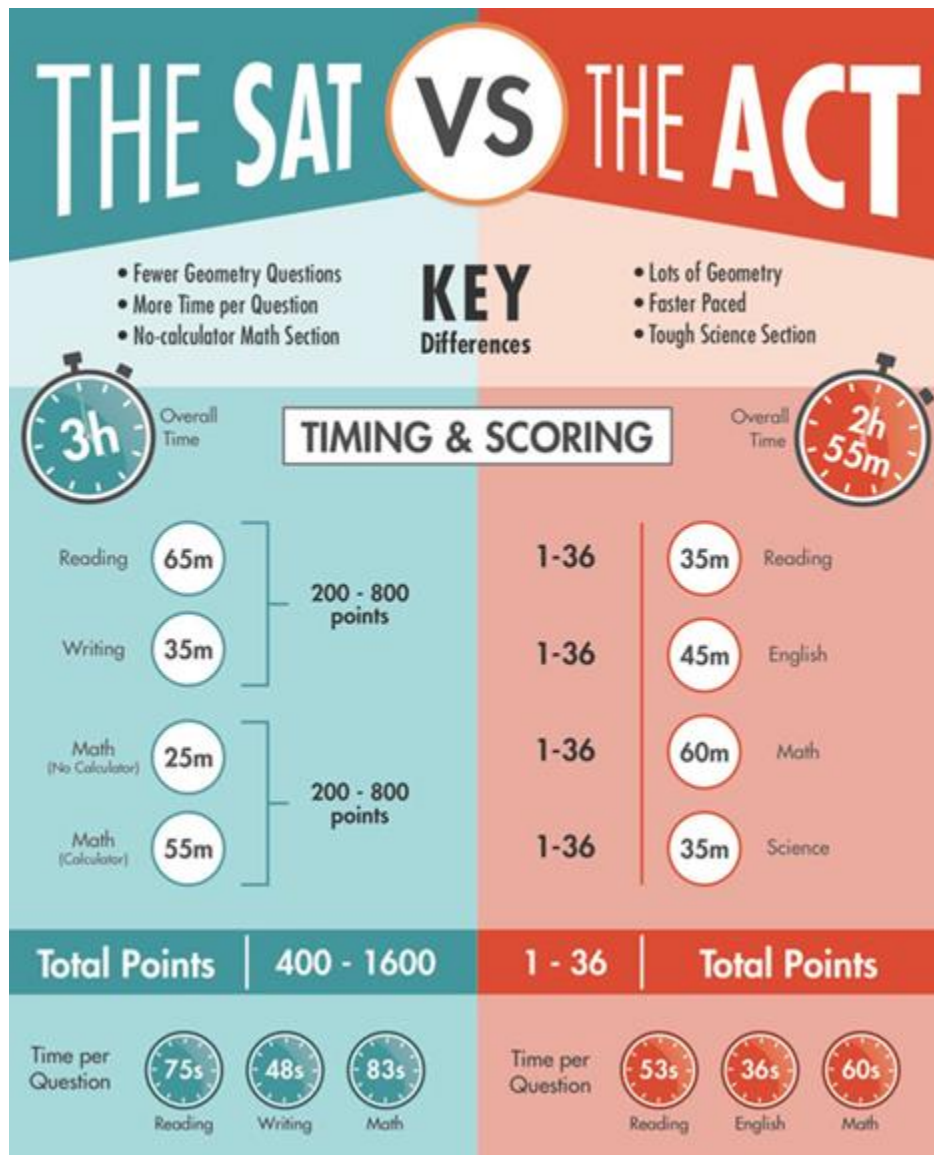
***Thereafter please make an appointment to discuss this form as well as your request for the letter of recommendation with the teachers.***

## Section 5 – Standardised Tests

There are a number of tests that universities expect you to complete as part of your application process. Each university will have its own requirements, which you will have identified in the previous section. The following information shows you some basic information of the content and requirements of the key tests. You may be asked for an international code for the school.

The Gulf English School's code: **632025**

Please note that if you are applying to Education City and you choose to do ACT, you can sit the ACT Residual exam as this is specific to Education city.



The SAT has gone digital and test takers will need to take the test online at a test centre. You will need to download the app beforehand and complete the test at a test centre.

## Duolingo English Test vs IELTS vs TOEFL

The following table provides comparative insights along with the different parameters for all the 3 tests:

Test Parameters	Duolingo	IELTS	TOEFL
Mode of examination	Computer-based	Computer-based Paper-based	Computer-based Paper-based ( <i>Available in limited centers</i> )
Exam Fees (USD)	\$49	\$149	\$185
Duration (Total)	45 minutes	164 minutes	206 minutes
Results Declaration	48 hours	3-5 days ( <i>Computer-based</i> ) 13 days ( <i>Paper-based</i> )	8 days
Number of sections	2	4	4
Sections	1. Adaptive section (reading, writing, listening, speaking) 2. Video Interview	1. Reading 2. Speaking 3. Listening 4. Writing	1. Reading 2. Listening 3. Speaking 4. Writing
Scoring Range & Methods	Score (10-160)	Bands (0-9)	Score (0-120)

**Q. Is Duolingo easier than IELTS?**

A. This is a myth that Duolingo is easier than its counterparts like IELTS and TOEFL. It is also designed to assess good language skills just as both the other exams are designed to do.

**Q. Can Duolingo replace IELTS?**

A. Due to the COVID-19 pandemic, it has become difficult to go to the test centres for taking the standardised tests. Duolingo can be taken from home with the help of the internet and is accepted by many education institutes alongside IELTS and TOEFL. However, with time IELTS has also come up with an online exam IELTS Indicator, so, students who wish to take IELTS can go for that exam.

**Q. Is the Duolingo test reliable?**

A. Candidates' scores are seen in terms of the other two tests TOEFL and IELTS. Duolingo scores are linked with the TOEFL scores to find the comparable scores from the test that have similar percentile ranks. This also offers results related to evidence of the validity of the Duolingo test scores.

**Q. Are Duolingo practice tests accurate?**

A. The sample test is shorter only 15 minutes in comparison to the real DET test which is of 45 minutes. Candidates can get an estimated score from the sample test as from the sample test one gets the result from very few questions.

**Q. How much the Duolingo costs?**

A. The Duolingo costs \$49 worldwide which is roughly QAR 180.

**Q. How is Duolingo scored?**

A. Duolingo checks the proficiency of candidates as a holistic score on a scale of 10-160 with 5-point increments. Test results include an overall score as well as sub scores of Conversations, Comprehension, Literacy, and Production.

**Q. How to check the Duolingo score?**

A. Once your test has been graded and reviewed by the administrator, you will receive an email on the email id given by you at the time of registration. Also, candidates can check their complete test history and results on Duolingo's official website by login in through their account.

**Q. What kind of questions are asked in the Writing section?**

A. The Writing test comprises 2 tasks. In the first task, you have to describe an image in a few sentences while in the second task you need to write a short passage with a minimum word limit of 50 words.

### Preparing for the tests

All of the previously mentioned standardized tests have practice papers and helpful information to assist you to complete the tests, and achieve the best possible scores. You can find this information on the relevant website for the test. In addition, you can also attend preparation classes. Again, these will be advertised on the counsellor's notice board, and can also be found on the relevant websites. Finally, you can also purchase books that have practice tests and papers to complete.

Use the website Khan Academy to gain access to free practice tests.

<https://www.khanacademy.org/test-prep/sat>

You will need to be well prepared to ensure the best possible result. It is not advised that you try to cram all of the study information into a short space of time; allow yourself plenty of time to study. It is important that you register one month in advance of the test.

Speak to your designated counsellor for information regarding how the school can assist you to prepare for your tests as well as external agencies.

### On the day of the test

You will need to ensure that you bring the following items with you to the tests.

- ID or passport (must be original - not a photocopy).
- Registration ticket to confirm your place on the test.
- Students for ACT Residual need to print out information about the location and time, which would be sent in the confirmation e-mail.
- Drink and a snack or money to purchase them if needed.
- Pens, pencils, and calculator where appropriate.
- Mobile phones are NOT ALLOWED.

**What Do I Need? - My Standardised Test Planner – please complete with details and results**

1. You will need to register and sit the relevant tests (SATS, IELTS, TOEFL<sub>z</sub> and ACT) as soon as possible to help support your university applications and give you the best possible chance to obtain the highest mark. Please list in the table below the registration details and proposed dates for tests needed. If your interest is in medicine or law, you will also need to add the dates for UKAT/LSA.

Test	Registration Number	Proposed date of test	Centre

2. Please take a practice test for at least one of these listed below. If there are any others, you have practised; please list them below.

Test	Date practice taken	Result /score	Date actual test taken	Result
SAT/ACT				
IELTS/TOEFL				

## Section 6 – Application process & timeline

To begin the application process, you need to ensure that you use the information that you have researched in session 2. You will need to follow the guidelines for each university.

Below is some useful information and numbers for the following application processes:

- Education City apply online – print off information needed for teacher’s recommendations as recommended on each individual university.
- UK universities IB students need to register with UCAS on [www.ucas.com](http://www.ucas.com)
- Centre number **46394**
- School buzzword **Gulf2023**
- UK students AS – Foundation course will need to check individual universities and mostly complete online application
- USA students can choose to apply through the common application process, found on [www.collegeboard.com](http://www.collegeboard.com). School registration number: **632025**

It is essential that you plan out the whole application process to ensure that you are able to meet all the deadlines and requirements of your university application process. To help you to do this the next Homework in the workbook is for you to fill in your timeline plan and to work out what needs to be completed and by which month. If it helps you, you can put the dates in to the sheet as well.

In addition to the timeline, it is important that you start thinking about your personal essay and to complete a mind map of the contents you would like to include. You will already have some ideas from the workshop day and from reading session 6 in this handbook. You should discuss this with your individual counsellor.

### Some application do’s and don’ts

Do... take the online tour. Before you start your application, walk through each step of the application on our virtual tour.

Do... create a username and password that you’ll remember easily. Record it and keep it in a safe place. If you think you will forget your password; store it on your mobile-and write it in this booklet.

Do... disable pop-up blockers in order to view the part of the application that display in pop-up windows.

Do... follow directions and complete all steps on each page and in every pop-up, scroll to the bottom to avoid missing any information.

Do... print out copies of your personal statement to cross-check your work with your counsellor or an instructor.

Do... carefully review the summary page. Look for any instance where it says, ‘no information added’, and if you didn’t intend to leave that area blank, click ‘modify’ to return to the step where you can fill it in.

Do... click ‘Submit Application’ when you’ve finished. Your application won’t be sent to the university until you do.

Do... print out your receipt and keep it! You will have a record of your application ID number and a complete summary of your application.

Don’t... Forget to save your work. You usually have no more than 40 minutes per web page before you’ll be timed out. Whenever you save an entry or move to a new page, your work is automatically stored, but if you plan to leave your application for any length of time, use the save/logout feature to store your application, then log back in.

Don’t... compose your personal statement online. Take time to compose it in a word-processing application, such as Microsoft Word, save it as a text file, and then copy and paste it into the appropriate boxes in the online application.

Top tips for making a successful application

- Make sure you register and keep a copy of your reference number, your username and your password.
- Make sure that you spell your name the same as your passport.
- Ensure that you know your full home address, PO box and telephone number.
- Arrange to have your counsellor scan your passport, Qatar ID, and your transcripts and keep copy of those scans.
- Apply early- know all the deadlines for your relevant university.

Homework – Applying to university

Please list below all the universities you are applying to and tick when you have successfully sent off your application.

University	Username / password	Application	Applied





Section 7 Application pack – Supplementary Evidence - CV builder

To support your application universities sometimes ask for additional evidence, you may have achieved additional awards that show your skills and qualities that you would like to include within your application pack that you develop with your counsellor.

Below is a list of the things that could be included if it is not on this list please check with your counsellor.

- Resume / Curriculum Vitae
- Photographs
- Artworks
- Copy of passport/ resident's permit
- Certificates for SAT/ACT
- Certificates for IELTS/ TOEFL
- Previous school certificates/ transcripts
- School awards
- Testimonials from work, voluntary, charity experience
- MUN, CHAT, CAS awards

Do's	Don'ts
<ul style="list-style-type: none"> <li>• Write a brief paragraph introducing yourself to the reader</li> <li>• Use a formal and neat font for your document.</li> <li>• Use good language and grammar.</li> <li>• Use the same layout throughout to help to document look formal and organised.</li> <li>• Get to the point; use short punchy sentences to help your document easier to read.</li> <li>• Tailor your CV to the application.</li> <li>• Make sure your skills and experiences are clearly listed.</li> </ul>	<ul style="list-style-type: none"> <li>• Add too much information</li> <li>• Go over the top with formatting; Don't include anything too fancy. Remember this should be a formal document.</li> <li>• Use too many superlatives; complex descriptive words that don't mean anything are pointless.</li> <li>• Use slang language.</li> <li>• Write anything negative.</li> </ul>

## Section 8 – University visits and Interviews

### VISITING UNIVERSITIES

#### Why visit a university campus?

1. Most university students and university counsellors agree that the visit will have the greatest single impact in determining your university choice.
2. You can gain an awareness of the atmosphere or “feel” for a university that cannot be derived from reading a prospectus, visiting an internet site, or talking to people second hand.
3. A visit often clarifies your expectations of a university that cannot be determined prior to a visit. Seeing different types of universities will help you select the university, which is best suited for you.
4. Ask good questions so that you can gain as much information as possible.
5. Make a good impression as this may be the person who looks at your application.

### University interviews

#### ON CAMPUS INTERVIEWS – Qatar foundation / UK

These tend to be more formal and allow the university admissions professional to gain some insight about how the student would fit into the campus. The students, of course are trying to “sell themselves” and at the same time gather some information about their application process and admissions standards.

### INTERVIEWS

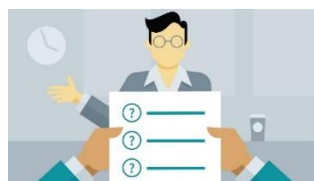
#### PLANNING THE UNIVERSITY INTERVIEW

1. Plan ahead (For on campus interviews), make the appointment well in advance by phone or e-mail including registering a Skype address.
2. Browse the website and review any admissions materials you may have received to gain information on courses of study, local atmosphere and what is expected.
3. Don't ask the obvious question. “How big is your school? . . . Do you have a major in...? . . . Do you have a football team?” . . . ALL of that is on the website!
4. Bring a copy of your latest transcript, test scores and a résumé. Use them with discretion. Don't force them on an interviewer and only use them at the appropriate time.
5. Construct a resume of your activities, interests, hobbies, likes and dislikes, be prepared to answer questions concerning the above and try to correlate them with the university you are visiting.
6. Sit down with your counsellor beforehand for a briefing. They may have information on the university that can be of value to you when preparing for a visit or interview.
7. Go over some of the questions below with a friend, parent, teacher or Counsellor. This will reduce anxiety and nervousness when the actual interview takes place.
8. The best advice about interviews, though, is to relax and be yourself.

QUESTIONS A STUDENT MIGHT ASK A UNIVERSITY INTERVIEWER

1. Why do most students come to this university?
2. What are weekends like on campus? (Especially for someone whose parent’s may still live overseas.)
3. Could you comment on the placement record of graduates with major companies?
4. What clubs or extracurricular activities do you offer?

<i>SOME DO'S AND DON'TS IN UNIVERSITY INTERVIEWS</i>	
<i>Do</i>	<i>Don't</i>
Come prepared — be familiar with the university you are visiting.	Talk too much or too little
Dress properly and be on time.	Be too boastful or conceited
Ask good questions (If you can ask the same or similar questions at each institution, it will give you a basis for comparison. Don't be too shy to write down the answers to help you remember later!)	Try to influence the interviewer by who you know
Answer questions honestly and to the point	Make derogatory remarks about your high school or teachers.
Be polite and enthusiastic.	Leave the interview until you have accomplished what you set out to do.
Write a thank you note after your visit.	Demand to know your chances of admissions.



Homework - Mock interview questions

- Prior to your interview with the counselling panel please research and answer the following questions with as much detail as possible.
- Please write short answers to the questions below, you can use bullet points at this stage does not need to be full sentences.

**Opening questions**

1. Tell me about your favourite school subjects. (What they are and why you like them.)

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2. What do you like to do in your free time?

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3. Why would you like to come study at our university?

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4. Tell us about your strengths and weaknesses?

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5. What motivated you to pursue this course?

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6. Tell me about an achievement you are particularly proud of.

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7. How do you think you will cope with a heavy workload?

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8. Tell me about a time when you have had to overcome an obstacle.

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9. What do you see yourself doing in five years' time?

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10. How organised are you? Please motivate your answer.

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11. What parts of the course do you think you will find most challenging?

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12. What do you think you will enjoy about this course?

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13. If you could change anything about the way you have dealt with your school life so far, what would it be?

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14. Have you had any responsibilities at school?

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15. Tell me about a time when you have worked as a member of a team.

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16. Tell us something that most people would not know about you.

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17. Do you have any questions for us?

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Mock interview form

<b>Mock Interview form</b>	Excellent	Good	Needs Improvement	N/A
<b><u>Non-Verbal Communication</u></b>				
Demonstrated professional appearance and appropriate dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained eye contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used positive body language (facial expression, gestures etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showed interest and enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant maintained poise; appeared relaxed; didn't shift or fidget excessively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional comments:				
<b><u>Verbal Communication</u></b>				
Avoided filler words (like, you know, "errmm" etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided clear and concise responses with appropriate tone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highlighted strengths and unique skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided specific examples with results and accomplishments to show relevant experiences or skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paused to organise thoughts prior to responding to difficult questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Additional comments:

**Other points to consider**

Remained positive

Demonstrated self-confidence

Demonstrated knowledge of the organisation by asking relevant questions

Additional comments:

Signed by student:

Signed by Counsellor:

**Job interview Do's & Dont's**

**Do's**

- Carry 1 item only**  
A combination of bags, briefcases and big coat makes you seem disorganized.
- Shoes count**  
Many employers say the last thing they remember is the back of a candidate's shoes
- Sit slightly angled**  
Sit an angle instead of directly across to show that "we're on the same side."
- Be poised**  
To help convey poise & confidence, practice the "power pose" right before the interview.

**Dont's**

- Smile nervously**  
Smiling too much can make you seem nervous Smile upon into & exit only.
- Purse your lips**  
It makes you look like you're holding something back.
- Contract or expand**  
Claim your space (keep arms uncrossed) but don't be too territorial.
- Touch your face & hair**  
Try not to touch your face altogether it's a sign of nervousness.

## Section 9 – Results

When you have found out what offers you have been made, please complete the chart below and arrange an appointment with your counsellor to discuss your options and choices. Your counsellor can help you with the next stages of the process making decisions such as how to apply for sponsorship, where to find out about accommodation if you're travelling.

### Homework

University offers	Accepted	Declined	Awaiting decision	Undecided	Final decision	Subject



## Section 10 – Exit Interview

When you have completed all the activities in the booklet and made all your applications, the counsellors will have an appointment with you to carry out an exit interview. You will be asked to complete a survey on Microsoft Forms to share your experience of the application process. This allows us to get your feedback on your time at GES and to help us make improvements on the careers guidance we offer. Please be open and honest with your feedback.

### **Activity - Exit interview**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

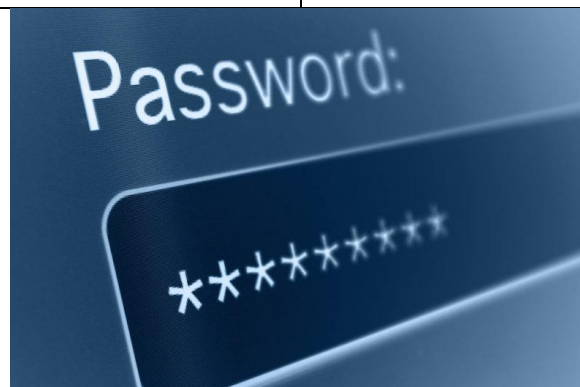
University offers	Accepted	Declined	Awaiting decision	Undecided	Scholarship offers	Final decision

Signature – Counsellor \_\_\_\_\_



PASSWORD CONTROL

<b>UCAS</b> <a href="http://www.ucas.com">www.ucas.com</a> school buzzword – gulf2023  Username:  Password:	<b>Common Application</b> <a href="http://www.commonapp.org">www.commonapp.org</a> school number – 632025  Username:  Password:
<b>College Board (SAT)</b> <a href="http://www.collegeboard.com">www.collegeboard.com</a>  Username:  Password:	<b>IELTS:</b> <a href="https://my.ieltsessentials.com/IELTS">https://my.ieltsessentials.com/IELTS</a>  Username:  Password:
<b>University Application 2:</b>  www.  Username:  Password:	<b>University Application 3:</b>  www.  Username:  Password:
<b>University Application 3:</b>  www.  Username:  Password:	<b>University Application 4:</b>  www.  Username:  Password:



## USEFUL WEBSITES & CONTACT INFORMATION

### Standardised Testing

 TOEFL



<https://www.ets.org/toefl/>



1-609-771-7100  
1-877-863-3546

 SATs



[sat@info.collegeboard.org](mailto:sat@info.collegeboard.org)



<https://www.collegeboard.org/?navId=aru-cb>



International: 212-713-8000

 SAT- Score Plus/ Princeton review



[infoqatar@score-plus.com](mailto:infoqatar@score-plus.com)



<http://www.score-plus.com>



+974 44 36 8580  
+974 526 5032

 IELTS



[IELTS@cna-qatar.edu.qa](mailto:IELTS@cna-qatar.edu.qa)

<https://www.cna-qatar.com/ielts>



974 4495 2126  
English / Arabic

 ACTs




<https://www.act.org/content/act/en/products-and-services/the-act/help.html#contactus>



<http://actstudent.org/index.html>

319-337-1270

 Largest standardised test service in Doha. Testing is also available at a number of the QF universities



Hamad Bin Khalifa University

[infoqatar@score-plus.com](mailto:infoqatar@score-plus.com)

<http://www.hbku.edu.qa/>

## Qatar Foundation

[http://www.myeducationcity.com/en/financial\\_assistance](http://www.myeducationcity.com/en/financial_assistance)

(Financial assistance for students applying to Education City universities. With some of the universities, you apply directly for financial aid.)

## Quizzes to help with Career Guidance

<https://nationalcareersservice.direct.gov.uk/>

Working through the Skills Health Check can help you decide what kind of jobs might be right for you. You'll be able to download your report once you've completed at least one assessment.

<https://www.ucas.com/careers/buzz-quiz>

Find out what you're like and what you could do. Discover your strengths, what makes you tick and some jobs you may enjoy looking into.

## Websites for the United Kingdom



British Embassy - Doha

West Bay



Dafna Area, Onaiza Zone 66, Al Shabab Street.

PO Box 3 Doha



<https://www.gov.uk/world/organisations/british-embassy-doha>



+974 4496 2000



UCAS

This online application provides great information on writing person statements,



course search, application process, key dates and other study related information



<http://www.ucas.ac.uk/>



+974 4496 2000



### British Council

This online application provides great information on writing person statements, course search, application process, key dates and other study related information



<http://www.britishcouncil.org/qatar-contact-us.htm>



### Study in Britain

This site has free information available to research UK and Irish institutions through an online directory. These institutions are very keen to attract US and International Students to their campuses for full degree undergraduate programmes. There are also some wonderful scholarships available for tuition as well.



[www.StudyinBritain.com](http://www.StudyinBritain.com)

## Websites for the United States



### Embassy of the United States



Julia Kirby – Student Advisor



[974- 4884-101 Ext 6149](tel:974-4884-101)



<http://Qatar.usembassy.gov>



[KirbyJJ@state.gov](mailto:KirbyJJ@state.gov)






### Common Application

The Common Application is an undergraduate college admission application that applicants may use to apply to any of more than 800 member colleges and universities in the United States








[www.commonapp.org](http://www.commonapp.org)




## Websites for Australia

-  IDP Education Australia  
West Corner Centre,  
Midmac Bridge,  
Salwa Road,  
PO Box 22673,  
Doha,  
Qatar
-  <https://www.idp.com/australia/>
-  [1800 664 700](tel:1800664700)

## Websites for Canada

-  Embassy of Canada
-  Mohamed Salhi
-  [Tel: \(+974\) 4419 9043](tel:+97444199043)
-  <https://www.canadainternational.gc.ca/qatar/index.aspx?lang=eng>
-  [mohamed.salhi@international.gc.ca](mailto:mohamed.salhi@international.gc.ca)

-  Ontario University Application Centre
-  [519-823-1063](tel:5198231063)
-  [OUAC Application Centre - http://www.ouac.on.ca/](http://www.ouac.on.ca/)

-  Study in Canada
-  [www.studyincanada.com](http://www.studyincanada.com)
-  [info@StudyinCanada.com](mailto:info@StudyinCanada.com)

-  Citizenship & Immigration Canada
-  [www.cic.gc.ca](http://www.cic.gc.ca)

-  Association of Universities and Colleges of Canada
-  [www.hccat.bc.ca](http://www.hccat.bc.ca)





