

Action Plan

- ALL IB STUDENTS – remember that IBIS sends your official results to your universities or UCAS., but you may need to prompt the university to download the results.
- ALL FRENCH BAC STUDENTS – I will email the results to your 2 UCAS universities. Phone the university to check they have received them.

If you have been accepted at a US university

- Check with Lally that **your official results are going there via IBIS or email.**
- Check with Lally that **your transcript has been uploaded to Common App or Georgetown** (or will be).
- Follow up by **checking that the uni has received both official results (French Bac or IB) AND the finalized transcript – do this by email or phone.**
- Make a list of any **extenuating circumstances** that help to explain why your grades are lower than expected.
 - Emphasise in writing **why that particular university still appeals to you more than any other – be as specific as possible.**
 - Put all this in **writing** and **email it to the admissions office.**

If you got the grade you needed for your 1st or 2nd choice (UK or Netherlands or Spain)

- **Phone** the university **and ask them to download your IB results from UCAS (there may be a delay) or IBIS.**
- **Respond** to all UCAS communications (UK)
- **Phone** the university and **ask them to send confirmation.**
- Ensure you sort out **accommodation** at the university.

If you **NEARLY** got the grade you needed – e.g. missed it by 1-5 points (IB)

- **Phone the university** and ask if they'll accept you anyway – reiterate your **particular interest in 2 specific aspects of the particular course** that you're wanting to do.
- Ask for a response, if possible, within the following **week** (rather than August).
- If you are prepared to wait until August, fine (you won't lose your 2nd choice).
- If you would rather just accept a place, go for your second choice.
- Then follow the UCAS procedure for confirming the offer via "Apply"

If you need university possibilities in the UK for whatever reason

- Phone your 2nd choice UCAS and see if they will accept you. Make a case for studying there – remind them of what you said in your personal statement and state any extenuating factors.
- If no joy, ask them if they have a **foundation year** you can do there.
- If no joy with a foundation year, try the following -
- Try **phoning** any of the following universities – (google the admissions office for the phone number).
- Be ready to state clearly
 - what **grades** you got in the IB
 - why you got the grades you got
 - **Why** and how, specifically, **their course appeals to you**. (Do your research on their website, as you did for your universities before).
 - Be ready to go through the “Clearing” system in UCAS to make any oral agreement “official”!
 - Cardiff Metropolitan
 - Chester
 - City (Foundation – via INTO)
 - Falmouth (24 IB points)
 - Greenwich (London – 112 tariff points)
 - Hult – private, prestigious business school in London
 - Leeds Beckett – north
 - Liverpool John Moores – IB 28 points
 - Oxford Brookes – typically 28 points
 - Plymouth – 26 points
 - Queen Margaret, Edinburgh (Edinburgh is lovely!)
 - Regents, London
 - Royal Holloway
 - Westminster
 - York St John (York is also lovely!)
 - Brighton
 - Bristol, University of West of England (120 tariff points)
 - Essex University (30 points)
 - Canterbury Christ Church
 - University of Central Lancashire (Preston)
 - Bath Spa (26 points)
 - IF YOU NEED TO CALCULATE YOUR TARIFF POINTS, USE <https://www.ucas.com/ucas/tariff-calculator> AND ENTER YOUR GRADES.
- You could try **phoning INTO for a foundation year** as well. (<https://campaign.intostudy.com/enquiry/>)

Be ready to pay \$20 to have your IB results sent via IBIS to either UCAS or a university or INTO – see https://rrs.ibo.org/replacement_orders/index.cfm and follow the instructions.

Call or email us
Where do you want to study?

USCall: +1 858 465 6004
uses@intoglobal.com

UKCall: +44 1273 876 040
ukes@intoglobal.com

Watch the videos on “Clearing” on the UCAS website.

BEFORE you call my personal mobile number below, CHECK that you have

- watched the UCAS Clearing video.
- actioned the above.
- phoned the universities yourself.

Here is my number for contact beyond Tuesday 10th July –

+ 33 (0)771661376

And here is a sample email for a UK university – adapt it for your own use...

Notice how it includes

- **reminder** of the offer and the actual results
- scan of **results** as attachment
- scan of **most recent school reports** as attachment
- **3 precise ways** in which the course appeals – no “blah”
- polite, respectful **tone**

UCAS ID CODE – XXXXXXXX

COURSE TITLE & CODE - XXXXXXXX

Your March offer was conditional on my obtaining : "15 overall in the French Baccalaureate with 15 in a mathematics or science subject and 15 in either Economics and Social Sciences or History and Geography, and also a 14 in English".

Please find attached my French Baccalaureate results with a final overall of 15.73, a 16 in mathematics, a 17 in a science subject and a 19 in English. Unfortunately I did not meet your condition for Social Sciences or History and Geography, I only got 13, despite my final school grades for these subjects being 15,90 in History and Geography and 16,90 in Economics and Social Sciences (Final Grades attached).

My university counsellor can be contacted if needed (dlally@florimont.ch) and can confirm my aptitude in these subjects.

Even though I am short on one condition, I am still very motivated to study at the University of Bath, particularly because, first of all, you offer two six-months work placements which my insurance choice, Exeter, does not offer.

Furthermore, your academic exchange program will give me the chance to study at one of many top worldwide business school such as Bocconi or ESSEC.

Lastly, in the third year, I was really looking forward to tackling the social entrepreneurship action project.

I am obviously disappointed and sorry to be short on your offer and I hope that you would still consider having me as an undergraduate student. I am, of course, available for any further questions, please let me know if I can contact you by phone.

Thanking you in advance for looking into my request,

Kindest regards,

Sample B

NOTICE –

- mention any campus visit
- why the uni still appeals
- any mitigating circumstances
-

Dear Madam,

Dear Sir,

My name is....and I came to visit to Warwick's campus on Friday 27th April. I had an appointment with (NAME OF CONTACT) and she answered many of my

questions. We also took time to meet with WBS students whom we knew from Geneva. I came back very excited about studying International Management at WBS and I was also very impressed with the state-of-the-art campus facilities.

I know you required a 15/20 overall at my French baccalauréat but I got 14.77.

I am highly disappointed as my two worse marks were in Sport and in Philosophy.

I realize I should have said this already but here we go anyway:

- the day of the sport exam, I was injured. Despite a medical certificate, they did not consider it. The medical certificate is attached.

- Philosophy was not my favorite subject and I did my best. I hoped for a better result.

I really hope that thanks to my other very good marks, especially in Mathematics (18), History (17) and English (16), you would consider my admission.

Warwick Business School is really my top choice , and International Management BA is my dream programme – firstly because.....Secondly because....

Please let me know if you are prepared to take this letter into account. I know this is an incredibly busy time and I appreciate the extra work this creates!

Best wishes,