

**INSTRUCTIONS FOR CLASS XII STUDENTS APPLYING FOR FOREIGN
UNIVERSITIES/INDIAN PRIVATE UNIVERSITIES (2021-22)**

1. Kindly join the Grade XII Career Counselling 2021-22 Google Classroom for Career Guidance. The GC code is ammrzdz
2. Print the Career Guidance Form available on the google classroom, fill and scan the same under your name in the google classroom. The file should be named as :

NAMEOFDOCUMENT_SECTION_FULLNAME

Example -CGFORM_D_ABHINAYROY

3. Documents required -
 - a. Grade IX Term II mark sheet (scanned/pdf)
 - b. Grade X CBSE mark sheet (scanned/pdf)
 - c. Grade XI consolidated /Term 2 mark sheet (scanned/pdf)
 - d. Grade XII First Term (scanned/pdf)

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

- e. Curriculum Vitae (CV) (.PDF)
 - f. Career Guidance Form
4. Please upload all aforementioned documents along with Career Guidance (CG) Form under your name. Please name the file in the format:

NAMEOFDOCUMENT_SECTION_FULLNAME

Example - GRADEIXMARKSHEET_D_ABHINAYROY

5. All students applying for Foreign Universities/Indian Private Universities are requested to meet (virtually) the counselor at least once. The counselor will give you the appointment and you will be notified shortly about the same.
6. Students are requested to approach their recommender teacher(s) /counselor by July 31, 2021. Please submit your CV along with any other information required by the teacher/counselor to draft the Letter of recommendation/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.