



INSTRUCTIONS FOR CLASS XII STUDENTS APPLYING FOR FOREIGN UNIVERSITIES / INDIAN PRIVATE UNIVERSITIES (2020-21)

1. Kindly join the Grade XII Career Counselling 2020-21 Google Classroom for Career Guidance. The GC code is **6ptkmae**
2. Print the Career Guidance Form available in the Career Counselling google classroom, fill, scan and upload the same under your name in the google classroom.
3. Documents required –
 - a. Grade IX consolidated mark sheet (scanned)
 - b. Grade X CBSE mark sheet (scanned)
 - c. Grade XI consolidated / Term 2 mark sheet (scanned)
 - d. Grade XII First Term (scanned)

NOTE: All mark sheets to be in PDF format (without watermark) and size should be less than 2000kb (2MB)

- e. Curriculum Vitae (CV) (.PDF)
4. Please upload all aforementioned documents along with Career Guidance (CG) Form under your name. The format for uploading all the documents will be shared in the Career Counselling Google Classroom
 5. All students applying for foreign universities/Indian Private Universities are requested to meet (virtually) the counselor at least once. The counselor will give the appointment to the students.
 6. Students are requested to approach their recommender teacher(s) / counselor by **July 30, 2020**. Please submit your CV along with any other information required by the teacher to draft the LOR / reference letter.
 7. Students **applying for US Universities (using common app/ Coalition/ Individual University Portals)**, kindly send counselor invite at sanakapur@sanskritischool.edu.in **(You can generate the request August 1 onwards)**
 8. Please send an **invite to your subject teacher for UCAS application**. They will directly submit your reference letter online.
 9. Students are requested to not approach any teacher for change in predicted scores. **No change in predicted scores will be entertained.**
 10. Please be patient, all applications will be processed one by one. **Therefore, it is strongly recommended to adhere to the deadlines specified (Follow the deadlines calendar for the same. It will be uploaded in the Career Counselling GC)**
 11. In case you are using any application portal(s) (other than Common App), kindly inform the counselor in advance.