



American School of Brasilia

Learners Inspiring Learners

March 12, 2019

Dear Grade 10 and 11 Parents and Students,

It is never too early to start thinking about life after EAB. For this reason, we have created this document to guide EAB parents and student in the process of planning for life after high school. To ensure that students are well-organized, have researched their options thoroughly, and are making informed, realistic decisions about the next phase of their lives, it is important that they make wise use of their time to successfully prepare for the next step in their educations.

To help facilitate the application process, we have developed the EAB University Application Agreement, which outlines the shared and individual responsibilities of students, parents and school as well as guidelines for the university application process. To maximize students' chances of being admitted to the university that is the best fit for them, the University Application Agreement states that each student must keep to a well-researched list of 10 universities worldwide (with the University of California system and UCAS counting as one application each).

We encourage students to thoroughly research and apply to universities that are an appropriate fit for them academically and socially, while keeping with the family's financial situation. This takes time and effort. University websites are a good place to start, however students must also take advantage of university visits to EAB and take the opportunity to visit campuses in person, if possible. Making this investment helps ensure that, once the application process is finished, the results are positive for everyone.

The following documents are included with this letter:

- EAB University Application Timeline
- EAB University Application Agreement
- Predicted Grade Policy
- EAB US High School Diploma, Brazilian Diploma and IB Diploma Requirements
- Acknowledgement Form

Please read through the enclosed documents thoroughly. Once you have read and understood them, please print and sign the attached acknowledgement slip and return this to the High School/College Counseling office by March 29, 2019. Should you have any questions regarding the agreement or timeline, or any other part of the application process, please contact Dr. Gavin Hornbuckle (ghornbuckle@eabdf.br).

Sincerely,

Gavin Hornbuckle
High School/College Counselor



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EAB UNIVERSITY APPLICATION TIMELINE 2019-2020

STUDENTS	DATE
University Information Night	March 12, 2019
Individual meetings for all grade 11 students with their College Counselor	March -May 2019
Registration deadline for May 4 SAT at EAB	April 5, 2019
Letter of recommendation request made to teachers in BridgeU	May 7, 2019
SAT I and Subject test at EAB	May 4, 2019
Preliminary list of universities applying to entered into BridgeU	May 28, 2019
EAB Internal Deadline for UK Oxbridge Vet/Med applicants to give final notification to Counselor that they will apply	May 28, 2019
Last day of classes at EAB	June 8, 2019
UC System Application opens	August 1, 2019
First day of classes at EAB	August 5, 2019
Individual meetings for all grade 12 students with their College Counselor	August/September 2019
University Application Meeting for G12 Semester 1	August/September 2019
Applications open for students applying to Canada, as well as Holland & other European universities. Warning: check individual university websites for confirmation of dates	September 2019 to April 2020
Upper School Open House	TBD
UCAS application opens for 2020 entry	September 1, 2019
US EA/ED essay or UK Oxbridge personal statement first draft due to Counselor	September 2, 2019
Registration deadline for October 5 SAT	September 6, 2019
Final list of universities entered in BridgeU and UCAS application complete for Oxbridge applicants	September 9, 2019
Final list of universities applying to be entered in BridgeU and Common App completed for US EA/ED applicants	September 9, 2019
Common Application Information form due to HS/College Counselor for students applying EA/ED to US	September 23, 2019
FAFSA and CSS profile open for students applying for financial aid in the US	October 1, 2019
UC System: Filing period for FAFSA and Cal Grant Verification Form opens for applicants to all terms (filing period open through March 2019)	October 1, 2019
Registration deadline for November 2 SAT	October 4, 2019
SAT/SAT with Essay/SAT Subject tests	October 5, 2019
Final list of universities applying to be entered in BridgeU and Common App completed for US RD applicants	October 7, 2019
Common Application Information form due to HS/College Counselor for students applying RD to US	October 7, 2019
Early Decision (ED) and Early Action (EA) applications sent to US	October 10 to November 30, 2019
UCAS Oxbridge Vet/Med applications deadline for UCAS	October 15, 2019
UCAS applications completed and sent to HS/College Counselor	November 1, 2019
University of California System Filing period begins	November 1, 2019
Internal deadline for UBC ILOT and U of Toronto Lester B Pearson scholarship applications	November 1, 2019
Registration deadline for December 7 SAT	November 1, 2019
SAT Subject and Listening Test	November 2, 2019
University of California System Application Submission Deadline	November 30, 2019
SAT/SAT with Essay/SAT Subject tests	December 7, 2019
Regular decision applications sent to US universities.	December 2-11, 2019
BridgeU blackout period: Students may not add new schools to BridgeU application list	December 2, 2019 to January 14, 2020
University of California System SAT Deadline	December 31, 2019
UCAS application deadline (EAB internal deadline is November 1, 2019)	January 15, 2020



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Notification of fall 2019 admission decisions begins for UC system	March 1, 2020
Registration Deadline for May 2 SAT	April 3, 2020
Deadline for admitted freshmen to submit Statement of Intent to Register (SIR) for UC System applicants	May 1, 2020
SAT/SAT with Essay/SAT Subject tests	May 2, 2020
Graduation	TBD
Final transcripts available for Grade 12 students	TBD
IB Diploma results available (online)	Early July 2020
IB Diploma ready for pick up from EAB (look out for announcement of when these diplomas arrive to EAB)	Mid September 2020



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EAB UNIVERSITY APPLICATION AGREEMENT

Students agree to:

- Take ownership of the application process - it's your future.
- Meet deadlines as set out in the EAB University Application Timeline.
- Pay attention to application deadlines for each university.
- Be realistic in your application choices. Know the requirements for the universities and programs you are applying to and how they relate to your interests and academic performance in Grades 9-12. Look for the best fit for you.
- Attend university fairs and meet university representatives when they visit.
- Attend all required meetings and presentations.
- Regularly check and update BridgeU to make sure your personal data is current and accurate.
- Keep your counselor informed of changes to your applications.
- Keep to a well-researched and appropriate set of 10 universities worldwide, with UCAS and the University of California system counting as one choice each.
- Keep records from all previous schools you have attended since Grade 6, as they may be necessary for your applications.
- Carefully read and understand the EAB Predicted Grade Policy and EAB High School Diploma Credit Requirements.
- Withdraw all other applications worldwide if accepted to a binding Early Decision program.
- Ensure that all test scores (SAT, ACT, TOEFL, IELTS) are sent to universities by the deadlines stated on the universities websites.

Parents agree to:

- Many of the universities our students apply to value independent thought and initiative, and expect the student to take the lead in the application process. Encourage your child to do this.
- Communicate with your child and their College Counselor about the application process.
- Be a part of the research process to ensure that you have a realistic idea of your child's chances of being admitted. Help them make choices that will likely lead to successful admission.
- Be aware of the deadlines in the EAB University Application Timeline and encourage your child to do the same.
- Keep a record from all previous schools attended since Grade 6, as they may be necessary for your child's applications.
- Carefully read and understand the EAB Predicted Grade Policy and EAB Graduation Requirements.
- Require your daughter or son to withdraw all other applications worldwide if accepted to a binding Early Decision program.

University/College Counselors agree to:

- Work closely with students, parents, administrators and teachers to aim for the best possible result for each student.
- Work to increase the depth and breadth of our knowledge about application requirements and procedures at universities worldwide.
- Provide opportunities for students and parents to gain access to that expertise through meetings, presentations and other forms of communication.
- Guide students and parents regarding the requirements of the application, including giving feedback on college essays/personal statements provided they have been submitted in keeping with the EAB Application Timeline.
- Meet with each student individually to discuss her or his future plans.
- Fairly and transparently administer relevant policies and procedures.
- Send required documentation to universities.



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PREDICTED GRADE POLICY FOR UNIVERSITY APPLICATION

International Baccalaureate Organization (IBO) Statement on Predicted Grades:

“What are predicted grades?”

“The predicted grade is the teacher’s prediction of the grade the candidate is expected to achieve in the subject, based on all the evidence of the candidate’s work and the teacher’s knowledge of IB standards. Predicted grades are also required for theory of knowledge and the extended essay. It is important that each prediction is made as accurately as possible, without under-predicting or over-predicting the grade. The IB takes measures to work with schools that consistently under- or over-predict student grades.” (International Baccalaureate Organization, “University Admissions – FAQs – What are predicted grades?”)*

Predicted Grade Policy

To ensure that those students who need predicted grades for their university applications are provided information that is accurate and transparent, EAB has adopted the following policy:

- 1) All teachers of Grade 12 students enrolled in IB Diploma courses will provide a predicted grade for each of their students during the second year of the course.
- 2) Students may discuss their predicted grades with the IB Coordinator or College Counselor in the context of their application plans in order to determine if they have a reasonable chance of admission to the universities of their choice.
- 3) At no point should teachers discuss Predicted Grades with students or parents. All inquiries should be referred to the IB Coordinator. The IB Coordinator may then ask the teacher for clarification about why the grade was given.
- 4) Should there be further need for discussion of the Predicted Grade with students or their parents, a meeting may be arranged with the IB Coordinator, or if needed, the High School Principal.

Frequently Asked Questions:

1) **When are predicted grades given?**

Answer: For students in the second year of their IB Diploma Programme, teachers will provide a predicted grade. Students applying to universities that require a predicted grade may set up an appointment with their University/College Counselor to discuss them. A separate predicted grade letter may be printed as required for university applications. Students should never use their Grade 11 Predicted Grades for university applications.

2) **Are predicted grades required for all university applications?**

Answer: No, not all universities require predicted grades. Students applying to the United Kingdom through the UCAS system must know all their predicted grades in order to choose the appropriate course. An overall point score is enough for most other university systems, and for some it not necessary at all. The University/College Counselor, IB Diploma Program Coordinator or Upper School Principal may disclose specific scores at their discretion based on the needs of the student.

3) **How are predicted grades determined?**

Answer: All assessment for the Diploma Program at EAB is based on IB subject aims and objectives. The June Overall Grade is a very good indication of what your predicted grade is likely to be, and is unlikely to change unless there is strong evidence that it should be.

Revised September 3, 2018

* “University Admissions – FAQs. – What are predicted grades?” *International Baccalaureate Organization*. International Baccalaureate Organization. n.d. Web. 21 May 2015



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EAB DOCUMENTATION GUIDELINES

Documentation of Graduation

Following Brazilian Educational law and American school policy, each EAB graduate will receive the official documents for any diploma/certificate for which the student has successfully completed all the requirements. Only the listed official documents are provided to graduating students.

American Diploma

- signed American Diploma, written in English
- official transcript of courses, written in English

Brazilian Certificate

- signed Brazilian Certificate, written in Portuguese
- official transcript of courses, written in Portuguese

International Baccalaureate Diploma

- signed American Diploma, written in English
- official transcript of courses, written in English
- IB diplomas/certificates sent from IBO in Aug-Sept. to IB Coordinator
- Scores released electronically in July to students/coordinator
- Scores to colleges released from IBO, not EAB
- Student must sign up to send scores w/IB Coordinator

**** It is possible for students to receive more than one diploma if course requirements are met****

MAILING OF OFFICIAL SCHOOL DOCUMENTS

Following the National Association for College Admissions Counseling (NACAC) and the Statement of Principles of Good Practice (SPGP) Section 1 Part B Articles 4 and 5: EAB and secondary or post-secondary institutions will:

Art 4. Send and receive information about candidates in confidence.

Art 5. Consider transcripts official only when transmitted in a confidential manner, from the secondary or post-secondary institution attended by applicant(s).

EAB will transmit all of the applicant's materials by way of regular or priority mail (EMS) assuming:

- a) this is the choice of the applicant and applicant understands we are not responsible for planning deadlines and that we do not use FEDEX, SEDEX, or UPS.
- b) only sealed official documents that EAB has provided and approved are sent.
- c) applicant has secured an admissions check list, verified it, and delivered it along with all required addresses to the Upper School Student Services Office.

OFFICIAL SCHOOL DOCUMENTS GUIDELINES

Confidential letters of recommendation or official EAB transcripts requested by schools, colleges, universities or any other institution will be sent directly to the requesting institution. To ensure confidentiality and security, letters of recommendation, school reports and transcripts will not be given to parents and students and will always be sent directly to the institution requesting the document by the EAB Student Services Department.



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Graduation Requirements 2019-2020

- For the US Diploma credits are based on 4 years, grades 9-12.
- For the Brazilian Diploma, credits are based on 3 years, grades 10-12.
- For IB Diploma courses and full IB Diploma, students must meet the requirements as outlined by the International Baccalaureate Organization (IBO).

NOTE: Students are able to meet the requirements for all three diplomas with careful planning with their Counselor, the Brazilian Program Director and IB Coordinator. In order to receive the three diplomas we highly recommend that the student takes two sciences and any art class in tenth grade. Otherwise, EAB cannot guarantee that these subjects will fit the student's schedule in 11 or 12 grade.

US Diploma Grades 9-12 24 Credits		Brazilian Diploma Grades 10-12		IB Diploma
English	4	Portuguese	3	Language and literature
Math	3	Math	3	Mathematics
Science	3	Science (Chemistry, Biology, Physics for non full IB diploma - one each school year) Full IB diploma: - 2 Sciences - grade 10 - 1 Science - grades 11 and 12	3	Sciences
Social Studies	3	Social Studies (BSS 10, IBSS11, IBSS12)	3	Individuals and societies
Arts	1	Arts (IB DP Students are recommend to take in grade 10)	1	The Arts
Physical Education	2	Physical Education (Varsity Sports at EAB after school activities)	3	N/A
Foreign Language	4	English (Foreign Language)	3	Language acquisition
Electives	4	Philosophy/Sociology (TOK will fulfill this requirement ONLY for Full IB DP Students. This is not the same curriculum required for the vestibular.)	3	Diploma Core: Extended Essay, CAS and Theory of Knowledge (these must be completed successfully for the IB Diploma to be awarded)



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ACKNOWLEDGEMENT FORM

EAB UNIVERSITY APPLICATION AGREEMENT

We have read and understood the University Application Agreement, University Application Timeline, Predicted Grade Policy and EAB Graduation Requirements.

This slip must be returned to Dr. Gavin Hornbuckle by March 29, 2019.

Date: _____

Student:

Student Signature:

Parent/Guardian:

Parent Guardian Signature:

Parent Contact Number: _____ Parent Email: _____