



University application checklist

Many Cambridge International schools support learners applying to a wide range of universities globally. We have produced a checklist to allow you to evaluate the processes you have in place for supporting your students in their applications to universities and colleges.

Y/N	Process	Comments
	Do you have a guidance counsellor or nominated staff member responsible for transition to higher education?	
	Does your school have a prospectus library or resource area that learners can visit to find out more about higher education?	
	Are you familiar with the Cambridge recognitions database?	
	Do you have a network of former students that are in higher education currently that could visit the school to inspire and advise current students?	
	Do you have a mechanism in place for recording student destinations?	
	Does your school welcome visits from universities and if so, how do you promote your school to visiting representatives?	
	Does your school host a college fair/take students to a college fair?	



University application checklist continued

Y/N	Process	Comments
	Is your school a registered UCAS centre for sending applications to the UK?	
	Is your school registered to administer admissions tests (for UK applicants)?	
	Do you have a school profile? If yes, do you update it annually?	
	Does your school have a mechanism in place for encouraging learners to think about university requirements when selecting their A level subject choices?	
	If you have a college counsellor, are they a part of any professional development networks?	
	Does your college counsellor attend university networking events or conferences?	
	Have you used the Cambridge International 'Destination' videos to encourage learners to think about their future?	
	Do you have a process for discussing predicted grades with learners before they submit their university applications?	
	Are subject tutors involved in preparing references?	
	Do you have staff available on results day to support learners?	