



Keystone College Counseling Guidebook

Keystone College Counseling (<https://www.keystoneacademy.cn/en/our-program/college-counseling>) is dedicated to providing a proactive, comprehensive, and developmentally appropriate program to address students' career and college goals in addition to supporting their personal and academic growth. We will nurture our school community by advocating for and promoting a healthy college counseling culture in order to ensure individual student success by locating the right/best-fit college(s) for them. This is accomplished through a partnership with parents/guardians, faculty, and community members, in the context of 3 keystones and 5 shared values, to enable all students to become successful, productive, contributing community people and lifelong learners in a diverse and changing world. The Keystone college counselors are accredited by the National Association for College Admission Counseling (NACAC) and International Association for College Admission Counseling (International ACAC), and they are also active members in the China Institute of College Admission Counseling (ChinalCAC), the Beijing International School Counselor Network (BISCN) and Beijing Academy of College Counseling (BACC). They are bound by the ethical practices of these organizations.

The most popular countries or areas Keystone Students apply to study in are: United States, United Kingdom, Canada, Asia (including China), Australia, Europe etc.

UK – Oxford or Cambridge Application deadline traditionally lies around October 15th, others universities deadlines are in mid or late January.

USA – Early Round(Early Action/Early Decision) deadline is often around November 1st, regular round (Regular Decision) deadline is often in early or mid-January.

Keystone students will be assigned to their dedicated college counselor based on their advisory group at the beginning of their Grade 11.

Tasks for G9-G12 Students

Grade 9

Focus on academics:

Develop a strong foundation in core subjects.

Get involved:

Join clubs, sports teams, or other extracurricular activities that interest you.

Start exploring:

Research various career fields and college majors to get a sense of your interests and goals.

Build good study habits:

Develop time management and organizational skills to succeed in high school.



Grade 10

Continue academic growth:

Challenge yourself with more advanced courses when appropriate.

Deepen extracurricular involvement:

Take on leadership roles or join new activities that align with your interests.

Start preparing for language proficiency tests and standardized tests:

Familiarize yourself with the PSAT and consider taking practice tests or prep courses at Khan Academy.

Research colleges:

Begin compiling a list of colleges that appeal to you based on factors such as location, size, academic programs, and campus culture.

Grade 11

Maintain academic excellence:

Continue taking rigorous courses and keep your GPA high.

Refine extracurricular activities:

Focus on activities that demonstrate your passions and commitment.

Take standardized tests:

Register and prepare for the SAT/ACT.

Visit college campuses:

Attend college fairs, open houses, or schedule campus tours to get a feel for the schools on your list.

Narrow down your college list:

Identify the top schools that best align with your academic goals, interests, and personal preferences.

Seek recommendations:

Begin identifying teachers, counselors, or mentors who can write strong recommendation letters for you.

Grade 12

Maintain strong academic performance:

Colleges will review your senior year grades, so keep up the hard work and continue taking rigorous courses.



Finalize your college list:

Refine your list of target, reach, and foundation schools based on your preferences, goals, and admission chances.

Complete college applications:

Pay close attention to deadlines and ensure all application components (essays, transcripts, test scores, and recommendation letters) are submitted on time.

Apply for financial aid:

Complete the Free Application for Federal Student Aid (FAFSA) and/or the CSS Profile as required. Research any additional financial aid opportunities provided by the colleges you're applying to.

Research and apply for scholarships:

Look for scholarships offered by various organizations, foundations, or colleges themselves, and submit applications as needed.

Prepare for interviews:

Some colleges may require or offer optional interviews as part of the application process. Practice your interview skills and be ready to discuss your experiences, interests, and future goals.

Review admission decisions:

As decisions come in, evaluate your acceptances and any financial aid packages offered. If waitlisted, follow the college's instructions and consider submitting additional materials if requested.

Compare financial aid packages:

Review and compare financial aid offers from the colleges that have accepted you.

Make your decision:

Choose the college that best suits your academic, financial, and personal needs.

Inform your chosen college:

Confirm your enrollment by submitting your deposit, and notify other colleges that you have decided not to attend.

College Application Timeline

October 15/16 – Oxbridge, medicine programs in the UK, Early Application(EA) deadline for some US universities

November 1 to 15 – ED & EA for most US universities

Mid-November – Application deadlines for early round of universities in Hong Kong

November 30 – Deadline for application of UC (University of California)



November through February – Application opens for universities in Singapore
December 31 – Deadline for RD/ED2 of most US universities
January 15 – Deadline for some US and Canadian universities
Late January – Deadline for UK universities
February – Deadline for Australian, Canadian, and Singaporean universities

Application Platforms

UCAS (The Universities and Colleges Admissions Service) - application platform for British universities <https://www.ucas.com>

Common App - Undergraduate college application for most colleges and universities in US <https://www.commonapp.org>

UC – Application System for Nine Campuses of University of California <https://apply.universityofcalifornia.edu>

Ontario Universities' Application Center(OUAC) <https://www.ouac.on.ca/guide/undergrad-guide/>

Students Check the respective university websites for its special requirements.

TESTS

Language Proficiency Test

The most widely accepted language proficiency tests by universities are:

TOFEL -- <https://www.ets.org/toefl>

IELTS -- <https://www.ielts.org>

Duolingo English Test-- <https://www.duolingo.com/>

Students log in the website to book a test when they are ready.

SAT and ACT (standardized tests widely used for college admissions in the United States)

Normally seven Digital SAT tests are administered internationally throughout the year:

- 1) The last or second last Saturday in August
- 2) The first Saturday in October
- 3) The first Saturday in November
- 4) The first Saturday in December
- 5) The second Saturday in March
- 6) The first Saturday in May
- 7) The first Saturday in June



SAT Registration - <https://www.collegeboard.org/> . Registration deadlines are normally four weeks before the tests.

Keystone Academy is an accredited SAT test center (center code:74375) that only accepts Keystone's G11-G12 students.

The CEEB code also known as a College Entrance Examination Board code, is a unique identifier assigned to educational institutions such as high schools, colleges, and universities. The CEEB code is normally used for college applications or standardized tests. Keystone's CEEB code is 694627 and its accredited IB school code is 050427.

All Grade 10 students at Keystone will be arranged a Digital PSAT10 test in their spring semester. This test measures the skills and knowledge that are essential for college and career readiness and success. It serves as a check-in on student progress to help pinpoint areas for development. PSAT 10 covers the same content areas as the SAT. Students do not need to do any test prep for it.

Keystone Policies

- AGs (Anticipated Grades) sent to universities stay confidential to students and parents.
- Every student only requests two teachers to write recommendation letters and his/her assigned college counselor will write a reference letter on behalf of the College Counseling.
- Evaluated and approved by the HS Office and the Student Life Office, students' disciplinary and academic integrity issues will be disclosed to universities.
- Families should seek support directly from the College Counseling Office and are responsible for the risks of working with agents outside the school.

Interview

In recent years, many universities have been interviewing applicants during their admissions process. There are three common types of interviews:

- Admissions Interview
- Alumni Interview
- Third-party Interview

Two third-party interview providers are recommended to Keystone Students:

InitialView (<https://initialview.com/>)

Vericant (<https://vericant.cn/>)



Enrichment Programs/Summer Programs

It is okay for Keystone students to join academic enrichment programs or summer programs, as these can be beneficial in the application process. However, they should only participate if the programs do not distract from their schoolwork or if they have no difficulty managing both.

High school students and parents, please check the College Counseling Weekly Updates sent via email from the office.

Letter of Recommendation*

- Letters of recommendation from Keystone Academy are confidential and will be sent by the College Counseling office to colleges or universities directly.
- Keystone students are suggested to request recommendation letters from no more than two of their recent subject teachers (G10 and G11 usually).
- Students are expected to finish the Self Evaluation Form (SEF), provided by the College Counseling, for teachers who are going to write recommendation letters.

*The letter of recommendation discussed here is used for college applications. If high school or middle students need letters for their summer or enrichment programs, they should make requests through Keystone's Registrar Office.

Internal Platforms

Maialearning - <https://www.maialearning.com>

MaiaLearning is a college and career readiness platform that engages students in planning their futures. It lets them develop profiles, explore careers that fit those profiles, and build academic, college and career plans. It helps them manage college applications, and build portfolios that will gain them admission. It helps counselors manage student progress, and keeps families involved in the process.

Keystone students G10 onward are encouraged to use Maialearning to

- Engage in self-exploration to understand your career interests, , personality and intelligences.
- develop a Career Plan, including a Career Search option to create your Career List.
- Search college by entering their criteria like majors, location, cost and produce a college list.
- request and then view when your transcripts were sent to the colleges.
- request and then view when a letter of recommendation you requested from a teacher has been submitted.



Terminologies

Early decision (ED) is binding. This means if you are accepted through early decision, you are committed to attending that school, and will withdraw any applications you may have submitted for the regular deadlines at other schools. You may not apply to more than one college under early decision.

Early action (EA) plans are nonbinding: Students receive an early response to their application but do not have to commit to the college until the normal reply date of May 1.

Schools that use **restrictive early action (REA)** ask prospective students to apply early only at that institution. Typically, such colleges require students to sign a form stating that they will not apply to other early admissions programs, with some exceptions. If students are accepted, they're under no commitment to attend.

Regular decision (RD) is a type of college admission process in which students submit their applications by a specified deadline, typically in January or February. This is the most common type of admission process, and it is used by the majority of colleges and universities in the United States.

Rolling Admissions is a system where colleges accept and review applications on an ongoing basis, rather than having a fixed application deadline. This allows students to apply and receive a decision sooner, and it also gives colleges more flexibility in filling their classes.

Contact:

Email: collegecounseling@keystoneacademy.cn

Webpage: <https://www.keystoneacademy.cn/en/our-program/college-counseling>

鼎石大学升学辅导指南

鼎石大学升学辅导办公室 (<https://www.keystoneacademy.cn/our-program/college-counseling>) 致力于提供主动、全面且适合发展的计划, 除了支持学生的个人和学术成长外, 还可以实现学生的职业和大学目标。我们将通过倡导和促进健康的大学升学辅导文化来培育我们的学校社区, 通过为学生找到合适/最匹配的大学来确保他们的成功。这是通过与家长/监护人、教师和社区成员合作, 在 3 个基石和 5 个共同价值观的背景下实现的, 使所有学生在多元化和不断变化的世界中成为学业成功、建树丰硕、对社区有贡献的人和终身学习者。鼎石大学升学辅导老师均获得了美国大学招生指导协会 (NACAC) 和国际大学招生指导协会 (International ACAC) 的认可, 同时也是升学指导研究中心 (ChinaCAC)、北京高中大学升学辅导行业 (BISCN) 和北京高中升学指导研修院 (BACC) 的活跃会员, 一直遵守这些组织的规章条例。



鼎石学生大学申请的最热门国家或地区有：美国、英国、加拿大、亚洲(含中国)、澳大利亚、欧洲等。

英国 – 牛津或剑桥的申请截止日期通常为 10 月 15 日左右，其他大学的截止日期为 1 月中旬或下旬。

美国 – 早申请轮 (Early Action/Early Decision) 的截止日期通常为 11 月 1 日左右，常规申请 (Regular Decision) 轮的截止日期通常为 1 月初或中旬。

学生进入 11 年级后，将按照导师组随机分配高中后两年指定的大学升学辅导老师。

九——十二年级学生任务表

九年级

专注于学术：

在核心科目上建立坚实的基础。

参与活动：

加入你感兴趣的俱乐部、运动队或其他课外活动。

开始探索：

研究各种职业领域和大学专业，了解你的兴趣和目标。

养成良好的学习习惯：

发展时间管理和组织技巧，以在高中取得成功。

十年级

持续学术成长：

适当挑战更高级的课程。

深入课外活动：

承担领导角色或加入符合你兴趣的新活动。

开始准备语言水平测试和标准化测试：

熟悉 PSAT，并考虑在可汗学院进行模拟考试或预备课程。

研究大学：

开始整理你感兴趣的大学列表，基于地点、规模、学术项目和校园文化等因素。

十一年级

保持学术优秀：



继续修读有挑战的课程，保持高 GPA。

精进课外活动：

专注于展示你热情和承诺的活动。

参加标准化测试

注册并准备 SAT/ACT。

参观大学校园：

参加大学展览会、开放日，或安排校园参观，以了解你的学校名单上的学校。

精简你的大学列表：

确定最符合你的学术目标、兴趣和个人偏好的顶级学校。

寻求推荐

开始确定可以为你写出强有力的推荐信的老师，大学升学辅导或导师。

十二年级

保持优秀的学术表现：

大学将会审查你高三的成绩，所以要继续努力，保持有挑战的课程学习。

完善你的大学名单：

根据你的喜好、目标和录取可能性，调整你的目标学校、梦想学校和基础学校的名单。

完成大学申请：

密切关注申请截止日期，确保所有的申请材料（如文书、成绩单、考试成绩和推荐信）都按时提交。

申请经济援助：

根据需要完成联邦学生援助免费申请（FAFSA）和/或 CSS 资料表。研究你申请的学校提供的任何额外的经济援助机会。

研究并申请奖学金：

寻找各种组织、基金会或学校自身提供的奖学金，并根据需要提交申请。

准备面试：

有些学校可能要求或提供申请过程中的可选面试。练习你的面试技巧，并准备好讨论你的经历、兴趣和未来目标。



审核录取决定：

随着决定的到来，评估你的录取情况和任何提供的经济援助套餐。如果被列入等待名单，按照学校的指示进行操作，并考虑在被要求的情况下提交额外的材料。

比较经济援助套餐：

审查并比较已接受你的学校提供的经济援助提供。

做出决定：

选择最符合你的学术、经济和个人需求的大学。

通知你选择的大学：

通过提交押金确认你的入学，并通知其他你已决定不去的大学。

大学申请时间线

10月15/16日——牛津、剑桥、英国医学项目、部分美国大学早申请(EA)截止日期

11月1日至15日——大多数美国大学的ED和EA截止日

11月中旬——香港大学早申请截止日期

11月30日——UC(加州大学)申请截止日期

11月至2月——新加坡大学申请窗口

12月31日——大多数美国大学RD/ED2截止日期

1月15日——部分美国和加拿大大学的截止日期

一月下旬——英国大学的截止日期

二月——澳大利亚、加拿大和新加坡大学的截止日期

申请平台

UCAS (The Universities and Colleges Admissions Service) - 英国大学申请平台
<https://www.ucas.com>

Common App - 美国大多数学院和大学的本科大学申请平台 <https://www.commonapp.org>

UC - 加州大学九个校区的申请系统 <https://apply.universityofcalifornia.edu>

加拿大安大略省大学申请中心(OUAC) <https://www.ouac.on.ca/guide/undergrad-guide/>

学生查看各大学的官方网站了解其特殊要求。

考试

语言能力测试



大学最广泛接受的语言能力测试是：

托福考试——<https://www.ets.org/toefl>

雅思——<https://www.ielts.org>

多邻国英语考试——<https://www.duolingo.com/>

学生准备好后即可登录网站注册预约考试。

SAT 和 ACT（美国大学招生广泛使用的标准化考试）

通常，全年会在国际范围内举办七次 SAT 机考：

- 1) 8 月的最后一个或倒数第二个星期六
- 2) 10 月的第一个星期六
- 3) 11 月的第一个星期六
- 4) 12 月第一个星期六
- 5) 3 月的第二个星期六
- 6) 5 月的第一个星期六
- 7) 6 月的第一个星期六

SAT 注册报名需登录 College Board 官网 - <https://www.collegeboard.org/>。报名截止日期通常是考试前 4 周。

鼎石学校是已获授权的 SAT 考试中心（中心代码为 74375），仅接受鼎石 11-12 年级学生。

CEEB 代码也称为大学入学考试委员会代码，是分配给高中、学院和大学等教育机构的唯一标识符，通常用于大学申请或标准化考试登记学校信息。Keystone 的 CEEB 代码为 694627；而作为 IB 学校的认证代码为 050427。

所有 10 年级学生会在春季学期由学校统一组织 PSAT 10 的机考。PSAT 10 是用以测量学生为大学和未来职业做准备的一些技能和知识。它主要是考察学生的阶段性学习成果来诊断学生在今后学习中需要提高的领域。PSAT10 和 SAT 考察的知识范围是一样的。学生不需要为此考试做任何提前准备。

鼎石政策

- 发送至大学的预估分(AG)的对学生和家長保密的。
- 每个学生只向两名任课老师请求撰写推荐信，学生的指定大学升学辅导将另外撰写一封推荐信。



- 经由高中办公室和学生办公室认定和许可，学生的纪律和学术诚信问题将向大学披露。
- 鼎石家庭应当寻求校内大学升学辅导办公室的支持并且自担与外部中介机构合作带来的任何风险。

面试

近年来，许多大学在招生过程中都会对申请人进行面试。常见的面试有以下三种类型：

招生面试

校友面试

第三方面试

我们向鼎石学生推荐两个第三方面试提供方：

InitialView 初鉴 (<https://initialview.com/>)

Vericant 维立克 (<https://vericant.cn/>)

拓展项目&暑期项目

鼎石学生完全可以参加拓展项目或暑期项目，这些项目在大学申请过程中或许有一定的帮助。但是，这种参与应该是在完全不影响学业或者学生能兼顾彼此的情况下发生。

高中生和家长们请通过办公室发出的电子邮件查看大学升学辅导办公室的每周更新。

推荐信*

- 鼎石学校的推荐信是保密的，将由大学升学辅导办公室直接发送给大学。
- 建议鼎石学生向不超过两名任课老师请求撰写推荐信（通常是 11 年级或 10 年级老师）。
- 学生应该为给自己写推荐信的老师填写由大学升学辅导办公室提供的自我评估表（SEF）。



*此处讨论的推荐信专用于大学申请。如果高中或初中学生需要申请推荐信用于夏校或其他非大学申请项目，需要通过学校的学籍管理办公室（Registrar Office）。

校内平台

Maialearning - <https://www.maialearning.com>

MaiaLearning 是一个大学和职业准备平台，帮助学生规划自己的未来。它可以帮助学生建立个人资料，探索适合这些个人资料的职业，并制定学术、大学和职业计划。它也帮助学生管理大学申请，并建立能让他们通往录取之路的个人档案。它可以帮助升学辅导管理学生的申请进程，并让家庭参与到这个过程中。

我们鼓励 G10 年级以上的鼎石学生使用 Maialearning

- 进行自我探索，了解其职业兴趣、个性和智力。
- 制定职业计划，包括用于创建职业列表的职业搜索选项。
- 通过输入专业、地点、费用等标准来搜索大学，并生成大学列表。
- 请求并查看成绩单何时发送至大学。
- 请求并查看向老师请求的推荐信提交状态。

术语

Early Decision 即 ED 是指具有约束力的提前申请或早决定。这意味着，如果您通过早期决定被录取，您将承诺就读该学校，并将撤回您在其他学校的常规截止日期之前提交的任何申请。您同时只能申请一所大学的约束力提前申请或早决定。

Early Action 即 EA 是不具有约束力的提前申请。学生会收到对其申请的早期录取通知，但不必在 5 月 1 日正常答复日期之前向学院作出承诺。

Restrictive Early Action 即 REA 是限制性提前申请。使用 REA 的学校要求学生仅在该学校提前申请。通常，此类大学要求学生签署一份表格，声明他们不会申请其他大学的早期招生，但也有一些例外。如果学生被录取，他们无需承诺入学。

Regular Decision 即 RD 是常规轮申请，学生在指定的截止日期前（通常是一月或二月）提交申请。这是最常见的入学流程类型，被美国大多数学院和大学采用。

Rolling 滚动录取，是指大学在一定时间窗口内不断接受和审阅申请者的资料，没有明确的截止日期；这种情况下会有一部分提早申请的学生较早获得录取结果，同时也利于大学灵活地完成招生计划。



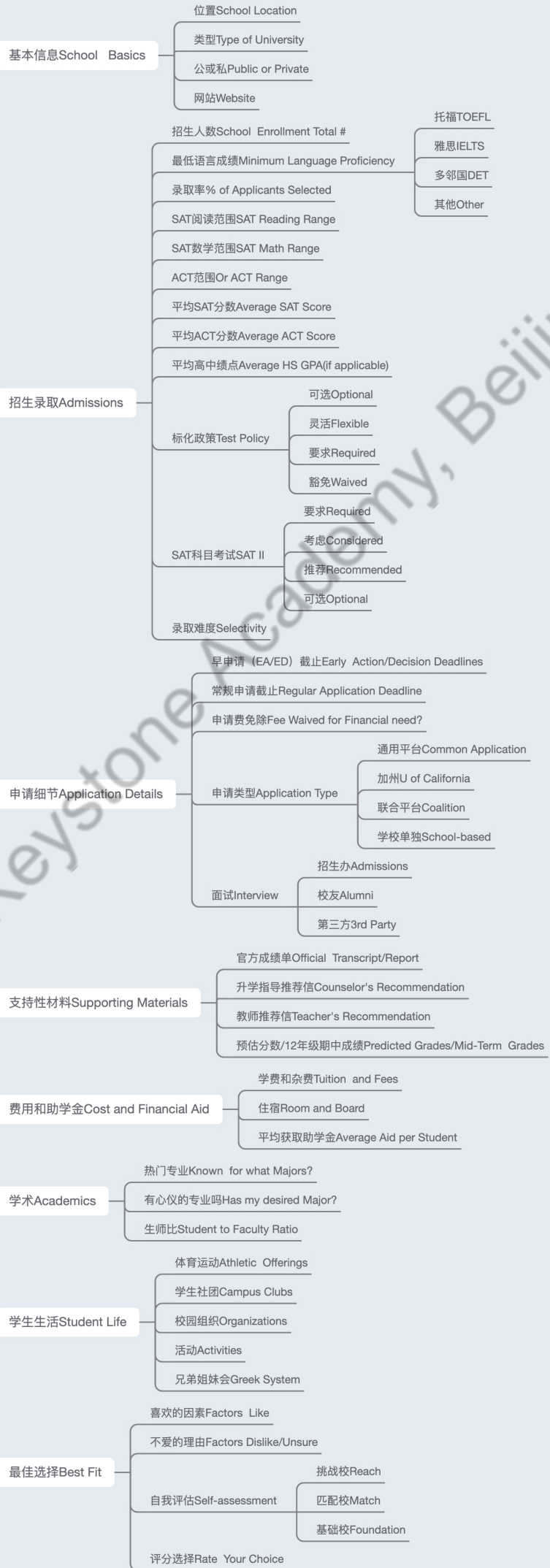
联系方式

邮箱: collegecounseling@keystoneacademy.cn

网页: <https://www.keystoneacademy.cn/our-program/college-counseling>

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大学了解和考察 (College Search)



考察标准Criteria

学术Academics

核心课程Core Curriculum

开放课程Open Curriculum

优质教学Great Teaching

与教授的关系Personal Connection with Professors

要求的（带薪）实习Required Internships/Co-op

研究机会Research

海外学习Study Abroad

校园住宿体验Residential College Life

课程难度Rigorous

学业压力Workload

位置Location/Setting

毗邻城市Access to a City

亲近自然Access to Nature

气候Climate

规模Size

校历School Calendar

生活成本Living Cost

社交生活Social Life

较多的亚洲/中国学生Lots of Asians/Chinese on Campus

较多国际学生Lots of Int'l Students

智识的Intellectual

打工机会Work Possibilities

兄弟会Greek Life

派对文化Party

文化生活Cultural Life

友好的社区关系Friendly Community

竞争的同伴关系Competitive

其他Other

学校名声Fame of the school

毕业读研走向Grad Outcomes

工作机会Job Opportunities

食物Food

活动Activities

公益服务体验Service Experiencing

学生-自由激进Students-Liberal

学生-因循守旧Students-Conservative

运动/校园精神Sports/School Spirit