

To ensure the security and enhance the value of application materials provided by The Lyceum:

- All envelopes containing Lyceum documents will be mailed directly from the school.
 - Lyceum envelopes will not be released to students under any circumstances.
1. **Meet your application deadlines - It is your responsibility.**
 - a. Leave at least one week for courier service and one month or more for air-mail.
 - b. The fall term deadline is **Mon, December 4, 2017 (tentative)**.
 - c. The spring term deadline is **the end of February**. We must work with AI students after that.
 - d. Don't miss a deadline because of one missing document. It is better to send an incomplete application on time and send the missing document afterwards.
 2. **Notify your college counsellor one week in advance, (or by his or her deadline).**
 - a. Specify which application(s) you want to send, and provide a copy of your AS certificate for each.
 - b. Confirm that the contents of the school envelope are complete.
 - i. If any document is missing, this will give you time to track it down. It is your responsibility to confirm that your references have been received by your counsellor.
 - c. The counsellor will seal the requested envelope and send it to the library.
 3. **Bring your part of the application to the library in an addressed (10"x12") plain envelope.**
 - a. The school will not give out any envelopes for this purpose.
 - b. Write, in the center of the envelope, the full address (including country) and telephone number of the admissions office for each recipient school. Use regular ball point pen: postal workers are not blind.
 - c. Write your name, return address and phone number in the upper left hand corner (not too big).
 - d. Write any applicant/student ID # you have been issued by that school (and OUAC, if relevant).
 - e. See below for which documents go in which envelope.
 4. **Ask a library staff member for your Lyceum envelope, then put it inside your envelope and seal it.**
 - a. The sealed Lyceum envelope will only contain official school documents. It must not be opened or removed from the library for any reason. If you fold one edge in, it will fit in your 9x12 envelope.
 5. **Pay the correct amount for either courier service or regular air-mail. You will be issued a receipt.**
 - a. Courier service: Fill out the waybill. Try not to use a PO Box address, but if you really must, then the receiving office phone number is critical for delivery.
The return address will be the school's, but use your home telephone number.
Ask in the library for the current charges – they may change depending on the exchange rate.
 - b. Envelopes will not be sent until they are mail-ready and paid for, and the waybill completed.
The library staff:
 - i. will not accept money or mailing requests until the envelope is sealed and fully addressed
 - ii. will not be responsible for putting anything in an envelope or sealing it
 - iii. will not address envelopes or provide addresses. (Look them up online.)
 6. **Mailing requests will only be accepted when school is officially open.**
 - a. Confirm with the library staff if you are unsure.
 - b. At about 3:30 pm the courier will be called and/or envelopes dispatched to the post office.
 7. **All document packages MUST be sent by the end of February.**
 - a. College counselors will be working with AI students from mid-February onwards.

School Envelope Contains (as required)

Lyceum school profile
 Lyceum transcript
 Lyceum AS Level Certificate
 Counsellor letter and school form
 Lyceum teacher letters and forms
 Any document we have attested

Your Envelope Contains (as required)

Attested 9-11 transcript
 Attested O Level results
 Paper application documents – if used
 Application Fee – if not paid online
 Non-Lyceum teacher/other references
 Letter from tutor for any private subject
 Financial documents
 Supplementary materials