

LUMS Online Application - 2020 Entry

- Apply for your **IBCC Equivalence Certificate** as soon as possible. www.ibcc.edu.pk
- Open and read carefully all documents in the page opened by the *Important Information* tab
- 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.*

IMPORTANT DATE INFORMATION

Submit Lyceum Teacher Reference Forms

Nov 29, 2019 (Friday)

Application for admission (online) must be submitted by:

Jan 30, 2020 - 5:00 pm (PST)

- Practically, you should submit at the very latest by Feb 29, because: **(Thursday)**
- You cannot print the mailing label and payment voucher until after form submission.
- You cannot use the payment voucher at the bank until the day after it is printed.
- Submit much earlier, if possible, to avoid LUMS server delays.

Supporting documents must be received at LUMS by:

Jan 31, 2020 (Friday)

- Documents must be couriered by Jan 30 (next-day delivery)
- Proof of payment must be enclosed.

SBASSE Subject Test administration:

Feb 16, 2020 (Sunday)

APPLICATION FORM

- 1) The form is interactive. Start filling out what you can see to gain access to the complete form.
- 2) Open and read the instructions on the main page and within each section of the application
 - a) Click on the blue link in the upper right of the section box. (Ex: School(s) Applied – Instructions) Make sure to scroll down so that you see all of the instructions.
- 3) To send an e-mail question to LUMS, click on “Welcome. . . “ in the upper right corner to get the link “Ask LUMS Admission”. Provide your Tracking ID in all correspondence with LUMS.

First

- 1) Complete *Schools Applied* and *Biographical Information* sections.
- 2) Print 2 Teacher Reference forms, and save a PDF copy in your computer.
- 3) Submit your Teacher Reference Forms by December 4, 2019, according to the instructions sent to you by e-mail from the College counselling office. (See section “Teacher Evaluations” below.)

Schools Applied

- 1) You may apply to two schools 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 carefully.
 - a) Allocation of preferred major is not guaranteed at admission. Allocation is usually done at the end of the first year according to the 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

Academic Information

- 1) You must create a new record for each CIE Certificate that you have
 - a) Secondary Level (O Levels), usually:
 - i) June 2017 (Pak Studies/Islamiyat)
 - ii) June 2018 (all of the rest)
 - b) Higher Secondary Level (A Levels):
 - i) June 2019 AS subjects taken through The Lyceum. Your June 2020 A Level subjects and General Paper will also be a part of this record.
 - ii) Add 1 record for any private exams that you will take in June 2020.

- iii) **Add 1 record for each separate certificate** (whether taken through school or privately) for:
 - (1) any A Level you have already completed, including (Accelerated) Mathematics
 - (2) any paper taken in November 2019 (tick Results Pending)

Create and Complete Each Record

- 1) **Secondary Level – O Level** Mostly self-explanatory.
 - a) *From* - Put “August 2016” for all O Level records.
 - b) *To* - Put the specific exam date (June 2017, Nov 2017, June 2018).
 - c) You will find the *Candidate Number* and *Certificate Number* in the bottom right corner of the relevant Certificate.
- 2) **Higher Secondary Level – A Level**
 - a) For all exams taken through The Lyceum (except Accelerated Maths and November GPR).
 - i) *Examination Information*
 - (1) *Have you completed your Post Secondary Degree?* – No
 - ii) *Board/University Information*
 - (1) *Board/University* – Cambridge
 - (2) *Roll Number* – enter from your certificate
 - (3) *Certificate number* – enter from your certificate
 - (4) *Grading Basis* – Letter Grade
 - iii) *School/College University Information*
 - (1) *School Name* - Select “The Lyceum School” from the drop down menu
 - (2) *School Branch* – leave blank
 - (3) *Address, Country State, City* – 78 Clifton, Pakistan, Sindh, Karachi
 - (4) *Phone* – 092-21-35821741
 - iv) *Result Awaiting* .
 - (1) *Result Awaiting* – Do not tick this box.
 - v) *Marks Information*
 - (1) Enter your June 2018 AS subjects and grades. Do not list subjects for which you did not take the external exam (Ex: Art, Further Mathematics, General Paper, GPR).
 - vi) *Subject Information*
 - (1) Enter ALL exams you will take in June 2019, even if you have not included them in the *Marks Information* section (Ex: General Paper, AS English Language, Art, and Further Maths).
 - b) For private exams to be given in June 2020.
 - i) *Examination Information* – Same as entry #1, except
 - (1) *Type of Exam taken in AI* – No exam (If you have not taken AS – in the case of a June 20 Accelerated A Level / June 20 AS Level only) When you choose this option the boxes for *Board/University Information, School/College University Information, Results Awaiting, and Marks Information* all disappear.
 - (a) If you are taking an AS Level exam only, then put a letter in your envelope explaining that it will be an AS Level exam and not an A Level exam.
 - (2) *Type of Exam taken in AI* – External Exam, AS Level (If AS Level was taken in June 2019/Nov 2019) In this case you will need to fill in *Board/University Information, School/College University Information, Results Awaiting, and Marks Information.*
 - ii) *School/College University Information*
 - (1) Select *Not Listed*, type in “British Council”
 - (2) *School Branch* – leave blank
 - (3) *Address, Country State, City* – PO Box 13811, Karachi.
 - (4) *Phone* – 092-21-111425425
 - c) For a private Nov 2019 exam / for any private completed A or AS Level exam(s) For June 19 Accelerated Mathematics through school
 - (1) Have you completed your Post Secondary (should say Higher Secondary) degree? Yes
 - (2) Wait to submit your form until Jan 10, when you will have your Nov 2019 exam result.

d) For Any Other Unusual Circumstances

- i) Write to LUMS and ask them – Do not wait until the last minute to do this – give them plenty of time to address your question.

Admission Test

List your SAT date and result (if received) and indicate whether or not you will take the SSE test.

- 1) You must have your New SAT 1with Essay score sent directly to LUMS from the College Board.
SAT Code: **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 Subject 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 (“a high school/college teacher who has taught you . . . in the past two years.”) If absolutely necessary, a counsellor may write a reference for you.
- i) An O Level teacher may write a reference if he or she taught you in 11th grade, however O Level references are NOT RECOMMENDED.
- b) Teacher evaluation forms are individualized and must be printed from within your application.
- 2) You have received instructions by e-mail on how to submit the teacher reference form.
- a) Download the Teacher Reference Form from within your LUMS Application. Save a copy.
- b) Print two copies and fill in the teacher’s information (Name – School Address) in the “To the Teacher/Evaluator” section.
- c) Submit the copies for Lyceum teachers to Mr. Clifford Nazareth by Wednesday, Dec 4, 2019.
- i) He will distribute the forms to the teachers and they will return the completed references to him. As each letter is complete, it will be sealed into an envelope and sent to the library
- d) Non-Lyceum Teachers: You are solely responsible for giving the teacher the LUMS form, collecting the sealed copy, and enclosing it with your application documents.
- 3) Confirm at least two weeks in advance of your mailing date that your letters are complete.
- a) If one of your references is not in the library, it means that it has not been received by the College Counselling office. Please see Mr. Nazareth for letters from Lyceum teachers. If the letter has not been received by our office, then you must then follow up directly with your teacher.

Personal Statement

- 1) There are two questions to answer.
- a) Keep your statement a reasonable size. A maximum of about 500-650 words/ 4000 characters (like UCAS) should be plenty.

Awards & Honors

- 1) Choose honors/awards that distinguish you from other students. (If many people have received the same certificate, it does not set you apart.)
- a) Choose a few that you want to be noticed. If you clutter up the section with too many, then the important ones may not be noticed.
- 2) You may send certificates for awards you have listed with the rest of your documents. Optional.

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.

Prefect; grades 11 and 13. Attended leadership workshop, grade 11.

School Plays; acted, grade 10; worked backstage, grade 11.

Model United Nations; grades 9-13. Best Delegate award, grade 12.

- 2) You may send certificates for activities you have listed with the rest of your documents. Optional.

Work Experience

- 1) You may put internships as well as paid employment here.

Financial Aid

- 1) Complete this section if you wish to apply for financial aid. This is an extremely detailed form. Documents required are listed in the Supporting Documents List, and must be sent with other documents to LUMS.
 - a) Start filling this form and gathering your documents well in advance of the deadline.
 - b) 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.

Upload Documents to Checklist

- 1) Scan a copy of each CIE **certificate** (NOT the Statement of Results or Provisional Results) individually
 - a) You will be given an upload link for each academic record you have created, in addition to your Photograph, CNIC/B-Form and Passport.
 - i) You must upload a document into each field, even if you upload the same document (ex: Certificate with AS subjects and Accelerated Math will be entered for two separate records).
 - b) You must also mail a full set of your **attested** CIE Certificates to LUMS.

SCHOOL TRANSCRIPTS

- 1) **Lyceum Transcript:** LUMS requires your Lyceum transcript with A1 grades.
 - a) Transcripts will be prepared for all students who put LUMS on their college list, or who turned in letter of reference request forms. Your sealed transcript will be sent to the library – put it in the one envelope you send to LUMS.
- 2) **O Level School Transcript:** Not required.

PAYMENT OF THE APPLICATION FEE (Rs 5900) and the SBASSE TEST FEE (Rs 2200, if required)

- 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.

PRINTING THE MAILING LABEL

- 1) Once you have submitted your application you must complete and submit the application checklist. Only then will a black box will appear in the upper right hand corner with a link to the mailing label.

DOCUMENT SUBMISSION via TCS

Print a copy of the *Checklist for Supporting Documents* and follow it carefully. Mail LUMS paper copies of:

Required from **Everyone** (student provides)

1. Equivalence Certificate issued by IBCC Pakistan
2. CIE Certificates for all completed examinations
3. 9-11 Transcripts from your previous school
4. SAT 1 score report (except for Mar 2020 tests) Must also be sent directly from College Board/ACT.
5. 4 color passport sized photographs with white background (put your name on the back)
6. Proof of Payment (see Application Fee section)

Required from **Everyone** (College Counselling provides. These will be sent these to the library)

1. The Lyceum transcript, sealed (this is “A Level first year results”)
2. Teacher Evaluations from Lyceum teachers, sealed.

Required if **Applicable** (student provides)

1. Financial Aid documents (if you are applying for aid).
2. SAT Subject Test score report (SSE applicants are recommended to send Subject test scores, if taken)
3. Teacher Evaluation from a Non-Lyceum teacher, sealed.

Optional (student provides)

1. Certificate copies for Awards/Honors, Extracurricular Activities, and/or Work Experience.
2. 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.

Mailing Procedure

1. Collect ALL of the documents you must send to LUMS in ONE envelope.
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 the staff for your LUMS transcript and your 2 letters of reference. Put them in your envelope. (If any one of your documents is not in the library, then check with Mr. Nazareth in the College Counselling office.)
4. Seal your envelope return it to the library staff.
5. Pay Rs.240 (exact change) for TCS delivery. (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.
- **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.