



CAREER AND COLLEGE COUNSELLING

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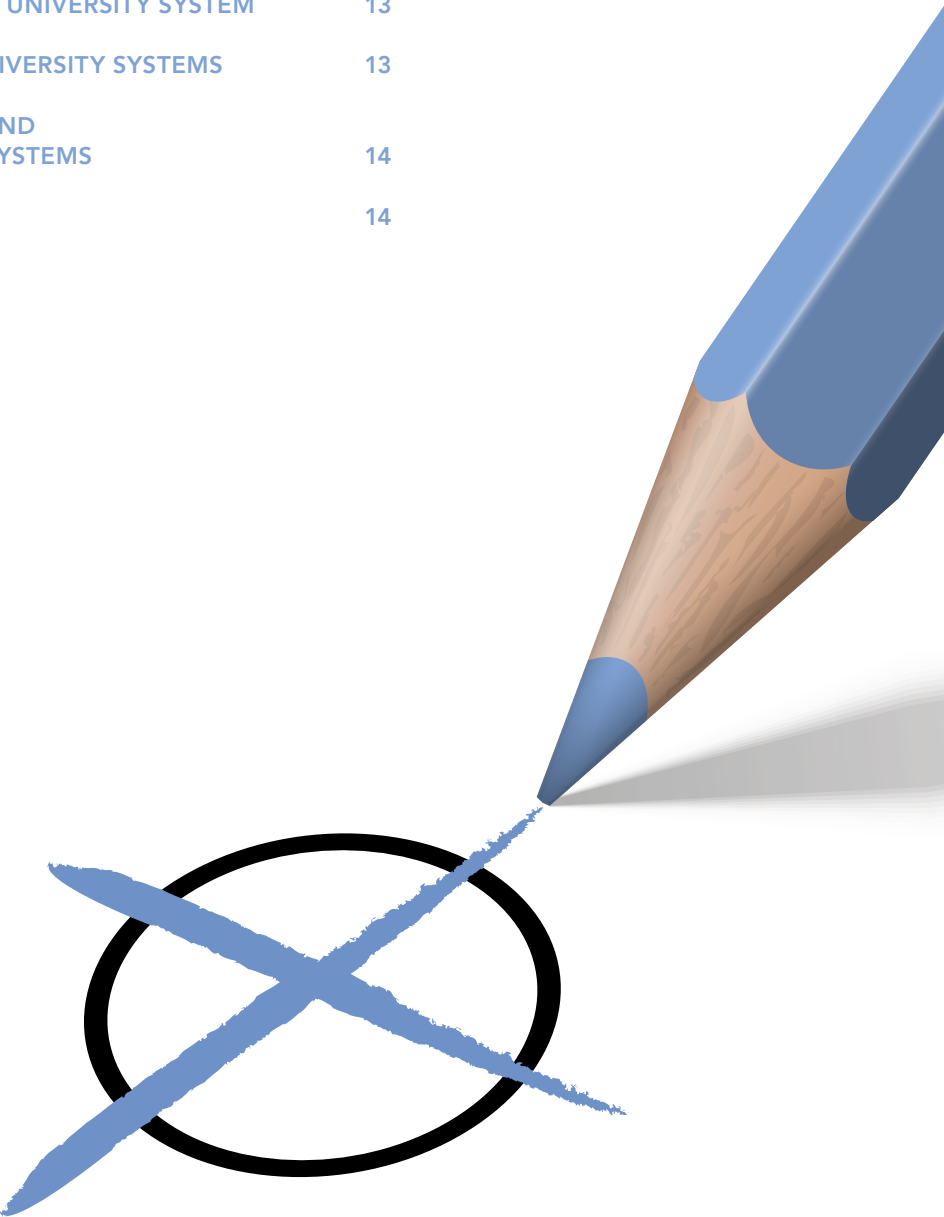
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OVERVIEW

BBIS School Counsellors help prepare students to be life-long learners and engaged citizens in the global community through supporting an innovative programme that meets their academic, social, emotional and career needs: Much of this work is embedded in our advisory curriculum. We recognise individual uniqueness through inclusive practices and are committed to guiding students to be the best they can be.

Our School Counselling team provides dedicated university and career counselling, offering personalised support for students and parents as they plan for life after graduation. We guide students through the college and university application process for institutions worldwide, delivering support through individual consultations, student workshops, and parent information sessions. From career exploration to application deadlines, our counsellors are a vital resource for secondary students as they prepare for their next steps beyond BBIS.

FOCUS AREAS

- Career exploration and research
- Guidance on subject and programme selection
- University research and selection
- University application preparation and deadline management
- Processing of supporting documents (transcripts and recommendation letters)
- Helping develop strategies for time and stress management

CAREER ADVISORY AND GUIDANCE IN SECONDARY SCHOOL

GRADE 9:

Laying the Foundation

Students begin exploring their interests, skills, and career possibilities, setting the stage for informed future choices.

- Identifying personal strengths and interests related to career paths
- Building a strong CV and resume
- Introduction to **Bridge U**, our university and career planning platform

GRADE 10:

Exploring opportunities

Students take a deeper dive into career pathways and make informed subject choices that align with their future goals.

- Career exploration through **Bridge U** – discovering potential fields of study and professions
- Individual and group advising sessions for Grade 11 and 12 course selection
- College fairs and university visits throughout the year
- **Career Day** – an opportunity to meet professionals from various industries

GRADE 11:

Planning for the Future

With university applications on the horizon, students begin to refine their options and prepare essential documents.

- Future planning sessions – understanding application requirements and deadlines
- College fairs and university visitor sessions continue
- One-on-one counselling meetings for personalised guidance
- Creating a **preliminary college list** in **Bridge U**
- Drafting a **personal statement** (using the Google Core Classroom template)
- Requesting teacher recommendation letters
- Researching university entry requirements
- Taking or registering for admissions tests (SAT, ACT, etc.)

GRADE 12:

The Application Process

Students finalise applications and ensure all necessary documents are submitted on time.

- One-on-one meetings with counsellors to finalise college lists
- Updating **Bridge U** with selected universities and application details
- Continuing participation in college fairs and university visitor sessions
- Finalising personal statements and supplemental essays
- Confirming recommendation letters (via **Bridge U** request form)
- Ensuring transcripts and recommendation letters are sent via **Bridge U / Common App**
- Submitting test scores through the official testing agency for Early Action / Early Decision deadlines

Through this step-by-step approach, BBIS ensures that students feel confident and well-prepared as they take their next steps toward university and beyond.



SCHOOL POLICIES FOR UNIVERSITY APPLICATIONS

At BBIS, we are committed to supporting students through the university application process with clear policies. The process is student driven with close guidance from the school counseling team. Below are the key guidelines for requesting reference letters, predicted grades, and document processing.

REFERENCE LETTERS AND LETTERS OF RECOMMENDATION

- Complete the **Recommendation Request Form** and submit a copy to both the teacher and the counsellor.
- Invite the teacher as a letter writer on **Bridge U** (Recommendation section).
- Teachers may choose to accept or decline the request based on their ability to write a meaningful and supportive letter.
- **Request letters at least three weeks before the BBIS deadline** to allow sufficient time for writing and submission.
- Any official school documents (transcripts, certificates, graduation records) must be requested **at least two weeks before the deadline**.

Important: During school holidays, the school office operates with limited availability. Plan ahead to avoid delays.

PREDICTED GRADES POLICY FOR UNIVERSITY APPLICATIONS

In Grade 12, teachers provide predicted IB grades based on student performance, including Grade 11 end-of-year assessments and in-class results.

- In the first semester of Grade 12, teachers provide official predicted grades. These are based on each student's performance across a variety of assessments, including end-of-year examinations, class assignments, and Internal Assessments (IAs).
- Students will be informed of their predicted grades in line with their university application deadlines: by the end of September for early applications, and by early December for later deadlines.
- Predicted grades are sent only if required by the university. Many institutions accept transcripts only instead.

SUBMISSION DEADLINES

1 October – Predicted grades for students applying to universities with October/November deadlines (early applications).

1 December – Predicted grades for students applying for January deadlines.

SUPPORT FOR GAP YEAR STUDENTS

Students planning to take a gap year must collect all necessary documents before the last day of school in June.

- Request teacher/counsellor reference letters (must be stored in Bridge U).
- Obtain a copy of the transcript and any required certificates.
- Schedule a final meeting with the counsellor before June.

After Graduation: Counsellor availability is limited. Graduates are entitled to:

- One follow-up meeting
- One follow-up e-mail

By following these policies, students can ensure a smooth university application process while maintaining responsibility for their own planning and deadlines.

UNDERSTANDING THE UNIVERSITY APPLICATION PROCESS

Navigating the university application process can feel overwhelming, but with careful planning and guidance, BBIS students can approach it with confidence. Below is a step-by-step breakdown to help students research, prepare, and submit strong applications to universities worldwide.

RESEARCH AND SELF-ASSESSMENT

Reflect on Your Strengths & Goals

- Assess your academic strengths and areas for growth.
- Identify your interests, passions, and long-term career aspirations.
- Consider your preferred learning style and ideal campus environment.

College Search Strategies

- Use online search platforms like Bridge U, Common App, UCAS, Studielink, and Uniassist to explore options.
- Attend college fairs and university information sessions at BBIS.
- Visit campuses, if possible, to get a feel for the student experience.

Building a Balanced College List

- Consider factors such as academic programmes, location, climate, size, campus culture, and cost.
- Create a well-rounded list including:
 - Match Schools** – Universities that align with your academic profile.
 - Safety Schools** – Schools where your credentials exceed the requirements.
 - Reach Schools** – Competitive institutions where admission is more challenging.

THE UNIVERSITY APPLICATION REQUIREMENTS

Application Platforms & Deadlines

- Different universities use different application systems, including:
 - Common App** (USA & some international schools)
 - UCAS** (United Kingdom)
 - Studielink** (Netherlands)
 - Uniassist** (Germany)
 - OUAC** (Canada)
 - COA** (Ireland)
- Carefully check requirements and deadlines for each system.

Personal Statement / Motivation Letter / College Essay

- Brainstorm key themes that highlight your strengths, values, and aspirations.
- Develop a compelling thesis statement that reflects your unique journey.
- Write a clear, engaging, and personal narrative.
- Edit and proofread carefully – strong writing makes a lasting impression.

Letters of Recommendation

- Request letters from teachers who know you well and can speak to both your academic and personal qualities.
- Follow the BBIS policy for requesting letters through Bridge U and allow at least three weeks' notice before the deadline.

By approaching the process step by step, BBIS students can craft strong applications that reflect their talents, ambitions, and readiness for university life.

FINANCIAL AID AND SCHOLARSHIPS

University education is a significant investment, but there are many opportunities for financial support. At BBIS, we encourage students to research and apply for scholarships and financial aid to help make their higher education journey more affordable.

UNDERSTANDING FINANCIAL AID

Types of Financial Aid

- Grants – Need-based funding that doesn't require repayment.
- Scholarships – Merit-based awards based on academics, leadership, athletics, or other achievements.
- Loans – Borrowed funds that must be repaid, often with interest.

Where to Start

- Research university websites for institution-specific scholarships and aid options.
- Understand eligibility requirements and application deadlines.

SEARCHING FOR SCHOLARSHIPS

Maximise Your Scholarship Opportunities

- Use online scholarship databases to find funding based on academic interests, extra-curricular activities, and personal background.
- Apply early! Many scholarships have strict deadlines.
- Prepare strong applications, including personal statements and letters of recommendation.

SCHOLARSHIPS SEARCH BY COUNTRY

- **U.S.:**
<https://bigfuture.collegeboard.org/scholarship-search>
- **UK:**
<https://www.ucas.com/money-and-student-life/money/student-finance>
- **Germany:**
<https://www.daad.de/en/studying-in-germany/scholarships/>
- **Netherlands:**
<https://www.studyinnl.org/finances>
- **Canada:**
<https://www.educanada.ca/scholarships-bourses/index.aspx?lang=eng>
- **Europe:**
<https://www.study.eu/article/overview-scholarships-to-study-in-europe>
- **Worldwide scholarship search:**
<https://www.bachelorsportal.com/search/scholarships/bachelor>

By taking the time to research financial aid options and applying for scholarships, students can make higher education more accessible and affordable.

UNDERSTANDING THE U.S. UNIVERSITY SYSTEM

KEY APPLICATION DEADLINES

The US university system uses a holistic approach. Selectivity varies by institution. Admissions test scores, high school grades and rigor of high school curriculum are important factors in the admission process.

Submit your application on time!

1 November – Early decision / Early action
BBIS internal deadline: Second week of October

30 November – University of California (UC) Application Deadline (Opens August 1st)
BBIS internal deadline: 15 November

December/January/February – Regular decision
BBIS internal deadline: First week of December

Application deadlines vary by university! Always check individual university websites for exact dates.

STANDARDISED TESTING AND RESEARCH RESOURCES

SAT Registration & Dates:

<https://satsuite.collegeboard.org/sat/dates-deadlines>

ACT Global Testing:

<https://global.act.org/content/global/en/students-and-parents.html>

University Research Platforms:

www.collegeboard.org
www.ctcl.com

COMPONENTS OF U.S. UNIVERSITY APPLICATIONS

What Students Need to Submit:

- Recommendation Letters – Request well in advance (several weeks' notice).
- Standardised Test Scores – SAT/ACT (some universities are test-optional).
- Application Essay – Showcase your unique talents and story.
- Supplemental Essays – Typically 2-3 additional short essays per university.
- Transcript Request – Grades 9-12.

What BBIS provides:

- Official transcript of secondary school grades from Grade 9-12
- Predicted IB grades
- Teacher recommendation letters (1-2)
- Counsellor report and recommendation letter

HELPFUL RESOURCES ON CORE GOOGLE CLASSROOM

College Essay Guide – Step-by-step template.

CV / Resume Template – Essential for applications.

Teacher Recommendation Request Form – Ensures timely and well-prepared letters.

By staying organised and meeting all deadlines, BBIS students can confidently apply to U.S. universities and maximise their chances of admission.



UNDERSTANDING THE UK UNIVERSITY SYSTEM

Applying to UK universities through UCAS (Universities and Colleges Admissions Service) requires careful planning, especially for competitive programmes. Deadlines and programme requirements vary by course and university, so it is essential to research this before submitting an application. BBIS provides guidance to ensure students submit strong applications on time.

KEY APPLICATION DEADLINES

15 October – Deadline for:

- Medicine (all specialisations), Dentistry, Veterinary Science
- Oxford & Cambridge applications

BBIS internal deadline: First week of October

29 January – Deadline for:

All other undergraduate courses (for equal consideration)

BBIS internal deadline: First week of December

15 January or 15 March – Deadlines for Art & Design Courses (varies by institution; check specific requirements)

BBIS internal deadline: First week of December

Important: Some courses require admissions tests (e.g., Medicine, Mathematics, Law, Engineering). Check individual university websites for specific requirements and deadlines, as many tests must be registered for by September.

UCAS Official Website: www.ucas.com

COMPONENTS OF THE UK APPLICATION

What Students Need to Submit:

- Admissions Tests (if required by the programme)
- Personal Statement – A compelling essay highlighting your academic strengths, interests, and career goals.
- Programme Selection – Choose up to five courses based on predicted grades and subject requirements.

What BBIS provides:

- Teacher reference
- Predicted IB grades

HELPFUL RESOURCES ON CORE GOOGLE CLASSROOM

Personal Statement Writing Template – Step-by-step guidance.

Teacher Recommendation Request Form – Ensures a well-prepared reference.

By staying informed and organised, BBIS students can successfully apply to top UK universities and secure their desired placements.

UNDERSTANDING THE CANADIAN UNIVERSITY SYSTEM

Applying to universities in Canada requires students to research application processes, deadlines, and programme requirements for each province. BBIS provides guidance to help students navigate this system effectively.

WHERE TO APPLY

Ontario Universities: Ontario Universities' Application Centre (OUAC) – A centralised application for all Ontario universities.

OUAC Undergraduate Guide

Other Provinces:

- Each university in provinces outside Ontario has its own individual application.
- Check university websites for specific requirements and deadlines.

List of Universities in Canada:

studying-in-canada.org

General Information on Studying in Canada:

<http://www.universitystudy.ca>

Important: Mathematics Applications & Interpretations SL is not accepted by public universities in Canada.

APPLICATION DEADLINES

January – General deadline for most universities (always check individual university websites for exact dates).

By carefully researching requirements and deadlines, BBIS students can successfully apply to top Canadian universities and find the best fit for their academic goals.

UNDERSTANDING THE GERMAN UNIVERSITY SYSTEM (PUBLIC INSTITUTIONS)

Germany offers excellent higher education opportunities, with public universities providing tuition-free or low-cost study options. However, international students must carefully navigate the application and IB diploma recognition process, ensuring a clear understanding of the entry requirements by programme and university.

KEY APPLICATION DEADLINES

As application procedures vary across universities, programmes, and subjects, it is essential that students consult the individual university websites for the most up-to-date information on entry requirements. In Germany, education is not centrally coordinated. Each federal state has its own higher education laws, so both university and state requirements must be carefully reviewed.

Students applying to medical programmes must apply via Hochschulstart. Those holding an IB Diploma usually submit their applications through UNI-ASSIST. However, some universities manage applications directly, and a few may require students to apply through both systems. In many cases, state authorities will also need to formally recognise the IB Diploma.

The UNI-ASSIST application portal typically opens in spring of the graduation year. Students may submit their initial application with an interim BBIS transcript, but the final application must include official IB results, released in July. Applications should be submitted at least eight weeks before the 15 July deadline for international diploma holders (IB Diploma). All documents must be stamped by the school before uploading.

In addition, students must ensure their IB results are made available to UNI-ASSIST through the IB DP Coordinator. Once final results are issued in July, applicants must notify UNI-ASSIST of their release via the contact form and upload the required documents. Please note that this deadline falls after the end of Grade 12 at BBIS.

Language requirements also differ. Most programmes taught in German require a C1 level of proficiency, while some English-taught programmes may still require evidence of German language skills. Students should always consult the university website for the most accurate and detailed guidance.

July (after graduation) – General deadline for most universities. (Begin applications before June!)

30 March – Early deadline for international students (varies by university; check specific requirements)

7 July – IB results must be sent to Uni-Assist or directly to the university.

APPLICATION PROCESS

Register with Uni-Assist – A centralised portal for international students applying to German universities. <http://www.uni-assist.de/en/>

Check IB Diploma Recognition – Germany requires official recognition of the IB diploma for university admissions. Contact the Zeugnisanerkennungsstelle Brandenburg: <https://schulaemter.brandenburg.de/>

Check recognition requirements (Hochschulzulassung) via Anabin: https://anabin.kmk.org/db/schulabschluesse-mit-hochschulzugang#land_gewaehlt

Check University Websites – Some institutions use Uni-Assist, while others have their own application portals.

University Listings and Application Portals:

- www.hochschulkompas.de
- www.hochschulstart.de
- www.daad.de
- <https://www.mygermanuniversity.com>

By starting early and ensuring proper diploma recognition, BBIS students can smoothly transition to higher education in Germany.

UNDERSTANDING THE NETHERLANDS UNIVERSITY SYSTEM

The Netherlands offers a diverse range of English-taught university programmes, but application deadlines, entry requirements and processes vary depending on the programme and the applicant's nationality. BBIS provides guidance to ensure students meet all necessary requirements.

KEY APPLICATION DEADLINES

15 January – Deadline for **Numerus Fixus** programmes (selective courses with limited spaces).

1 April – Regular deadline for **Non-EU citizens**.

1 May – Regular deadline for **EU citizens**.

Important: Some universities may have earlier deadlines. Always check individual university websites for specific dates and programme requirements.

EXPLORE PROGRAMMES & UNIVERSITIES

<https://www.studyinnl.org/>

APPLICATION PROCESS

- Register with Studielink – The central Dutch university application portal: <https://info.studielink.nl/en>
- Apply during your final year of secondary school – Applications typically open the semester before your intended start date.
- Check specific programme requirements – Some courses may require additional documents, interviews, or entrance exams.

By carefully researching deadlines and registering with Studielink on time, BBIS students can smoothly apply to top Dutch universities.

UNDERSTANDING THE EUROPEAN UNIVERSITY SYSTEMS

Higher education across Europe offers a variety of programmes, application processes, and deadlines. Many universities provide English-taught courses, and application procedures vary by country and institution. BBIS encourages students to research their options by checking entry requirements early to ensure a smooth application process.

KEY RESOURCES FOR STUDYING IN EUROPE

General University Search & Application Deadlines

- When to Apply & Deadlines: <https://www.study.eu/article/study-in-europe-when-to-apply-deadlines>
- Medical Programmes in Europe: <https://www.medicaldoorway.com/>

By using the provided resources and planning ahead, BBIS students can explore a wide range of academic opportunities across Europe.

UNDERSTANDING THE AUSTRALIAN AND ASIAN UNIVERSITY SYSTEM

Higher education institutions in Australia and Asia offer a wide range of programmes, each with its own application timeline and requirements. BBIS encourages students to research their options by checking entry requirements early and meet with their school counsellor well in advance of deadlines.

KEY APPLICATION DEADLINES

- Application deadlines vary – Each country and university sets its own deadlines. Always check official university websites.
- Research university requirements – Some institutions require specific entrance exams, personal statements, or interviews.
- Request stamped and signed documents in advance – BBIS can provide official transcripts and documents (e.g., CAS Portfolio) with prior notice.
- Meet with your school counsellor early – Ensure all required documents are prepared well before submission deadlines.

HELPFUL RESOURCES

- Australian Universities and Study Information:
<http://www.studyaustralia.gov.au/>
- Universities in Asian Countries:
<http://studylink.com/study-in-asia/>
- International Bachelor's Programmes Worldwide:
<http://www.bachelorsportal.com>
- IB Diploma Recognition by Country & University:
<http://ibo.org/university-admission/recognition-of-the-ib-diploma-by-countries-and-universities/>

By staying informed and organised, BBIS students can successfully apply to top universities across Australia and Asia, opening doors to global education opportunities.

GAP YEAR PLANNING

Taking a gap year can be an enriching experience, offering students the opportunity to travel, volunteer, work, or gain new skills before starting university. BBIS encourages students to plan their gap year thoughtfully and ensure they have all necessary documents before graduation.

IMPORTANT STEPS FOR BBIS STUDENTS

Meet with Your School Counsellor – Schedule an appointment before the end of the school year in June to discuss plans and collect any required documents.

Request and Collect School Documents

- Official transcript of academic records.
- Teacher/counsellor reference letters (must be stored in Bridge U).
- Any additional certificates or documents required for future applications.

GAP YEAR PROGRAMME RESOURCES

Volunteer, Travel & Work Experience Programmes

- <http://gap.rusticpathways.com/>
- <http://gapforce.org/de/gap-year-programs/>
- <http://www.americangap.org/>

Cultural & UNESCO Programmes

- www.unesco.de
- www.kulturweit.de

AFTER GRADUATION: SCHOOL COUNSELLOR AVAILABILITY

Limited support post-graduation

- One follow-up meeting
- One e-mail consultation

By planning ahead and gathering necessary documents before leaving BBIS, students can ensure a smooth transition into their gap year adventures.



BBIS Berlin Brandenburg International School

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