

University and Scholarship Applications and Leaver's Record of Achievement

May 2018

In less than seven months, you will have completed your secondary education at Auckland Grammar School and will be embarking on the next stage of your life. At this stage of the year, alongside your studies, you should be actively considering and researching your options for 2019.

Over the next two terms you should be confirming your intended tertiary education or employment pathway and completing the necessary applications for tertiary institutions, scholarships and university halls of residence. I know that many of you are on to it and well down this path already but if you're not, this Term is the ideal time to be doing your research and preparing your applications.

It is vital that you have completed this process well before required application deadlines and before you get into your revision programme for what will be your final (and most important) set of external School exams, whether they are CIE, NCEA and/or NZQA Scholarship examinations.

In terms of how the School can support you to get to where you want to go in 2019, I'm going to speak to you about careers and tertiary counselling, applications for universities, courses, halls of residence and scholarships, and also the Leaver's Record of Achievement which you can request the School to write for you.

Firstly, Careers and Tertiary Education Pathways Counselling:

Our Student Services Team are experienced in providing counselling and advice regarding careers, tertiary education and employment pathways, and are available to meet you by appointment. Appointments can be made to see the counsellors whose specialist expertise is as follows: -

Mr G. Martin: all overseas universities

Mr M. Taito: NZ Universities/US Universities

Mr Porteous: UK Universities

Mr Edwards: apprenticeships, cadetships and pathways.

It's important that before you make an appointment that you have done your own research, to do this you should be referring to pathways information and resources which have been put on Grammartnet, checking out a number of useful websites regarding careers and tertiary pathways, such as: SchoolConnect.co.nz and careers.govt.nz and of course, the websites of any tertiary providers where you are thinking of studying.

Secondly, Tertiary Education Provider Applications:

Our Student Services Team are available to assist you with applications to tertiary institutions and also with university Halls of Residence applications. Note that in 2018 Mr G Martin will be the point of contact for all overseas universities, and Mr Taito will be the point of contact for New Zealand Universities.

Mr Taito and Mr Porteous are the key staff to refer to when using NZCCRF (New Zealand Common Confidential Form) website. This is the website for **all** NZ university Halls of Residence. You complete the application online and list either Mr Taito or Mr Porteous' email details m.taito@ags.school.nz / c.porteous@ags.school.nz. It will be up to you to ensure you complete this well before the Halls of Residence closing date.

All scholarship or hostel applications (except NZ university Halls of Residence applications on NZCCRF) require a cover form to be completed at Student Services with your details. These forms are available from Student Services, the Form 7 Dean and at the Main Reception.

Note also that, in order to provide this service to all students who might require it, the School will support your applications for **up to three domestic and two international tertiary institutions**. [UCAS counts as 1 application and Common Application counts as 1]

Thirdly, Scholarship Applications:

The School will also support you with up to three scholarship applications (not including School-administered scholarships), by either writing a letter of recommendation from the School or completing the School's recommendation part of a scholarship application.

The closing date for receipt of applications to Scholarship and University Applications at school is Friday 17 August.

Note that in 2018 this will be completed by the following staff:

- For NZ universities: Mr Taito/Mr Porteous
- For overseas universities:
 - Australia: Mr G Martin
 - US: ('Common App') Mr G Martin/Mr Taito
 - UK: ('UCAS') Mr G Martin/Mr Porteous
 - China: Mrs Peacock
 - Other: Mr G Martin
- For scholarships for Maori students: Mr Lobb/Mr G Martin
- For scholarships for Pasifika students: Mr G Martin
- For Private institution/company scholarships: Mr Simento
- For School-administered scholarships (to be done in Term 4): Mr Simento

Qualification Boards' Records of Achievement and Predicted Grades

The School can also provide Cambridge and NCEA records of achievements and predicted grades if the university you are applying for need these.

For NCEA documentation, NZQA has asked that the student contacts them directly for these. This is the first year they have offered this service. Please be aware that not all universities require predicted grades.

If you need a letter of recommendation from one of your teachers in support of an application, you are to approach that teacher directly to ask nicely for one, and this will be provided only at that teacher's discretion.

It is important that, if you would like the School's support for a scholarship application, you notify the appropriate staff member of this well in advance of the application deadline. We've prepared a form to help you do this called the **2018 University and Scholarship Application Intention Form** which will be available to you next week and which needs to be completed by the end of this term **9.00am Friday 6 July**- listen out for this in the notices next week.

To further help you with finding out about the huge range of scholarships available, *the School's 2018 Scholarship Information Guide*, will be uploaded to Grammar Net. You should also be checking out university websites and as I've mentioned earlier, you need to be aware of application closing dates and getting your application in well in advance.

This year the School is setting a Closing Date for the receipt of applications for Local and Australian Universities, including Halls of Residence applications and this is set as end of school **Friday 17 August 2018**. This allows teachers who are overseeing the application process enough time to meet University Application Deadlines. It also allows the School to notify Cambridge to release results to Australian universities.

Note that there are 2 scholarships which have early application closing dates, namely the Russell McVeagh scholarship for students intending to study law at a New Zealand University, and the Price Waterhouse Coopers Scholarship for students intending to study commerce at a New Zealand University. These are excellent scholarships, and if you would like to apply for one of these, you need to see me within the next 2 weeks to register your interest and get details.

Finally, the Leaver's Record of Achievement:

If you request one, you will be provided with a Leaver's Record of Achievement after Prize-giving on your last day of School. It will include the following:

- Your date of birth, date of entry and date of leaving School.
- Your Form Classes during your tenure at Grammar.

- Your external academic results (CIE and/or NCEA) from Forms 5 and 6.
- Your School extracurricular activities and involvement (sporting and cultural) from Forms 3 to 7.
- Any prizes or certificates gained.
- Any leadership roles you have had.
- A brief written comment about your character from selected Masters will also be on your Leaver's Record of Achievement. Note that these comments are not like a School report and they are positive and about your strengths. You will have the opportunity to nominate up to four Masters who have been your teachers, sports coaches, music tutors etc via the online *Leaver's Record of Achievement Master Comment Request Form*, which will be open for you to complete next week. Note that it will open for you to complete to the end of Term 2, Friday 6 July, and it only takes a few minutes to complete.

Application Process:

- You are required to fill in an online Leaver's Record of Achievement Master Comment Request Form, which will be open to complete on Grammar Net next week
- There will be a notice at assembly reminding you that the application process is open
- It is suggested that of the four teachers you nominates, two are current teachers, one is from sport and/or extracurricular and one is a former teacher
- Note the form will be open for you to complete until **Friday 6 July [Week 10]** this term, and it only takes a few minutes to complete.

I hope that you have found this information useful, these details will also be sent in an EDM email to your parents by the end of the week so they (and you) can refer to it. Details will also be put on Grammar Net for you to refer to, in addition to the wealth of information which has already been put on by the Student Services Team.