

JFKS College Planning Guide

CONTENTS

Abstract	1
Graduation Requirements	2
Choosing the Best Post-Secondary Option	3
MAIA Learning	4
Steps to Apply	4
Applying to the USA via Common Application	5
Common App Submission	7
Applying to the UK Via UCAS	8
→ UCAS Qualifications for Diploma students	8
→ UCAS Qualifications Abi Students	8
Applying to the Netherlands	11
Letters of Recommendation	13
Test Scores	14
Financial Aid	15
Common Deadlines	16
Finalizing the Deal	17
High School Diploma in Germany	18
Frequently Asked Questions	20

Abstract

The counselors at the John F. Kennedy School (JFKS) do their best to stay updated on the following information; however, it is impossible to know the exact details of each country and specific universities, and it is the student's responsibility to do their own research as it relates to individual circumstances. Each student profile is unique, and as such, will be evaluated individually based on university admission criteria. Do your due diligence when it comes to researching university requirements and deadlines.

Graduation Requirements

The following chart shows the credit requirements to graduate from JFKS with the US High School Diploma. If you have any questions about your credit count, see the Registrar in Haus Reil for a transcript.

<p>High School Diploma Requirements</p> <p>Total credits required: 26</p> <p>English: 4 credits</p> <p>Mathematics: 3 credits (U.S. Colleges prefer 4 credits in Algebra I and higher)</p> <p>Social Studies: 4 credits (which must include U.S. History)</p> <p>Science: 4 credits</p> <p>PE/Sport: 2 credits</p> <p>German: 1 credit for each year enrolled at JFKS</p> <p>+Electives to total 26</p>
--

Transcript Requests, Language Statements, and Verification of Planned Graduation

To request a transcript, email the Registrar (registrar@jfkberlin.org) or stop by to see them personally in Haus Reil. *Official* transcripts must be sent to colleges & universities directly from JFKS and reflect your grades from 9-12, as required by most US colleges. It is important to note that colleges can rescind offers of admission to students if grades drop significantly in senior year. You must review your transcript **BEFORE** you submit your applications to ensure correctness. If you see an issue please notify the Registrar or Counselor immediately. The Registrar can also provide students with a Statement of Language Instruction (German or English), or a statement that a student is on track to graduate, if required by a particular university.

Choosing the Best Post-Secondary Option

Things to Consider:

- ❖ Major/Course of Study
- ❖ Location
- ❖ Size
- ❖ Selectivity/Entrance Requirements
- ❖ Flexibility in program
- ❖ Citizenship/Fee Status
- ❖ Cost
- ❖ Culture
- ❖ Special programs (Ex. athletics, band, drama, etc.)
- ❖ Data (grad school placement, graduation/retention rates, etc.)
- ❖ **Fit** over prestige

[For more information about “Getting Started with University Planning” refer to this detailed document.](#)

What do colleges look at?

GPA and rigor of your courses in the context of the JFKS curriculum are the top factors for Canadian and U.S.-style colleges. Some European colleges may focus more on AP/Abitur subjects and exam results. Other factors that may vary by school include:

- Essay/Personal Statement
- Recommendation Letter(s)
- SAT/ACT scores (depends on the college, check requirements)
- Talent/Excellence in some area
- Demonstrated interest
- Ability to pay (international)

MAIA Learning

MAIA Learning is a system we will use for a variety of things, including college and career research. The Counselor will give you your login information. Starting in grade 11 you will use the “Universities” section to create lists of schools that you are interested in. There are schools from all over the world in their database.

MAIA can be a good resource for university research. However, it is most useful for U.S. schools (the amount of information they have on schools in some countries may be limited). **Regardless of whether you are in the Abi or Diploma program**, you will add all schools you are considering to your MAIA Learning university list. This is how the Counselor and Registrar keep track of where everyone is considering and intending to apply!

Steps to Apply

- Move schools from your “Considering” to “Applying” list in MaiaLearning
- Make list or chart of deadlines and requirements for each school
- Request Teacher and/or Counselor Recommendation(s), if applicable - **You must give them one month’s notice before 1st deadline.**
- Take or retake tests if needed (SAT, TOEFL, IELTS, Subject tests for some U.K. schools, etc.)
- Finish essay(s) or personal statement
- Check your transcript
- Apply (Common App, college website, UCAS, or other portal)
- Submit application and pay, if applicable
- Request official transcript from Haus Reil, if applicable
- Submit any required testing, if applicable
- Be patient and keep your grades up

***Remember to always use a personal email address for college applications. You cannot receive emails from outside of JFKS to your school email address.**

Applying to the USA via Common Application

Many US colleges use the “Common Application” www.commonapp.org There are also a handful of universities in the UK and other parts of the world that are also on the Common App, so check the list when you are getting organized. For colleges that don’t use “Common App” you should visit their website to access their online application.

Keep track of usernames and passwords!

GETTING STARTED

- Add colleges to your list by using the **College Search** tab.
- Next **Add you term or admission plan**
- You can then use the **Applications Requirements** button to see information for each application, like whether SAT’s are required or the number of recommendations required (if any).

RECOMMENDERS AND FERPA

This is a US law that gives permission to release student records. Common App and other applications will ask you whether or not you “Waive your Right” to read your letters (once you matriculate to college). **Most recommend that you select the option to waive your right.** This gives more credibility to the letter’s author. Please keep in mind if someone feels they cannot write a good recommendation for you, they should decline to write you a recommendation. If you are questioning whether or not someone will write you a good letter of recommendation, you should probably ask a different person.

You must complete the FERPA section before you can request recommendations from your teachers and counselor. To complete FERPA, go to one of the colleges on your Common App “My Colleges” list and click “Recommenders and FERPA.” You only have to do it once.

Grades Section

- Graduating Class Size – **get from HS Counselor or Registrar**
- Class Rank Reporting – **Decile**
- Decile Rank - **Get this from your transcript, Counselor or Registrar**
- Rank Weighting – **Weighted**
- GPA Scale Reporting – **4**
- Cumulative GPA - **Get this from your transcript, Counselor or Registrar**
- GPA weighting – **Weighted**
- Counselor Contact Information: Randel Kelly

High School Counselor

randel.kelly@jfsberlin.org

“Do you wish to report any honors related to your academic achievements beginning with the ninth grade or international equivalent?”

- Department Awards - School
- National Honor Society – School
- National Merit Commended Scholar & Semifinalist – State/Regional
- National Merit Finalist & National Merit Scholar – National
- Current or Most Recent Year Courses – **LIST ALL**

“In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, Cambridge, TOEFL, PTE Academic, IELTS, and Duolingo English Test?”

- Useful to highlight strong scores and to alert of upcoming test date.

“International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board?”

- Abi: **YES**
 - Number of Senior Secondary Leaving Examinations you have already taken: **0**
- Diploma: **NO**

- Additional Information:

Do you wish to provide details of circumstances or qualifications not reflected in the application?

- Utilize this! (with discretion and without repetition) -- 650 word limit
- Can indicate Gap Year under Educational Interruption section, but check with individual colleges for deferral policies.
- If you have questions about CommonApp or other apps, ask the HS counselor.

Essay

Common Application colleges have the choice of whether or not to require the Common App Essay. Most will. Some colleges require additional shorter essays called supplements. Those essay or short answer questions are of equal importance to the main essay.

What to write about? Be creative in telling a story about you that demonstrates how you would add to the community to which you are applying.

HELPFUL LINKS:

- [List of Essay Questions](#)
- [Tips for Writing Your Common App essay](#)
- [Examples](#)
- More tips and resources will be available on Google Classroom

Common App Submission

You will complete and submit your application directly through the Common App. The HS counselor and registrar will upload your transcript, Secondary School Report, and Counselor Recommendation (if required) directly to the CommonApp. You will separately invite your teacher recommenders and they will upload directly to the Common App. You will not have access to these documents but will be able to see when they have been uploaded. Make sure you “print preview” your entire application prior to submission. The application must be complete before you can print preview. Give yourself enough time to check for any mistakes and be able to make corrections before you hit submit.

Applying to the UK Via UCAS

UK offers are usually contingent upon achieving a certain Abi score or a combination of GPA and AP exam scores for Diploma students. English language proficiency exams/scores may also be necessary.

Here is some helpful information:

- <https://www.ucas.com/>
- buzzword – **you must get this from the counselor**
- Application has six sections:
 1. – Personal details
 2. – Student finance (UK and EU only)
 3. – Choices
 4. – Education
 5. – Employment
 6. – Personal statement
- The Education/Qualifications section:

→ UCAS Qualifications for Diploma students

- Include grades 9-12 in the ABCDF format, as seen on the transcript (get transcript from Ms. Mack, Registrar).
- Put in your US High School Diploma as a qualification.
- You will need to enter in your AP Exams and scores.
- You will also list your MSA qualifications with your scores.

→ UCAS Qualifications Abi Students

- List TWO qualifications: the Abitur & the US High School Diploma.
- Primary qualification: Abitur. include grades 11-12 using the 1-15 grading scale. You must include all of your classes.
- You will also add the US High School Diploma as a second qualification but you do not need to enter your grades again.
- List your MSA qualifications with your scores.

- Personal Statement should be done early if you are applying to Oxford, Cambridge or any Medical/Dental/Veterinary programs as your deadline is **OCTOBER 15**.
- Check if you must register for external exams required for certain programs in the UK. It is your responsibility to [check what you need](#).
- **You can select up to 5 choices / courses**
- UCAS “Track”: online system that allows students to follow the progress of their application. Students can see their choices and personal information, display their offers and reply to offers online.
- **Personal Statement:** What is your motivation for choosing this course?
 - Mostly focused on course, no more than 20% everything else.
 - It is EXTREMELY important to know your intended major/course.

**There are some helpful links below + there will be a lot of information and resources on the Google Classroom to help you with the personal statement.*

- [How To Write a Personal Statement 1](#)
- [UCAS Personal Statement Worksheet](#)
- [How to Write a Personal Statement 2](#)

Pending Qualifications / Predicted Grades

UCAS requires that we **predict** your final grades, GPA, AP scores and Abitur Zeugnis. The HS Counselor will submit your predicted grades/scores but needs your input. You must meet with your HS counselor about predicting grades. Depending on your program and qualifications this may include:

Predicted grades for the end of the school year, Predicted AP exam scores, Predicted overall Abi grade (Example- 1.5, 1.0, etc.) Your Abi tutor has a formula that can help you. Overall, predicting grades is difficult but just do your best. Have conversations with your teachers, counselor and tutor about these.

You should submit your UCAS application and discuss predicted grades with the counselor by:

- **October 1** for the October 15 deadline
- **January 5** for the January 26 deadline

Additionally, the Counselor Recommendation Letter Request should have been completed by these dates. Teacher letters or comments must arrive to your counselor by **October 1** for the October 15 deadline and **January 5** for the January 26th deadline.

UCAS Offers

- Conditional or Unconditional
- When you receive decisions from all of your choices you will need to reply by a set date.
- Can hold a maximum of two offers:
 - **Firm** – first choice. If you meet the conditions of the offer you will be placed.
 - **Insurance** – back-up choice; only comes into play if you are not placed with your firm choice
 - If a student does not meet the conditions of their firm or insurance choice (or they didn't select an insurance choice), they will be entered into a process known as **Clearing**.
 - If you fail to reply to offers by the deadline, all offers will be automatically declined.
 - If you don't get an offer from any of your choices, you can use "Extra."
www.ucas.com/extra

Applying to the Netherlands

Netherlands University Search Tool: <https://www.studyinholland.nl/>

Look on the university and specific program websites for information about the course of study, admissions requirements, and application deadline. You can also contact the university directly. For most programs, you begin the process through a centralized website called Studielink. <https://www.studielink.nl/login>

It is very important to do your research and use the university websites! Application processes in the Netherlands are not the same at every school, and even within the same school the different programs can have very different requirements and processes - so look at your specific program.

Terms to know:

- **Numerus Fixus** - This means there is a restriction on the number of places this program can offer (for very popular programs such as medicine, psychology, international business, and others). You can only apply for 2 Numerus Fixus programs. For medicine it's only 1. You still can apply to up to 4 total Netherlands programs, but only 2 can be NF.
- **University College** - These are often smaller schools that are within a larger university. For example, University College Maastricht is actually its own school within the larger Maastricht University. Many colleges in the Netherlands have University Colleges. They offer **Liberal Arts and Sciences** programs, which means a broad curriculum where you don't need to declare a major in the first year (similar to USA style).

Letters of Recommendation: Some (not all) Netherlands schools require letters of recommendation. You typically put the email addresses of your recommenders into your application, and then the university sends them an email asking them to fill out a recommendation form. They can sometimes upload a pre-existing letter if they already wrote one for you, but it depends on the school. Give recommenders a heads up before you put their email address into your application.

Language requirement: English-taught programs in the Netherlands will ask for proof of English language proficiency. This means that you either need to pass a test (TOEFL or IELTS) or get an exemption. If your last 4 years of school were taught in English (Diploma students) you may ask Ms. Mack for an English language instruction letter. Abitur students will need to ask the university.

Deadlines: Deadlines vary. The deadline is January 15 for Numerus Fixus and for many of the University Colleges. The deadlines for regular applicants are usually in the spring but will depend on the school, program, and your nationality, so do your research!

CV: You will likely need to have a CV for your Netherlands applications. There will be information about how to put this together on the Google Classroom, and your counselor can also help. It's basically an overview of your education, clubs, activities, any awards/honors you received, any jobs you have had, etc. Many schools tell you what they want to see on it.

Motivation Letter / Essay

Most (but not all) programs in the Netherlands require a Motivation Letter. The letter you write for schools in the Netherlands will be different from the essay that you would write for USA or UK schools. You should have a different letter/essay for each school you are applying to because you are supposed to be writing about why you are choosing that program and that particular school. They want to see that you have done your research and that you know what you are applying for.

**There are some helpful links below + there will be a lot of information and resources on the Google Classroom to help you with this.*

- [Netherlands Motivation Essay](#)
- [Netherlands Motivation Essay](#), from another school, with examples
- [Top Tips for Netherlands CV/Resume and Motivation Essay](#)
- More tips and resources will be available on Google Classroom!

Letters of Recommendation

Not all universities/programs require a letter of recommendation. It is your responsibility to check the requirements of potential schools before requesting a letter. Some schools will not accept any additional material other than what is required, so do not request letters of recommendation, unless you know you will need them.

- **Required for all UCAS applicants to the UK**
- Required or recommended at **most** US schools
- Only required for **some** programs in the Netherlands
- May be required for **some English-language** German universities.
- **Teacher Letters of Recommendation:**
 - Ask teacher in person with the “Teacher Request Form” (unless teacher says they don’t need the form). This form lets the teacher know important facts about where you’re applying etc.
 - For US schools, they will write a full letter.
 - For UCAS, we create one “mash-up” or send one teacher’s full letter if you choose this option.
 - **REMINDER:** To request a transcript, **email** Ms. Mack **AND stop by** to see her personally in Haus Reil.
 - If you obtain a letter in German, make sure you give Haus Reil extra time to translate or pursue your own professional translation.
 - **COMMUNICATE WITH YOUR RECOMMENDERS** to develop a plan. Make sure you check in about your deadlines, etc.
 - Give them ample time & thank your teachers afterwards!
- **Counselor Letter of Recommendation:** Students must talk to counselor and complete the required form

Test Scores

If a college or university requires exam scores, it is your responsibility to send them directly from the testing agency (College Board, ACT, IELTS, TOEFL, etc.) to your university.

- **SAT/ACT** - When you register for the SAT, you can choose to send your scores to up to four colleges for free. After you have taken the test, you must pay a fee to send scores to each college.
 - SAT: Request Score Requests at: www.collegeboard.org
 - ACT: Request Score Requests at: www.actstudent.org
- **AP Scores** - You can send your full AP score report to one college each year that you take the test. You have until June 20th to do so for free. For most students it makes sense to send your scores in June of your senior year after you have made a decision as to which college you plan to attend. When you send your scores, it will include all AP exams you have taken up to that point.
 - **USA**
 - Generally not required in US admissions decisions
 - Used primarily for college credit/placement upon enrollment
 - **UK, Netherlands & Many European Countries**
 - Often required in the admissions process
 - Follow each university's procedure
 - Send directly to universities from College Board

NOTE: JFKS does not send test scores because most colleges require that they come directly from the testing agency. If you have confirmed that your university accepts unofficial scores from the high school, please see the Registrar to make this request. Click for more information on [How to send official AP scores here](#).

Financial Aid

There are primarily two types of financial aid, need-based and merit-based.

- Need-Based

- Merit-Based

US Citizens can complete the **Free Application for Federal Student Aid (FAFSA)** to apply for need-based aid for US colleges. Pay close attention to FAFSA deadlines:

<https://studentaid.gov/h/apply-for-aid/fafsa>

Many private US universities also require an additional & more detailed form called the **CSS Profile**, which you fill out through your **College Board** account:

<https://cssprofile.collegeboard.org/>

UK Financial Assistance: www.ucas.com/students/studentfinance

More information and resources may become available on Google Classroom.

Note on In-State Tuition - public universities are partially funded by state taxes and therefore, to be considered an “in-state” student for tuition purposes, you must have lived in the state for at least one full year, without attending college, in order to receive local tuition. Even if your family owns property or files taxes in a particular state, you will likely be considered out-of-state because you have completed your final year of high school in Germany. In most states, the legal way to be considered an in-state student is to take a gap year and establish residency (rent an apartment, obtain a driver’s license, start a job etc.) at least one full year before you plan to enroll.

Common Deadlines

Here are the most popular application deadlines and your corresponding deadline for requesting materials/assistance from JFKS. Some colleges have alternative deadlines and some have priority deadlines that are different from regular deadlines, so always check with your college.

October 16: Oxford, Cambridge + any Medical, Veterinary & Dental programs in the UK

➤ *September 15: JFKS Deadline*

November 1 - 15: Early Action, Restrictive Early Action, Early Decision & Priority Rolling Admission Deadline for some US schools

➤ *October 1: JFKS Deadline*

December 1: Early Bird deadline for some Dutch University Colleges & Priority Rolling Admission Deadline for some US schools

➤ *November 1: JFKS Deadline*

January 1 - 15: Regular Decision deadline for most US schools and Numerus Fixus deadline for certain programs in Netherlands

➤ *December 1: JFKS Deadline*

January 31 -February 1 : UCAS Deadline (UK) and CAO Priority Deadline (Ireland)

➤ *January 5: JFKS Deadline*

Finalizing the Deal

- Confirm with US colleges by May 1.
- Follow UCAS guidelines for accepting offers.
- Keep track of deadlines for deposits and tuition payments.
- Final Transcript sent to US colleges in the summer.

*REMINDER: Be sure to fill out your senior survey and personally let your Counselor know where you are going to school so the final transcript is sent.

High School Diploma in Germany

Specific Guidelines: *Qualifications necessary for entrance to a German University for High School Diploma Students*

The following are guidelines to obtain possible admittance to German universities with the High School Diploma. The GED (General Educational Development Test) is not accepted.

The High School Diploma must be awarded after attending an American high school between the grades 9-12 and must include a minimum of the following:

- 4 credits in English, each with minimum grade C: English IV or Honors or AP English
- 2 credits in a second language
- 3 credits in social studies
- 5 credits in math and sciences combined, with minimum grade C in each course
- 2 or 3 credits of mathematics e.g. Algebra II or III, Trigonometry or Pre-Calculus
(uni-assist indicated in April 2014 that the preference of German universities is Pre-Calculus OR AP Calculus over AP Statistics—regardless of what the area of study, students need to reach the Pre-Calculus level of math) with the minimum grade of C (you may be asked for a course description of our Pre-Calculus course).
- 2 or 3 credits of science e.g. Biology, Chemistry or Physics (minimum grade: C).
- 2 credits in any academic subject

Students must have an unweighted GPA of 3.0 in order to enter German universities.

Please keep in mind that one of the documents you will submit to uni-assist will be your certified JFKS transcript. If you transferred into our school after the beginning of 9th grade, you may be asked for a transcript from your prior school, and you may be asked to explain the transfer credits. You should check with your counselor to prepare for this ahead of time.

SUMMARY: A John F. Kennedy School student earning the High School Diploma may apply for entry to the German university system combined with one of the following options. Students who check with individual universities may find that requirements differ; we can only pass on the German government recommendations but do not vouch for each university's application system.

1. AP exam results: for entrance to study mathematical subjects, medicine, natural sciences, pharmaceuticals and technology:

1 Advanced Placement exam in Mathematics (AP Calculus AB or BC)

1 natural science subject (AP Biology or AP Chemistry or the two halves of AP Physics C)

1 language exam (AP French, AP Spanish, AP Latin, AP German, AP English Literature & Composition or AP English Language & Composition)

1 further subject equivalent to a 12th grade class, for example: AP European History, AP American History, AP Computer Science or two "half" AP Macroeconomics and Microeconomics (*i.e. both exams must be taken; at this time, JFKS does not offer these Economics courses; AP Computer Science will be offered depending upon the demand; AP Computer Science A is accepted by uni-assist*)

(Please note that some JFKS students have self-studied for some of these AP exams where the course(s) are not offered currently at our school. Please refer also to "hochschulstart.de" for studies in medicine, veterinary medicine, pharmacy or dentistry as the application process may be quite different in these fields.)

2. AP exam results: for entry to study in the arts, humanities, law, psychology, social studies and economics.

1 Advanced Placement exam in English (AP English Literature or AP English Language and Composition)

1 further foreign language (AP French, AP Spanish, AP Latin or AP German)

1 mathematical or natural science subject (AP Calculus AB or BC, AP Biology, AP Chemistry or two halves of AP Physics C)

1 further subject equivalent to a 12th grade class, for example: AP European History, AP American History, AP Computer Science, World History, or two 'half' AP Macroeconomics and Microeconomics (*please see above for JFKS specific notes*)

3. For business studies, uni-assist has told JFKS that students may choose either of the above routes but must inform themselves whether their specific desired business study requires good mathematical skills or a different variety of skills; this will influence the AP exams results which are required.

(Again, please note that some JFKS students have self-studied for some of these AP exams where the course(s) are not offered currently at our school.)

It is possible to study in Germany with the High School Diploma as long as you carefully plan your course of study while at JFKS. Note, the High School Diploma alone is not enough. Beyond the degree itself, you must have a particular GPA and complete certain basic courses. After that, there are still additional requirements which can be fulfilled by either:

1. Getting certain scores on certain AP exams
2. Doing a year college-prep program to prepare you for German university

Uni-assist, the German office through which you apply with your High School Diploma in Germany (German University Application Service for international students) spells out the details of these different options (see below *Specific Guidelines*). This detailed application process is subject to change at any time.

Frequently Asked Questions

Q: How can I use my AP exam results in combination with the Diploma to study in Germany?

A: First of all, the AP classes that you take depend on what you want to study. See JFKS' website for a list of AP courses offered (AP Brochure). You may also self-study for AP exams. AP exams are given annually in May (dates are the same worldwide) and results are available in early July. Please note that you must take the AP **exam** to get the score needed for German universities (simply taking the AP class is not enough). If you have these scores but do maintain a high enough GPA overall, your diploma in combination

with these exam results will not be accepted; **you must have a minimum 3.0 unweighted GPA**

Q: Do I have to take AP exams in order to study with my Diploma at a German university?

A: Yes, if you want to start your university studies immediately. The other option is to attend a year-long “Studienkolleg” program which prepares you for studies at a German university.

Q: Is there any way to study at a German university with my Diploma if I don't have the right AP scores?

A: Yes. As mentioned, many German universities offer a Studienkolleg year for students applying with the Diploma who may not have the test scores required. Please study the website www.studienkollegs.de. According to the website, you may apply directly to an individual Studienkolleg or through uni-assist. Known as a “Vorbereitungskurs” year (preparation year), you are already within a German university and must take and pass a test at the end of that year. **This path also requires an unweighted GPA of 3.0 or above.**

You must pass the “Aufnahmeprüfung” exam to enter the Studienkolleg year. You have the option of changing your major as well as the university at the end of that year if you pass the “Feststellungsprüfung” exam. The Studienkolleg year does not lessen the number of years you spend getting your degree, i.e. it is an extra year of study. Since a Bachelor's degree takes 3 years to complete in Germany, it would take you 4 years total including the Studienkolleg year; this is equivalent to the number of years it takes for a degree in the states. This program is available to both German as well as international students and is highly recommended for international students.

Q: Which German universities accept Diploma students, and for what studies?

A: It is important to know that not all German universities accept the Diploma, but 400+ universities in Germany do.

- You can find the list of which universities can be applied to with the Diploma through uni-assist: <https://www.uni-assist.de/tools/uni-assist-hochschulen/>
- Universities may require you to apply directly to them for admission instead of utilizing uni-assist. If you are a German or EU citizen utilizing the Diploma, check with the university to which you wish to apply, and also please check

requirements at the following website: <http://anabin.kmk.org/>. This website will walk you through what is required. (“Anabin” is an acronym for “Anerkennung und Bewertung Ausländischer Bildungsnachweise”= “Recognition and Evaluation of foreign educational degrees”). Go to the anabin website, click on ‘Schulabschlüsse mit Hochschulgang’, then on ‘Suchen’ and type in ‘USA’ and go to ‘Zusatzdokumente’. The website is in German. Even if you are not a German/EU citizen, you will see the various options for applying to German universities with a Diploma listed here.

- **If you have dual German/US nationality, we understand that you can now insert two citizenships as part of your application.**
- Depending on which field you wish to study, you should choose certain AP courses while at JFKS: Humanities fields versus Math/Science/Medicine fields (exact requirements are listed in the following pages, under *Specific Guidelines*).

Q: Applying as a foreigner to a German university, is it true that AP German is sufficient enough to prove my German language skills?

A: It depends upon the university, but as far as we know uniassist will generally accept an AP German score of 3 or higher as proof of German proficiency. You will be submitting your AP scores as part of your application and must request College Board to send your AP scores to uniassist directly (official). If you would like to pick up an additional document explaining the bilingual nature of our school/German language at JFKS explanation to submit together with your AP score in German, pop by Haus Reil. Lastly, you may take a German proficiency test to achieve a C-1 Standard certificate, which is the level required for university (note: the Studienkolleg year may not have the same language level requirement).

Q: Do you apply directly to the university in Germany?

A: In April, 2014, a uni-assist representative indicated that German students must FIRST contact their selected universities to determine if the university will require them to have their credentials evaluated by uni-assist. uni-assist classifies applicants into 2 different groups with varying rights, those from EU countries and those from non-EU countries. Some universities (or “Fachhochschulen”) may have German students apply directly to them while others may require going through uni-assist.

You must apply through uni-assist if you are applying as a foreigner. You must mail all your documentation to uni-assist by July 15th. They will notify you if any further documents are needed and they will deliver your applications to the universities to which you are applying. However, more and more universities are requiring that your diploma be verified through uni-assist, but then require you to fill out an individual university application in addition. Please check the uni-assist website for the specific universities and their requirements. Additionally, some JFKS students who have applied with the Diploma to the FU, Humboldt, or even the TU in Berlin have visited the individual universities and programs to which they are applying to ensure that all goes smoothly with required documents. Most documents needed by JFKS Diploma graduates may be certified by the Registrar: the transcript, a copy of the diploma, and a language statement, if applicable. You must upload an unofficial copy of your AP exam results to Uni-Assist, but also request that your official scores be sent directly from your College Board account (these arrive after the deadline so be sure to upload your unofficial scores with initial application).