**Student instructions for online applications**

US: pages 1-9

 University of Maryland: pages 3-4

University of California: pages 4-9

Canada: pages 9-10

UK: pages 10-13

**US Universities**

Common Application

Go to [www.commonapp.org](http://www.commonapp.org) and set up an account. Make note of your Common App username and password.

Link your Common App and Naviance accounts (needed before we can send your documents):

1. Linking Common App to Naviance:
2. After you have set up your Common App account, in your Common App enter at least one college or university in “My Colleges.”
3. Go to the “FERPA Waiver” section on the left.
4. Read the information, and choose whether or not to waive (give up) your right to see your recommendations.
5. Then, go to Naviance Family Connection: [http://connection.naviance. com/frenchis](http://connection.naviance.com/frenchis)
6. Go to “Colleges,” then “Colleges I’m Applying To.”
7. Fill in the email address you used in your Common App. Follow the instructions to link your Common App and Naviance accounts.

Details you’ll need as you fill out Common App:

Education section

Current or Most Recent School section:

* School code/CEEB code: 210264
* Graduation Date is June 2017 (even if you already have a high school diploma)
* Counselor: Emily Parliman, University Counselor, 9600 Forest Rd, Bethesda, MD 20814; parlimane@rochambeau.org, phone 301.530.8260 ext 230, fax 301.564.5779

Grades section:

* Class rank reporting: We do not rank
* Graduating class size: 64 (This means the total number of Terminale students, not the number in your section of L or S or ES)
* Cumulative GPA, GPA scale, and GPA weighting: leave these blank, as they are not required and we do not calculate GPA.

Current or Most Recent Year Courses section:

* Course scheduling system: Trimester
* Course schedule: Full Year
* Give the name, in English, of each of your subjects. Leave the field “Course Level, if applicable” blank, *except* for the following courses, which you may designate as Honors courses:
* Serie S: Physics-Chemistry, Natural Sciences, Mathematics Section S, [name of] Specialty, Philosophy
* Serie ES: Economics and Social Sciences, [name of] Specialty, Philosophy
* Serie L: French Literature, [name of] Specialty, Philosophy
* OIB English, OIB History, OIB Geography, English Group 4
* Spanish for Native Speakers
* Any Specialty in terminale is Honors

Honors section:

Honors here does not mean classes that are honors-level; it means prizes you have won for academics (i.e. Awards of Excellence or Merit in subjects last year) at the high school diploma ceremony, “graduated with honors” or “OIB merit,” President’s Award, concours, an award from a language school that you attend on the weekends, or anything related to things you study.

Activities section

List up to ten extracurricular activities to which you’ve been most dedicated, have won awards, or held leadership positions. Include summer activities.

* Example: If you were a délégué in première, say that you were “Elected one of two class representatives for my group of students in the Literature section.”
* Example: If you are a basketball player, you could say, “Selected to play basketball each of the past three years on the xxxx team; team captain in 2014-15.”
* Example: For a summer program: “Chosen by application to attend xxx summer program at xxx university for four weeks, summer 2014. Studied xxx; recognized as the best student in the xxx class.”
* Example: Internship, *stage*, or job. “I worked as an unpaid intern for three weeks at the office of xxx at the World Bank. I researched xxx, translated xxx reports from French into English, and summarized xxx into a PowerPoint presentation.”
* Example: school activity. “I was one of xxx students selected to participate in Model UN-DC in April 2015. My partner and I presented a paper on xxx, and we received an Honorable Mention award out of xxx delegates.”

Writing section

Additional Information section

* Use this space to address anything else you’d like the admissions officers to know. Provide information about anything that may be a “red flag.”
	+ Example: You just moved to the US and had no previous experience with American-style standardized tests like SAT/ACT, and you feel that your test scores don’t represent your abilities.
	+ Example: You were very ill, hospitalized, had a concussion, etc. during first trimester of seconde, and your grades suffered as a result.

Recommenders and FERPA section (for each college/university in your list)

Your recommenders are Ms. Parliman (counselor) and your teachers (typically, two teacher recommendations are required by colleges). The School Report, Counselor Recommendation, teachers’ recommendations, and teacher evaluation forms will be sent by Rochambeau via Naviance.

If you have a recommender who is not a teacher, please invite that person to submit the letter as an “Other Recommender.”

If a college allows outside recommendations, you'll see the option when you go into the college's page in My Colleges and navigate to the Recommenders and FERPA screen. Enter the person's name, title, and contact information, and then "assign" the person to the college. The individual will then get an email with instructions for submitting the letter through Common App; this will only have to be done once.

Other:

* Paying the application fee is not the same thing as submitting the application! Be sure to actually click “submit” for each school, and to submit any required writing supplements. Before you submit each application, Common App will give you an opportunity to save a PDF of your application, for your records.
	+ If an item like a writing supplement is listed as “optional,” I would suggest completing the item.
* Prevent panic and ward off technical problems-- Don’t wait until the evening of the deadline to submit your application.

University of Maryland - College Park

(other UMD campuses use different applications)

* Must apply online, at [www.umd.edu](http://www.umd.edu)
* Must have your SAT/ACT scores sent by College Board to the University of Maryland-College Park.
	+ BE SURE you choose the correct University of Maryland campus (not UMBC, not UMUC, but University of Maryland-College Park).
	+ Send scores you have taken including October 2016 SAT or ACT.
	+ UMD-College park will look at November scores—particularly if November will be your first SAT—but if you have taken a previous SAT or ACT, you MUST send it in order to meet all their requirements for the November 1 deadline.
* “Educational intent:” This is Fall 2017, College Park. Be sure you enter this correctly.
* Be sure you do NOT choose “Transfer student” or “January 2017” or anything else!
* GPA: Since we do not calculate a U.S.-style GPA (grade-point average), but you are required to enter something in the “GPA” box, UMD says that you should enter the smallest possible number, such as 0.01 which is a meaningless number. They re-calculate a GPA themselves based on the transcript we send them.
* A résumé (list of activities and other important facts about yourself, such as awards received) is required for a complete application.
* Personal information: This includes questions to determine your Maryland in-state residency. Get your family to help you with this (completing the instate residency form).
* Regarding teacher recommendation(s) and counselor recommendation:
	+ Rochambeau is submitting these via Naviance, so:
	+ Choose “No,” the teacher will NOT be providing the recommendation online (to UMD, “online” means their particular online system). The document tracker will say “offline recommendation received” once the teacher and counselor have submitted their letters. This means simply that the letters were not sent through UMD’s online system but were sent either via Naviance or on paper.
	+ The teacher can submit only a letter (not the evaluation form). Ms. Parliman will upload the teacher’s letters.
	+ Ms. Parliman will submit the “School Report Form.”
	+ Only one teacher recommendation is required for UMD-College Park. You may submit two if you wish, or a letter from a supervisor at an internship or from someone else outside of Rochambeau.
* Students must use the “document tracker” to see the receipt of parts of the application.
* Pay the fee online.
* You can’t automatically change something on the application once you have submitted it online. If you think you need to change something after you’ve submitted the application, call the admission office at 301.314.8385.

University of California

Below is a description of the French system which you can include in the "Additional Comments" section of the UC application. I have given a version for each section (S, ES, L). The sections I've highlighted in yellow will vary from person to person, and you should tailor these sections to whatever is appropriate to you (your terminale classes, mainly).

Other things to be aware of:

* **You will have to get a copy of your transcript from Mme. Bessaha, if you haven't already.**
* Copy your exact course names including H or OIB or whatever they are, grades (grades on the transcript are yearly), credits, and the year (i.e. last year is 12th grade, Seconde is 11th, etc) into the section on the application for High School Courses & Grades.
* Remember, the UCs randomly check this information, and if you're found to have falsified anything on your application, you are disqualified from ANY UC.
* For 7th and 8th grade courses (they mainly want to see Math or a non-English language here), you can add French and any other non-English language you took. You could put Math, although math in 5eme or 6eme might not contain any algebra or geometry.
* Be sure to have your SAT or ACT scores sent, and SAT II subject tests in science and Math 2 if you are applying for engineering (a couple of the campuses may want these). You can submit any tests taken by December, so if you are taking any December SAT/ACTs, you can have them sent.
* HOWEVER, still go ahead and submit any scores you have already received, even if you're taking a December test, since the December tests will reach them only in early January. Usually it's best to submit all your scores; they will use the best SINGLE-sitting score of the SAT or ACT (they won't “superscore” or combine the best sections from different test dates).
* Another point regarding test scores: If you send scores to ONE UC campus, they will be automatically reported to ALL UC campuses. Just be sure that you apply to the campus where you had your scores sent. For example, if you sent your scores to UC Berkeley but you're only applying to UC San Diego or UCLA, you need to send the scores to the campus where you've applied.
* Pay careful attention to instructions at each UC about choosing majors/departments. Engineering is very competitive at UCLA and Berkeley in particular, so have a backup choice. (At UCLA, "undecided engineering" is often the most popular, so think carefully about whether that would be one of your choices. You may want something outside the engineering school.
* At UCLA and Berkeley, you are only allowed to choose one major (except in the case of engineering).
* At other campuses, you could have a first choice and a second choice. Read about them carefully, noting any points about selectivity levels to each major.
* Choose four out of eight personal insight questions to answer. Your answer to each question is limited to 350 words.
* Apply to more than one UC, in varying degrees of selectivity, if you really want to go to a UC! They all have very strong programs and some specific strengths and specialties.

Here is information about the topics that are covered in our math and science courses in each grade:

**Math:**

Quatrieme: Algebra & Geometry

Troisieme: Algebra & Geometry & Pre-calculus & Probabilities

Seconde: Algebra & Geometry 1 & Pre-calculus & Probabilities 1

Premiere:

SCIENCES AND MATH: Honors Algebra 1 & Honors Geometry 1 & Honors Calculus 1 &

Honors Probabilities 1

ECONOMICS TRACK: Integrated Mathematics 1 & Statistics 1

Terminale:

SCIENCES AND MATH: Honors Algebra 2 & Honors Geometry 2 & Honors Calculus 2 &

Honors Probabilities 2

ECONOMICS TRACK: Integrated Mathematics 2 & Statistics 2

**Science and Technology:**

Quatrieme: Biology 2 & Physics-Chemistry 2 & Technology 2

Troisieme: Biology 3 & Physics-Chemistry 3 & Technology 3

Seconde: Biology & Physics-Chemistry

Premiere:

SCIENCES AND MATH TRACK: Honors Biology & Honors Physics-Chemistry

ECONOMICS TRACK: Integrated sciences

LITERATURE TRACK: Integrated sciences

Terminale:

SCIENCES AND MATH TRACK: Honors Biology & Honors Physics-Chemistry

ECONOMICS TRACK: Integrated sciences

LITERATURE TRACK: Integrated sciences

There is a 550-character limit in the "Other Academic History" section, "Additional Comments." However, if you go into the Personal Statement section, there is an Additional Comments box that has a 550-word limit. It says, "If you wish, you may use this space to tell us anything else you want us to know about you that you have not had the opportunity to describe elsewhere in the application. If there was not enough space in the Academic History area to fully explain course/grade anomalies or nontraditional academic history, you can use this space to elaborate. This space is not to be used as a continuation of Statements 1 and 2." So you could put a short summary in the Academic History comments section, and say something like "Please refer to the Additional Comments portion of the Personal Statement section for a full explanation of my school's grading system."

Academic History Additional Comments:

Our grading scale is 0-20, converted on a scale which is included in the School Profile my counselor provided to the UC system. All Math courses in the French system are integrated each year. They include algebra, geometry, statistics, and other topics, becoming more advanced each year. My transcript contains only a yearly grade for each subject, so I put that grade in the first column.

**ES version**

There are three prescribed academic tracks a student can choose to fulfill the requirements of the French Baccalauréat: Science (S), Social Sciences (ES), or Humanities & Literature (L). I am one of 31 students in the ES track, which emphasizes specialized study in advanced Economics, Social and Political Sciences, with a further concentration in Mathematics. Students in one track cannot choose to take required courses from another track. However, each of these concentrations may be chosen with Option Internationale du Baccalauréat (OIB), and other optional classes. The International Option (OIB) is not a separate diploma, nor is it related to the International Baccalaureate (IB) Diploma; rather, it is a specialization within the French Baccalauréat consisting of language, literature, civilization, and history of the United States. These courses are taught mostly in English and are suited for students bilingual in English and French. Students qualify for the OIB based on their previous grades and language ability.

Instruction at Rochambeau is entirely in French with the exception of English and U.S History classes. When I finish the Lycee in June 2017, I will have received two diplomas: the French Baccalauréat (Bacc), the French university-preparatory high school program; along with my U.S. high school diploma, which I earned in June 2016. The rigorous curriculum at my school allows me to fulfill the requirements of both the French and US educational systems. My final year this year is like a grade 13, roughly equal to the first year of US university. The courses I am taking this year are: English Group 4 Honors, History-Geography, OR English OIB Honors, World History OIB Honors, World Geography OIB Honors, Philosophy Honors, LANGUAGE LV2, Mathematics Section ES, \_\_\_\_\_\_ Specialty Honors, Economics Honors, and Physical Education. ADD ANY OTHER OPTIONS, I.E. CINEMA, LATIN, ETC. Mathematics in the French system is integrated, not separated into Algebra, Geometry, and others; therefore, for the last five years I have studied a combination of algebra, geometry, and more advanced math topics each year.

The French national curriculum emphasizes written expression even in mathematics and the sciences. Multiple choice exams are rarely used. Test-taking speed is not a goal of the French system; our tests allow enough time to reflect and then draft a formal answer. Therefore, scores on standardized tests like the SAT do not necessarily reflect the critical thinking skills I have acquired throughout high school. Our school does not offer AP or IB courses, although most of us take at least one AP test. We are on the trimester system but all our courses are year-long. Our French grades are out of 20 points and are converted into A/B/C using a conversion scale. My school does not calculate GPA or class rank. There are 69 students in my class. A school profile has been provided.

The French system requires a much longer school day than the typical American high school. I am in class most days from 8:30am – 5:30pm, with one hour for lunch and two short breaks. Consequently, my school does not offer as many extracurricular activities as an American school. ADD ANYTHING HERE ABOUT A LONG COMMUTE OR OTHER FACTORS WHICH MAY HAVE AFFECTED YOUR SCHOOLWORK OR ABILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

**S version**

There are three prescribed academic tracks a student can choose to fulfill the requirements of the French *Baccalauréat*: Science (S), Social Sciences (ES), or Humanities & Literature (L). I am one of 32 students in the S track, which emphasizes specialized study in advanced mathematics, physics, chemistry, and natural sciences (i.e. biology-earth science), with a further concentration in Mathematics. All sciences include labs. Students in one track cannot choose to take required courses from another track. However, each of these concentrations may be chosen with *Option Internationale du Baccalauréat* (OIB), and other optional classes. The International Option (OIB) is not a separate diploma, nor is it related to the International Baccalaureate (IB) Diploma; rather, it is a specialization within the French *Baccalauréat* consisting of language, literature, civilization, and history of the United States. These courses are taught mostly in English and are suited for students bilingual in English and French. Students qualify for the OIB based on their previous grades and language ability.

Instruction at Rochambeau is entirely in French with the exception of English and U.S History classes. When I finish the Lycee in June 2017, I will have received two diplomas: the French *Baccalauréat* (Bacc), the French university-preparatory high school program; along with my U.S. high school diploma, which I earned in June 2016. The rigorous curriculum at my school allows me to fulfill the requirements of both the French and US educational systems. My final year this year is like a grade 13, roughly equal to the first year of US university. The courses I am taking this year are: English Group 4 Honors, OR English OIB Honors, World History OIB Honors, World Geography OIB Honors, Philosophy Honors, LANGUAGE LV2, Mathematics Section S Honors, \_\_\_\_\_\_ Specialty Honors, Physics-Chemistry Honors, Natural Sciences Honors, and Physical Education. ADD ANY OTHER OPTIONS, I.E. CINEMA, LATIN, ETC. Mathematics in the French system is integrated, not separated into Algebra, Geometry, and others; therefore, for the last five years I have studied a combination of algebra, geometry, and more advanced math topics each year. The mathematics I am taking this year is roughly equivalent to AB Calculus.

The French national curriculum emphasizes written expression even in mathematics and the sciences. Multiple choice exams are rarely used. Test-taking speed is not a goal of the French system; our tests allow enough time to reflect and then draft a formal answer. Therefore, scores on standardized tests like the SAT do not necessarily reflect the critical thinking skills I have acquired throughout high school. Our school does not offer AP or IB courses, although most of us take at least one AP test. We are on the trimester system but all our courses are year-long. Our French grades are out of 20 points and are converted into A/B/C using a conversion scale. My school does not calculate GPA or class rank. There are 69 students in my class. A school profile has been provided.

The French system requires a much longer school day than the typical American high school. I am in class most days from 8:30am – 5:30pm, with one hour for lunch and two short breaks. Consequently, my school does not offer as many extracurricular activities as an American school. ADD ANYTHING HERE ABOUT A LONG COMMUTE OR OTHER FACTORS WHICH MAY HAVE AFFECTED YOUR SCHOOLWORK OR ABILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

**L version**

There are three prescribed academic tracks a student can choose to fulfill the requirements of the French Baccalauréat: Science (S), Social Sciences (ES), or Literature (L). I am one of six students in the L track, which emphasizes specialized study in philosophy, French literature, history-geography, and a second language and literature. Students in one track cannot choose to take required courses from another track. However, each of these concentrations may be chosen with Option Internationale du Baccalauréat (OIB), and other optional classes. The International Option (OIB) is not a separate diploma, nor is it related to the International Baccalaureate (IB) Diploma; rather, it is a specialization within the French Baccalauréat consisting of language, literature, civilization, and history of the United States. These courses are taught mostly in English and are suited for students bilingual in English and French. Students qualify for the OIB based on their previous grades and language ability.

Instruction at Rochambeau is entirely in French with the exception of English and U.S History classes. When I finish the Lycee in June 2017, I will have received two diplomas: the French Baccalauréat (Bacc), the French university-preparatory high school program; along with my U.S. high school diploma, which I earned in June 2016. The rigorous curriculum at my school allows me to fulfill the requirements of both the French and US educational systems. My final year this year is like a grade 13, roughly equal to the first year of university. The courses I am taking this year are: Philosophy Honors, French Literature Honors, English Literature Honors OR Spanish Literature Honors, English Group 4 Honors OR English OIB Honors, World History OIB Honors, World Geography OIB Honors, OR History-Geography, English Literature Specialty Honors OR Mathematics Specialty Honors, and Physical Education. ADD ANY OTHER OPTIONS, I.E. CINEMA, LATIN, ETC. Mathematics in the French system is integrated, not separated into Algebra, Geometry, and others; therefore, for the last five years I have studied a combination of algebra, geometry, and more advanced math topics each year.

The French national curriculum emphasizes written expression even in mathematics and the sciences. Multiple choice exams are rarely used. Test-taking speed is not a goal of the French system; our tests allow enough time to reflect and then draft a formal answer. Therefore, scores on standardized tests like the SAT do not necessarily reflect the critical thinking skills I have acquired throughout high school. Our school does not offer AP or IB courses, although most of us take at least one AP test. We are on the trimester system but all our courses are year-long. Our French grades are out of 20 points and are converted into A/B/C using a conversion scale. My school does not calculate GPA or class rank. There are 69 students in my class. A school profile has been provided.

The French system requires a much longer school day than the typical American high school. I am in class most days (OR THREE DAYS A WEEK, ETC.) from 8:30am – 5:30pm, with one hour for lunch and two short breaks. Consequently, my school does not offer as many extracurricular activities as an American school. ADD ANYTHING HERE ABOUT A LONG COMMUTE OR OTHER FACTORS WHICH MAY HAVE AFFECTED YOUR SCHOOLWORK OR ABILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

**Canada**

McGill: The most important thing is to choose more than one faculty or more than one program, if possible. Consider the level of difficulty of each one. You will be considered equally for all your choices (you can apply to all 9 faculties if you are eligible!)

<http://www.mcgill.ca/applying/>

Concordia: The most important thing is to look carefully at each faculty and each program to determine how selective it is. You get 3 choices, which you must rank as 1st choice, 2nd choice, 3rd choice. If you are selected for your 1st choice, then your application is not considered for your 2nd or 3rd choice. See admission guide regarding whether the program is a Quota Program, a Limited Enrollment Program, or an Open program.

<http://www.concordia.ca/programs-and-courses/undergraduate-programs/availability-and-deadlines/>

Université de Montréal: You will be applying for the “1ère cycle.”

Universities in the province of Ontario, i.e. Univ of Toronto, Queens University, York University, University of Ottawa: You must use the OUAC application and choose the OUAC 105 form which is appropriate for you (Canadian or non-Canadian citizen). [www.ouac.on.ca](http://www.ouac.on.ca)

**UK**

Here are the instructions for the UCAS system and various sections of the application:

* Go to[www.ucas.com](http://www.ucas.com)
* Choose Apply Now, then Register
* Choose Apply through a School or College
* The “buzzword” is: rochambeau2017
* You will get a UCAS ID number; make note of it

Personal details:

-Small details make a difference in how your application is evaluated. Use correct grammar and capitalization. For example, when writing an address use capital letters as appropriate, like “1600 Pennsylvania Ave. NW,” not “pennsylvania ave nw.”

-Provide an email address that you check frequently (a non-Rochambeau account, to be safe, so you have access after the end of school)

-List the address at which you live.

-Date of first entry to UK: September 1, 2017 (unless you are applying for a deferred place, in which case it would be September 1, 2018).

-Enter your personal phone number with country code and area code (example: +13019876543)

Reference numbers: Can add a TOEFL or IELTS score if it’s fairly high

Nominated access: You can list a family member or someone else that the university may talk to about your application. You can also list me here.

Education

-Rochambeau’’s “centre number” is 45483

-For Qualifications, look for French Baccalaureat and, if applicable, French Baccalaureat OIB

-Add your scores from Bac exams in June 2016, i.e. French written & oral, science, TPE

-Add “modules,” which are each French Bac subject you’re taking this year

-Add your Brevet results

-Look for US high school graduation diploma; if you have one, add it.

-There is no “grade” for a high school diploma; put “pass”

-For the question “Please state the highest level of qualification you expect to have before you start your course,” choose “Below honours degree level qualifications.” (“Honours degree or above qualification” would mean that you already have a university degree.)

-You can add any AP scores of 4 or 5; SAT / ACT/ SAT Subject tests are optional but can help if they are at least 600 or above on each subject.

Education section EXAMPLE:

Lycee Rochambeau, USA (45483, 09/2006 - 06/2017, FT)

**Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.**

|  |
| --- |
| France-Baccalaureat |
| France-Baccalaureat |  | 06/2017 |  | S |   |
| French writing | 06/2016 | 16  |   |
| French speaking | 06/2016 | 14  |   |
| TPE (Year Group Project) | 06/2016 | 17 |   |
| Maths | 06/2017 |   |   |
| Chemistry and Physics | 06/2017 |   |   |
| Biology | 06/2017 |   |   |
| English | 06/2017 |   |   |
| Italian | 06/2017 |   |   |
| History and Geography | 06/2017 |   |   |
| Philosophy | 06/2017 |   |   |
| Drama | 06/2017 |   |   |
| Sport | 06/2017 |   |   |
| France-Brevet des Colleges |
| France-Brevet des Colleges | 16.21 | 06/2014 |  |  |   |
| Maths | 06/2014 | 15 |   |
| French | 06/2014 | 12 |   |
| History and Geography | 06/2014 | 17.5  |   |

**Please state the highest level of qualification you expect to have before you start your course:**

Below honours degree level qualifications

Personal statement

Tips:

-Look for words that stand out from descriptions of the various programs (courses) you’re considering. For example, multiple schools’ websites may say that there is a lot of analysis and problem-solving expected in this program; so you may want to mention your specific experience and interest in analysis and problem-solving.

-Talk about how your previous academic studies and/or work experience highlights your skills in these areas.

-Admission tutors and faculty members like to read that applicants have read or followed books, articles, and current news items that are not on the curriculum. It shows initiative and interest.

-UCAS limits you to 47 lines and 4,000 characters including spaces, approximately 600 words.

Format:

Introduction - Paragraph 1: About you, why you want to study at a higher level, what motivates you to learn more, what or whom has inspired you to go to university. What is it about the subject that interests you?

Paragraph 2: Why you want to study this particular subject. What excites you and what you wish to explore further.

Paragraph 3: Talk about subjects you’ve been studying or have studied, and specific course work you’re interested in and why. Mention specific info about assignments that have appealed to you and why. Was it the research, the literature review, etc.? Talk about what you’ve done that is relevant to the subject field. Don’t mention grades or list qualifications.

Paragraph 4: Show the skills and experiences you have that support your application. Mention work experience and accomplishments, and why these make you a suitable candidate.

Paragraph 5: What interests you outside the field? What extracurricular activities are you involved in and how have these helped you develop?

Paragraph 6 - Conclusion: Recap why you’re applying for university and what you want to do afterward. Mention long-term goals. Link back to what inspired you to apply to university. How will you develop professionally and personally in studying for a degree at university? Where do you see yourself in the future? What are your broad career ambitions?