

DELHI PUBLIC SCHOOL, GURGAON

CIR/94/P/2018-19

Date: 13th 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:

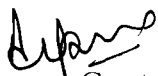
- Requisition form for documents required to apply to various universities can be collected from the class teacher. The school counsellor and the respective subject teachers will upload the documents.
- Buzzword for UCAS application is DPSGURGAON2019
- Deadlines for applying at various universities may differ, however, the closing date for students requesting for the documents from the school is 30th 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



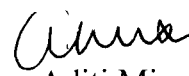
Anamika Sethi
School Counsellor



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:

--