

## Canada Applicants' Checklist:

- ✓ Sign **AA** student/Parent Agreement
- ✓ Early Admission students and scholarship seekers **MUST** set an appointment as early as possible to meet deadlines
- ✓ Set appointment with university counselors to update student folder with information needed
- ✓ Write required RESUME/CV
- ✓ Sign up for required tests SATs (if required), TOEFL, and IELTS.
  - ✓ Create "**OUAC**" account with university counselors, use Amman Academy's postal address and your AA e-mail address
  - ✓ Sign up for IELTS through the British Council. Forward results and send the official copy to the UCD office.
  - ✓ Fill out **two** student/teacher recommendation forms (found in UCD) and have them approved by university counselors.
  - ✓ After university counselors' approval, kindly pass along the recommendation forms to **two** teachers for recommendation letters and follow up with them
  - ✓ Meet with university counselors weekly
  - ✓ Hand in your certificates (MUN, ICDL, Student Council, Sports, Internships)
  - ✓ Passport photocopy (Write your name as it is written in your passport for all applications)
  - ✓ Passport photos
  - ✓ Some universities will require additional written documents
  - ✓ University counselors will write up recommendation letters
  - ✓ Meet deadlines at least two weeks in advance
  - ✓ Prepare packages with university counselors
  - ✓ Double check, edit and follow up on all documents with university counselors regularly

### NOTES:

- Sign up for SAT and SAT Subject Tests according to university requirements through [www.collegeboard.com](http://www.collegeboard.com)
- Sign up for IELTS through British Council
- Sign up for TOEFL through Amideast
- FOLLOW UP FOLLOW UP FOLLOW UP!
- Set weekly appointments with Ms. Mabrookah Heneidi and Ms. Abla Sakka
- Have an online credit card on hand to submit online applications