

# Admissions Counseling General Guidelines

1. The application process is
  - a. **Individualized**, so discuss your queries and concerns with your admissions counselor freely.
  - b. **Collaborative**, so please respond to emails, messages, phone calls actively. Reach out to your counselor if you feel stuck anywhere in the process.
  - c. **Long**, and there are some ups and downs along the way. Please outline any issues you have with your counselor so that we can come up with a solution.
2. We appreciate and understand that your parents may also be involved in the application process. We are happy to speak with them as and when needed at any stage of the process. But we highly recommend a **single point of contact** from your side to avoid multiple interactions and/or confusion due to miscommunication. We advise that *you* take charge of your applications. It will acclimatize you with the way things are done in your destination country, and will smoothen your transition.
3. Typically, payments for booking standardized tests, application fees, and sending official score reports will require a **credit card** or debit card with international usage enabled. Please connect with your bank for this.
4. Your **passport** is a very critical document through the entire process, and beyond!
  - a. It is the most-commonly or the only accepted form of identification at centers for your standardized tests. The name on your passport should match the same on the test booking confirmation.
  - b. The name you mention in your university application should also match that on your passport. This is might sound trivial, but can lead to unnecessary and lengthy delays during your application evaluation.
5. If your **passport's expiry** date is within 6 months of your program start date, we recommend you get it renewed under some pretext. Consult with the passport office or a reliable agent about ways to get this done.
6. Slots for **standardized tests** get booked very quickly during the peak season (September-December for Fall applications, for example). Please plan and schedule your tests in advance!
7. **Shortlist universities** wisely and ensure that you have a proper mix of ambitious, moderate and safe options to mitigate the risk of rejection. Once you shortlist them, try not to change them otherwise your application process will take longer given the slightly different application requirements of all universities.
8. Keep a record of your university **application deadlines**. Pick one university at a time, ideally in the order of the deadlines.
9. Programs and universities keep updating their **application requirements** annually, so it is highly-recommended to email them to seek clarifications.
10. Secure your **transcripts** in time - certain universities are notorious for causing unnecessary delays!

11. Get in touch with your **recommenders** in advance. Some recommenders have a fixed maximum number of recommendations they will send per year, so you do not want to lose out on them.
12. There is a very direct correlation between the amount of time you spend on your documentation (**SOP/LORs/Resume**) with the end product. These documents will determine the fate of your applications - give them their due respect!
13. Submit all documents (SOP/LORs/Resume) for **review/editing** well in advance, not on the day before the deadline.
14. If you have anything that you would like to add to your SOP/LORs/Resume that falls outside the scope of the questions/guidelines given above, please add it nevertheless! We may be able to use it in some form in your application package.
15. **Do not hide** anything related to your applications from your counselor.
16. While you may take **multiple opinions** about all the steps you take while applying, please remember that the individualized nature of the process means that what may be applicable to someone else will not be applicable to you.
17. **Plagiarism** is taken very seriously. Universities used advanced plagiarism detection software, and given the number of applicants, will straightaway reject a plagiarized application.

## Note:

1. We do not write essays/SOPs/LORs on your behalf.
2. We do not fill out university or visa applications on your behalf.
3. We do not submit recommendation letters on anyone else's behalf.
4. Any plagiarized content you submit may pass through our basic plagiarism checking software, but will definitely raise a red flag in the universities' advanced systems. It is okay to have influences, but it is not okay to copy someone else's material and pass it as your own.
5. We will not pay test-booking, application fees, etc. on your behalf.