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| BSK Logo B&W bitmap 990909 |  THE BRITISH SCHOOL OF KUWAIT |

**UNIVERSITY DOCUMENTATION REQUEST FORM**

*Please read carefully the notes at the foot of this document before completing this form.*

*Once completed, this form should be sent as an email attachment to the relevant Department Coordinator. Current Year 11 students or those who graduated from Year 11 at BSK should email Miss Hannah Glendinning at* *hng@bsk.edu.kw**. Current Year 12-13 students or those who graduated from the Sixth Form at BSK should email Mr Tom Campbell at* *thc@bsk.edu.kw**.*

1. **Student details**

|  |  |
| --- | --- |
| Name |  |
| Tutor Group |  | Admin Number |  |
| Date of birth (DD/MM/YY) |  | Month/Year you joined BSK (MM/YYYY) |  |

1. **Application details**

|  |  |
| --- | --- |
| Institution |  |
| Course |  |
| URL |  |
| Deadline |  |
| Method of submission |  |
| Notes and additional information |  |

1. **Documentation requested**

|  |  |  |
| --- | --- | --- |
| **Document Type** | **🗸** | Notes and additional information |
| Official Transcript |   |  |
| Coordinator Reference |   |  |
| Teacher Reference |   |  |
| Extra-Curricular Reference |   |  |
| Other (please specify) |   |  |

**4. Declaration**

|  |
| --- |
| I confirm that the above information is complete and accurate. I understand that the production of the requested documentation can only be guaranteed if all the information required has been provided and this request submitted within the published lead times. |
| Student’s signature |  |
| Date |  |

|  |
| --- |
| **Department Coordinator use only** |
| Date received by DC(DD/MM/YY) |  | All required information received? (Yes/No) |  |
| Date documentationdue (DD/MM/YY) |  | Date documentation completed (DD/MM/YY) |  |

**NOTES**

**1. Student details**

Complete the basic information required in this section.

**2. Application details**

A separate HP U1 form should be used to request documentation for each application being made.

* **Institution:** The exact name of the university or college being applied to should be clearly stated.
* **Course:** The exact title of the course being applied for is required. If the course has a code this should also be included.
* **URL:** A URL link to the page of the university website detailing admission requirements and required documentation.
* **Deadline:** The deadline by which the documentation needs to be submitted should be clearly stated.
* **Method of submission:** The method through which the documentation needs to be submitted should be specified. If it is an online upload a link and all relevant information should be provided. If via email, a contact email address is required. If the documents are to be sent by post the full address should be provided.
* **Notes and additional information:** Any other information relevant to the application can be included here.

**3. Documentation requested**

In this section the types of documentation being requested should be specified. Students should only apply for documentation that is specified requested by the universities to which applications are being made.

* **Official Transcript:** The academic and pastoral information contained within an Official Transcript is standardised and covers performance from Year 9 onwards. Please note that it is essential that the details of any resits or remarks are provided in order to ensure that an accurate transcript is produced. This information should be recorded in the ‘Notes and additional information’ section.
* **Coordinator Reference:** Sometimes referred to as a ‘general reference’ or ‘letter of recommendation’, a Coordinator Reference is produced by either the Upper Department Coordinator (Years 9-11) or Sixth Form Coordinator (Years 12-13) and is based upon all available information. Please note that this could take up to three weeks if the Coordinator needs teacher reference information upon which to base their reference on. Students need to include the staff codes of *all* of their current teachers (or in the case of students who have already graduated their most recent teachers) in the ‘notes and additional information’ column so that this information can be gathered.
* **Teacher Reference:** Some courses require individual references from subject teachers. The three letter teacher code and general focus of the reference should be stated clearly in the ‘notes and additional information’ section.
* **Extra-Curricular Reference:** Some courses or scholarship applications may require references attesting to extra-curricular activities. As with requested for references from teachers, the three letter teacher code and general focus should be stated clearly within the ‘notes and additional information’ section.
* **Other:** Details of any other documents required should be specified in this section. Please also indicate if a mock interview is required and provide all relevant details.

**4. Declaration**

In order to ensure that requests for paperwork in support of university applications can be fulfilled it is important that those from whom it is requested have both the information and the time needed to produce quality documentation.

* Students must ensure that all the information required to produce the documentation requested is contained within this form when it is submitted.
* Students should note the following lead times for documentation to be produced:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Official Transcript | CoordinatorReference | Teacher Reference | Extra-CurricularReference | Other |
| 1 week | 3 weeks | 2 weeks | 2 weeks | Variable |