LUMS Online Application - 2015 Entry

- Open your online application start filling it out. Open up the online instructions for each section and read them carefully. Remember to scroll down within each pop-up box.
- Keep these instructions handy as you fill out your form and refer to them as you get to each section.
- This document provides instructions specific to O, AS and A Level credentials. *These instructions will not repeat information on the LUMS website unless clarification would be helpful.*

GENERAL INFORMATION
Open and read carefully all documents on the LUMS Admissions webpage.
Open and read all documents on the General Information page of the application itself:
- Admission Eligibility Criteria
- How to fill out the Online Application
- Checklist for Supporting Documents
- FAQ

**Important Dates**
- Online application activation: November 10, 2014
- Deadline to take SAT (for the first round of admissions): January 24, 2015
- Deadline to apply for admission (online): February 17, 2015 till 5:00 pm (PST)
  - CAUTION! You must submit your form online before you can print the mailing label and the payment voucher! You are strongly advised to submit earlier, especially if you will go to the bank to pay the application fee.
- Deadline to submit supporting documents: February 18, 2015 till 5:00 pm (PST)
  - CAUTION! Documents must be couriered at least one day earlier.
- SBASSE Subject Test administration: March 07, 2015
- First round of offers: April – May 2015
- Deadline to take SAT (for the second round of admissions): May 02, 2015
- Score submission deadline – SAT of May 2015: May 28, 2015
- Finalize Admission and Financial Aid Process: July 30, 2015
- Commencement of Classes: September 2015

**APPLICATION FORM**
- Please note that the form is interactive
  - Often, you will need to start filling in the spaces you can see in order to open up the complete section. The format of the section that opens depends on what you entered/selected from a menu.
  - You will not be able to print your Teacher Reference form until Schools Applied and Biographical Information have been completed.

**Schools Applied**
1. You may apply to more than one school and will be considered separately by each school. However, you will only receive one offer letter from the highest preference that you qualify for. Choose your preferences carefully.
   a. Allocation of preferred major is not guaranteed at admission. Allocation is usually done at the end of the first year according to schools’ policies.
   b. Requests for change of school are considered at the end of the first year on a case by case basis.
**Biographical Information**
1. Current or Most Recent High School / College
   a. Date of Joining – Sept 2013
   b. Expected Graduation Date – May 2015
   c. School Name: The Lyceum is not in the drop down menu. Enter “The Lyceum” manually
   d. Branch: leave blank

**Academic Information:**
1. Open a new academic record for each O and AS Level certificate that you have. (Ex: Pak Studies and Islamiyat, through your school in June 2012, will be #1. The rest of your O Levels, through school in June 2013, will be #2. Statistics, taken privately in June 2013, will be #3, and so on.)
   a. You must have an **attested** copy of each CIE certificate (NOT the Statement of Results).
      i. Scan each certificate separately, as you will be required to uploaded it into the corresponding academic record.
      1. If you wish to save your record but upload your document later, then select *Will post copy of transcript/result card* and unselect it when you are ready to upload.
      ii. You must also mail a full set of your CIE Certificates to LUMS.
      iii. You will find the *Candidate Number* and *Certificate Number* in the bottom right corner of the relevant Certificate.

**O Level Examinations** – LUMS calls O Levels “Secondary”
1. Create one academic record for each certificate that you have. Mostly self-explanatory.
   a. *From* - Put “August 2011” for all O Level records.
   b. *To* - Put the specific exam date (June 2012, June 2013).

**AS and A Level Examinations** – LUMS calls AS and A Levels “Post Secondary”
1. Create one academic record for each certificate that you have.

**Basic Instructions** - For all exams taken through The Lyceum (except Accelerated Mathematics)
1. **Examination Type**
   a. Examination Level – Post Secondary Level
   b. External Exam – A-Level
   c. From Sept 2013
   d. To May 2015
2. **Examination Information**
   a. Have you completed your Post Secondary Degree? Answer No-the following questions appear:
      i. Type of Exam taken in AI – External Exam
      ii. AI External Exam – AS Level
      iii. Exam Date – June 2014
3. **Board/University Information**
   a. Board/University – Cambridge
   b. Roll Number – enter from your certificate
   c. Certificate number – enter from your certificate
   d. Grading Basis – Letter Grade
   e. Upload Transcript/Result Card – either upload a scan of your AS Certificate, or check . . .
   f. Will post copy of transcript/result card – This will also allow you to save your record and upload your documents later, if you wish. **Remember that you must upload them before you submit!**
4. **School/College University Information**
   a. Select Not Listed, and type in “The Lyceum”
   b. School Branch – leave blank
   c. Address, Country State, City – 78 Clifton, Pakistan, Sindh, Karachi
   d. Phone – 092-21-35821741
5. **Result Awaiting**
   a. *Result Awaiting* – Do not tick this box, unless you are creating a record for the Nov 2014 General paper through school.

6. **Marks Information**
   a. Enter your June 2014 AS subjects and grades. Do not list subjects for which you did not take the external exam (Art, Further Mathematics, General Paper).

7. **Subject Information**
   a. Enter ALL exams you will take through school in June 2014, even if you have not included them in the **Marks Information** section (General Paper, AS English Language, Art, and Further Maths).

For Accelerated Mathematics

1. Open a new record and follow the basic instructions with the following differences:
   a. In **Examination Type** – the **To** date will be May 2014
   b. In **Examination Information** - The answer to *Have you completed your post secondary degree?* Will be *Yes*. This will allow you to enter your final grade for the full A-Level exam.
   c. In **Board/University Information**, upload another copy of your June 2014 certificate, as it also has this A Level grade on it.
   d. In **Marks Information**, enter only “Mathematics,” and your grade.

**Exams taken privately**

1. Open a new record for each private certificate, with the following difference:
   a. In **School/College/University Information**: type *British Council.*

   Address: PO Box 13811, Karachi. Tel: 092-21-111425425

2. Follow the instructions relevant to the Level of exam and date it was/will be taken:
   a. For AS Subjects in which you will take the A Level exam
      i. Taken in Nov 14:
         1. *Have you completed your Post Secondary Degree?* – No
         2. *Type of Exam taken in AI – External Exam – AS Level and Date
         3. *Results Awaiting* – tick it . Results expected January 2015
         4. There will be two **Subject Information boxes** – enter your subject in both of them
      ii. If taken in June 2014:
         1. *Have you completed your Post Secondary Degree?* – No
         2. *Type of Exam taken in AI – External Exam – AS Level and Date
         3. Do Not click *Results Awaited*,
         4. **Marks Information** – enter subject and grade
         5. **Subject Information** – enter subject
   b. For AS Subjects in which you will not take the A Level exam
      i. Enter exactly as in the previous section “AS Subjects in which you will take the A Level exam.”
      ii. Write a note explaining to LUMS that you will not be giving the A Level examination in that subject, and put it in the package of documents that you will send to them.
   c. For A Level Subjects for which you did not take the AS Level exam
      i. If sitting in Nov 14 or June 15:
         1. *Have you completed your Post Secondary Degree?* – No
         2. Then enter subject name in **Subject Information**
      ii. If taken in June 1024 or previously:
         1. *Have you completed your post secondary degree?* – Yes
         2. Then do Not click *Results Awaited*, to enter subject name and grade
For Any Other Unusual Circumstances
1. Write to LUMS and ask them – Hover your cursor over your name in the upper right hand corner and click Ask LUMS Admission
2. Do not wait until the last minute to do this – give them plenty of time to address your question.

Admission Test
1. You must have your SAT 1 score (and SAT 2 score, if you are using this option for SBASSE) sent directly to LUMS from the College Board. Their SAT Code is: 0513.
   a. If you have not yet taken the SAT, enter LUMS to be a recipient of your score when you register for SAT. You may add LUMS to your registration at any time up until 9 days after your test.
   b. Otherwise, go online to order a score report for LUMS. There will be a fee.
   c. All SAT 1 and SAT 2 tests you have taken will appear on a single score report.
   d. See SAT.ACT Test Basics on the College Counselling page of The Lyceum website for details.

Teacher Evaluations
1. Two (2) teacher references are required. They must be submitted on the LUMS form.
   a. Teacher evaluations must come from Lyceum teachers. (“a high school/college teacher who has taught you the respective subject in the past two years.”) If the teacher you wish to ask no longer works at The Lyceum, it is fine, you may contact them and ask them to fill your form.
   b. Principals’/Counsellors’ recommendations are not accepted.
   c. Teacher evaluation forms are individualized and must be printed from within your application.
2. Print two copies of the Teacher Reference Form
   a. Write one teacher’s name on each form in pencil at the top.
   b. Submit both forms to the College Counselling Office, which will distribute them to the teachers. The teacher will complete and return it to Mr. Lancelot Noronha.
   c. When both letters are complete, they will be sealed into envelopes and sent to the library.
3. Confirm at least a week in advance of your mailing date that both of your letters are complete.
   a. If your references are not in the library, it means that one or both are not complete. Please see Mr. Noronha in the College Counselling office if this is the case.

Creative Space/Essay/Personal Statement
1. They are trying to get to know you better. What do you want them to know that is not represented elsewhere in the application? Be interesting.
   a. Text responses may be sent online. If not, mail with your other documents.
   b. This box allows a huge amount of text to be entered (I tested with over 3000 words). Keep your statement a reasonable. A maximum of 500-750/ 4000 characters (like UCAS) should be plenty.

Awards and Honors
1. Choose honors/awards that distinguish you from other students.
   a. Choose a few that you want to be noticed. If you clutter up the section with too many, then the important ones may get lost.
      i. If many people got the same certificate it is not as meaningful
2. You may send certificates to support your activities to LUMS with the rest of your documents. Again, don’t flood them.

Extracurricular Activities
1. This is unstructured. It is best to name the activity, and the role you played in it, with dates of participation. You may provide more description if you want.
   Ex: House Throwball Team; Captain grade 11, Team member grade 10
   Environment Society; Member grade 10. Helped initiate recycling campaign in school and took part in beach clean-up. Contributed article to club newsletter.
School Plays; acted, grade 10; worked backstage, grade 11.

2. You may send certificates to support your activities to LUMS with the rest of your documents.

Work Experience
1. You may put internships here.

Financial Aid
1. Complete this section if you wish to apply for financial aid. This is an extremely detailed form.
   Documentation required is listed in the Supporting Documents List, and must be sent with other
documents to LUMS. If you have any questions about this form or documentation, ask LUMS directly.

Disability Form
1. You only need to report a disability for which you may need accommodation. If you think you will need
   accommodation for it at any time during your four years at LUMS, it is best to mention it now.

SCHOOL TRANSCRIPTS
1. Lyceum Transcript: LUMS has confirmed that they will require your Lyceum transcript.
   a. The sealed official transcripts will be sent to the library, from where you will mail them to
   LUMS.
2. O Level School Transcript: Not required.

PAYMENT OF THE APPLICATION/SBASSE TEST
1. You must first submit the application in order to print the payment voucher.
   a. To pay online: Go to http://pay.lums.edu.pk. You will need to enter the voucher number and
      access code from your printed voucher.
   b. To pay cash: Take the printed voucher to any Allied Bank branch.
      i. You may NOT go to the bank on the same day you print your voucher because you will
         not be in the system. You must go the next day.
2. You must submit a hard copy of proof of payment with the documents you mail to LUMS.

DOCUMENT SUBMISSION VIA MAIL
Print a copy of the Checklist for Supporting Documents and follow it carefully.
Required from Everyone
1. The Lyceum transcript, sealed (this is “A Level first year results”)
2. CIE Certificates for all completed examinations
3. SAT 1 score report (all applicants. Hard copy (if received) also send directly from College Board.
4. SAT 2 score report (for all SBASSE applicants using this option. Same as SAT 1)
5. 4 color passport sized photographs with white background (put your name on the back)
6. Proof of Payment (see Application Fee section)
7. Two Teacher Evaluations, sealed.

If Applicable/Optional
1. Statement of Entry for Nov 2013 examinations (required for those who have taken them).
   Results for November 2013 Examinations must be submitted to LUMS within 3 days of release.
2. Creative Space/Essay/Personal Statement response. (if not done online)
3. Certificate copies for Awards/Honors, Extracurricular Activities, and/or Work Experience.
4. Financial Aid documents (if applying for aid)
5. If there is anything that you need to explain about your record, or that you need them to know and
   there is no place to enter it in the online form, then write them a letter about it and enclose it.

LUMS Application Process – Entry 2015
The Lyceum - November 2014
MAILING PROCEDURE

1. Collect all of the documents you must send to LUMS in ONE envelope, including the teacher references.
2. Print out the LUMS mailing label from the application website and affix to your envelope. You will be able to print it out AFTER you submit your application online.
3. Go to the Lyceum library and ask Mr. Azeem for your LUMS transcript and letters of reference. (See Teacher Evaluations above.) Put them in your envelope.
4. Seal your envelope return it to Mr. Azeem.
5. Pay Mr. Azeem Rs.140 (exact change) for TCS delivery. (The package will sent out the same day and delivered the next day.

“Deadline” does NOT mean target date or best date, it means LAST POSSIBLE date!
Do NOT leave mailing or online submission to the last day!

- The LUMS online application website will not operate after their deadline.
  - They will not accept any excuse for missing the deadline, including last minute problems with internet service, power outages, strikes, etc, not even if their own server gets overloaded and slow, or crashes or anything.
  - They suggest sending your application by the end of January.
- Please re-read the deadline cautions in “Important Dates” on page one.
  - Courier delivery of Documents takes one day.
  - You must leave time after submission to:
    ▪ Print mailing label
    ▪ Pay online and print receipt or pay at the bank on the FOLLOWING day
- LUMS will not process your application if:
  - You send more than one envelope
  - You do not use the mailing label
  - Your documents arrive late.

The Lyceum strongly recommends you to send your application and documents well in advance.