

**DELHI PUBLIC SCHOOL, GURGAON**

**CIR/94/P/2018-19**

**Date: 13<sup>th</sup> July 2018**

Dear Parents,

Many of our students apply abroad for under graduate programmes. You are aware the application process for overseas admission and few Indian universities require letters of recommendation, transcripts, and predicted scores.

Please note the following:

- Requisition form for documents required to apply to various universities can be collected from the class teacher. The school counsellor and the respective subject teachers will upload the documents.
- Buzzword for UCAS application is DPSGURGAON2019
- Deadlines for applying at various universities may differ, however, the closing date for students requesting for the documents from the school is 30<sup>th</sup> September'18. You are requested to kindly adhere to the specified date.

We wish our children all the best in their future endeavours.

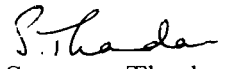
With best wishes



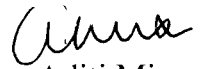
Anamika Sethi  
School Counsellor



Arpna Gupta  
Headmistress



Santvna Thadani  
Vice Principal



Aditi Misra  
Principal

**DELHI PUBLIC SCHOOL, GURGAON**

**Requisition Form for documents required to apply to International and few Indian Universities**

Name: \_\_\_\_\_

Class and Section \_\_\_\_\_

Documents' request placed on \_\_\_\_\_

Documents required on \_\_\_\_\_

Countries applying to \_\_\_\_\_

Please tick against the required documents:

1. Letter of Recommendation

Counsellor

Class Teacher / Subject Teachers (teaching classes XI and XII only)

Please specify: a) \_\_\_\_\_

b) \_\_\_\_\_

2.  Transcript

3.  Predicted Score

4.  Mid Year Report of Pre Board I / II

5.  School Profile for \_\_\_\_\_ University

Kindly submit the photo copy of mark sheets of classes IX, X, XI, mid term and first term result of class XII along with this form.

**Kindly note:**

- This duly filled form will be processed on approval by the Principal.
- School will require fifteen working days to process your request.
- Letter of recommendation will be uploaded directly by the counsellor and the concerned teachers. Hardcopy of the same will not be given to the students.
- Transcript, Predicted score, Mid Year report should be scanned and mailed to Ms. Anamika Sethi (anamikasethi08@gmail.com) in pdf format. Seven working days will be required by her to upload the documents. Please ensure that the size of each file is less than 500 KB.

Parent's Signature \_\_\_\_\_

Contact No \_\_\_\_\_

Remarks by the Principal \_\_\_\_\_



# DELHI PUBLIC SCHOOL, GURGAON

## All About Me

The school counselling and guidance services would like you to share information that can help shape and personalize your letters of recommendations required for International universities and a few Indian universities. Please answer all the questions carefully and thoroughly.

Student Name: \_\_\_\_\_ Class & Section: \_\_\_\_\_

**The three words that best describe me (with examples to support):**

**An accomplishment at school that I am proud of (organizing events, a project, learning a difficult concept, working collaboratively or anything else)**

**A personal accomplishment I am most proud of (with reason):**

**My greatest personal strengths are:**

**My hobbies/What I am passionate about & how I have pursued my interests:**

**Two subjects which interest me the most and why:**

**Internships I have done along with the specific nature of work: (certificates to be attached)**

**My career and personal goals are:**

**My intended college course is:**