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A comprehensive Checklist for Effective College Counselling Practice



- *Career Office*
- *School Profile*
- *CEEB Code – College Board*
- *UCAS Account*
- *CommonApp Advisor Account*
- *College Counselling Platforms*
- *Transcript*
- *IGCSE/ O level Certificate*
- *AS Level Certificate*
- *A level Predicted Grade*
- *Psychometric Tests*
- *Student List*
- *English Proficiency Tests*
- *Other Tests (SAT, ACT, IMAT etc)*
- *University Engagements*
- *Counsellors Fly-In opportunities*
- *Trainings - CPD certificates*
- *IACAC Membership*



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Career Office



Activity Plan: Design Your Ideal Counseling Office

Objective: Identify key elements of an effective counseling office setup.

Group Size: 4–5 counselors per group

Duration: 3 minutes

Instructions: Each group lists the essential features they believe every ideal counseling office should have - focusing on functionality, comfort, and accessibility.

Sharing: One representative from each group briefly shares their list (about 30 seconds).



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Career Office



1

Brochure stands with information about uni's

2

A bulletin board for upcoming events

3

A small round table with 3-4 chairs for meetings

4

A printer/scanner for quick document handling

5

Shelves with organized folders

6

Computers for students use

7

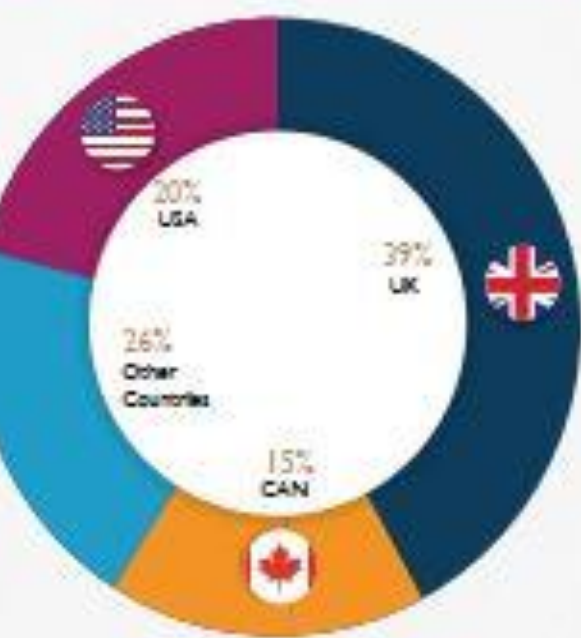
A feedback box or digital QR code



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MOST REPRESENTED PUPIL PASSPORTS



PARTNERSHIPS, ACCREDITATIONS & MEMBERSHIPS



SCHOOL CODES	CGSE: 647221	UCAS : 46396
	Cambridge Centre Number:UG001	

COMMUNITY

Galaxy International School Uganda is a growing co-educational, privately owned, international school in Uganda situated in Lubowa, a comparatively wealthy suburb 10km from the capital Kampala. There are two international schools (primary and secondary) in the area and a number of independent kindergartens and primary schools as well as a local religious University.

SCHOOL

The school provides an international curriculum that includes the International Early Years Curriculum (IEYC) at Kindergarten 1, 2 and Reception; International Primary Curriculum, Cambridge Primary curriculum at the Primary level. While at the secondary level, IGCSE, Advanced Subsidiary (AS) level and Advanced (A) Level are offered.

Galaxy International School Uganda is accredited by the Council of International Schools (CIS) and is a member of the Association of International Schools in Africa (AISAI).

UNIVERSITY DESTINATIONS 2020 - 2024



UNIVERSITY OFFERS AND ACCEPTANCES 2020 -2024

United States Penn State University University of Texas A&M Arizona State University University of Michigan Ohio Northern University Grand Valley State University Buffalo State College The George Washington University Henry University De Anza College Virginia Tech Campbellville University Huntington University University of Tampa	Prosen University Seoul University Hanyang University Asian University University of Seoul Seoul University of Western England University of Greenwich University of Leeds The University of Manchester University of Huddersfield University of Warwick Cardiff University	Other Countries Hanoi College of Technology (ANNAM) IDU University (INDONESIA) Seneca University (KENYA) Humber University (CANADA) Sunley College (SOUTH AFRICA) Yildirim Institute of Technology (TURKEY) Humber/Wire University (UK) University of Nairobi (KENYA) Mulanje University (MALAWI) Kibiko International University (KENYA) Uganda Christian University (UGANDA) Utrecht University (NETHERLANDS) University of Delaware (USA) The American College of Greece (GREECE) University of Adelaide (AUSTRALIA) University of Auckland (NEW ZEALAND)
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School Profile

- 1 General School Information
- 2 Academic Structure – Grading System
- 3 Assessment & Academic Results
- 4 Student demographic Information
- 5 University Placement / Matriculation Data
- 6 Extracurricular & Leadership Opportunities
- 7 Administrative & Contact Information



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CEEB Code – College Board



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🔍 schoolcode.collegeboard.org

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⚙️

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👤

⋮

CollegeBoard

HomeLog InSign UpUser GuideForgot Password

College Board

School Code Request Form :

College Board School Codes are assigned to organizations that want to receive scores for or administer College Board assessments.

Log in or sign up to request a College Board School Code for the first time, to update an existing College Board School Code to Level II, or to update school data (including school name and address) for an existing College Board School Code.

What is a School Code?

Username *

Password *

Login

Forgot Password?

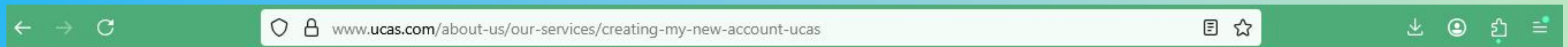
Create Account

Please Note: This account is separate and unique from your College Board Professional account. College Board Professional accounts are used to manage the College Board account.



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UCAS Account



UCAS

Discover Applying Money & student life International

Search Heart User Sign in

Home / About us / Our services / Creating my new account with UCAS ...

<https://www.ucas.com/about-us/our-services/creating-my-new-account-ucas>

Creating my new account with UCAS

If you have registered a UCAS account but do not yet have any permissions to access UCAS services or are having difficulty with your account, you can contact our customer services team who will be able to help.

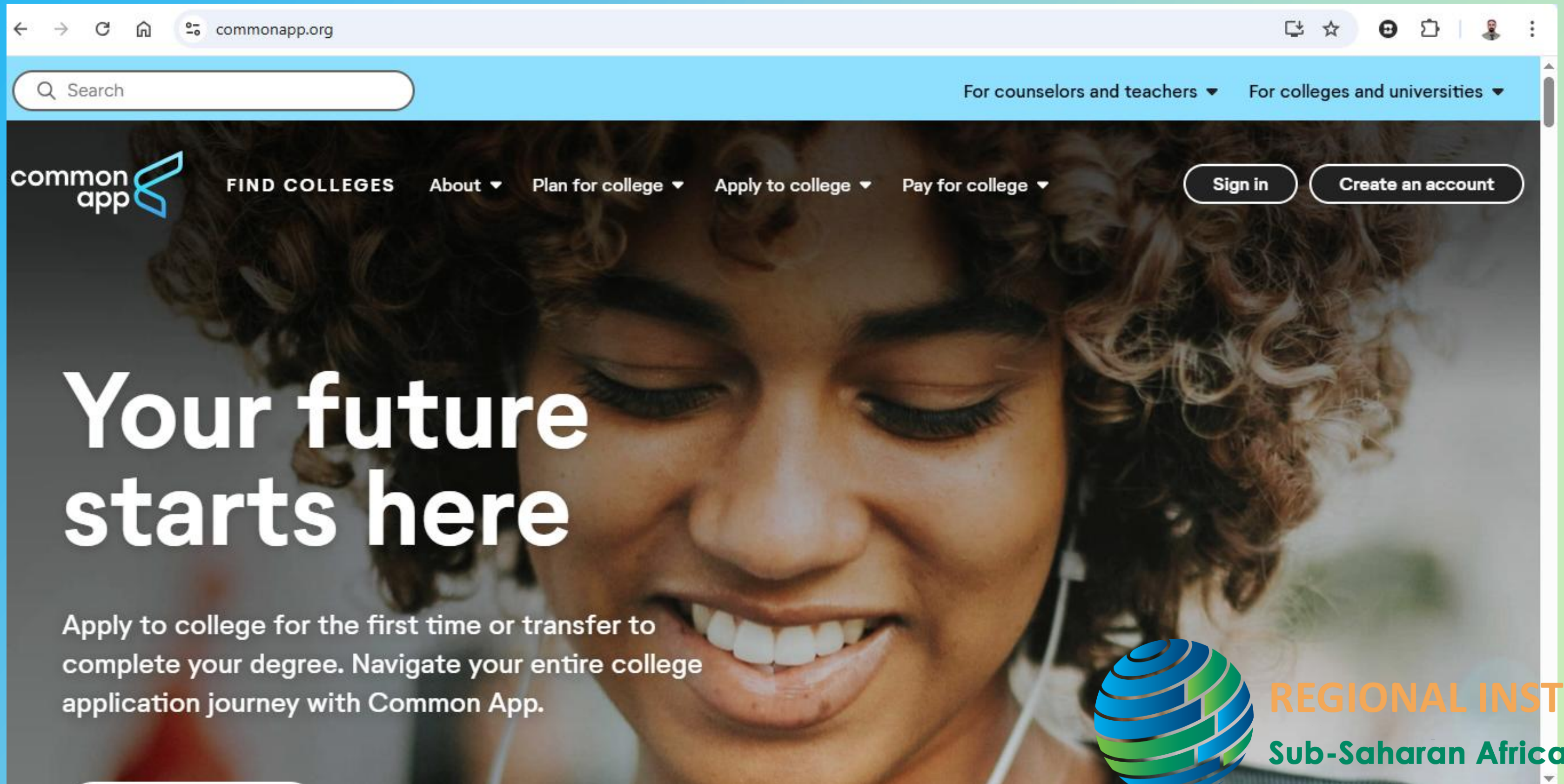


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CommonApp Advisor Account

A screenshot of the CommonApp website. The browser address bar shows 'commonapp.org'. The page has a light blue header with a search bar on the left and navigation links on the right. The main content area features a large image of a smiling young woman with curly hair. Overlaid on this image is the text 'Your future starts here' in large white font, followed by a paragraph about applying to college. The CommonApp logo is in the top left, and navigation links are in the top center. 'Sign in' and 'Create an account' buttons are in the top right. In the bottom right corner, there is a logo for 'REGIONAL INSTITUTE Sub-Saharan Africa 2025'.

commonapp.org

Search

For counselors and teachers ▼

For colleges and universities ▼



FIND COLLEGES

About ▼

Plan for college ▼

Apply to college ▼

Pay for college ▼

Sign in

Create an account

Your future starts here

Apply to college for the first time or transfer to complete your degree. Navigate your entire college application journey with Common App.



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CommonApp Advisor Account

The screenshot displays the CommonApp website interface. At the top, the browser address bar shows 'commonapp.org'. Below the address bar, there is a search bar and navigation links for 'For counselors and teachers' and 'For colleges and universities'. The main header features the 'common app' logo, 'FIND COLLEGES', and 'About'. A large banner on the left reads 'Your future starts here' with the text 'Apply to college for the first time, complete your degree. Navigate your application journey with CommonApp.' To the right of the banner, there are 'Sign in' and 'Create an account' buttons. A modal window titled 'Sign in' is open in the center, featuring a close button (X) in the top right corner. The modal is divided into two sections: 'Students' and 'Recommender login / Member college login'. Under the 'Students' section, there are two blue buttons: 'First-year student' and 'Transfer student'. Below these buttons, it says 'Don't have an account yet?' followed by a 'Create an account >' link. Under the 'Recommender login' section, there are two links: 'Recommender login >' and 'Member college login >'.

common app

FIND COLLEGES About

Search

For counselors and teachers For colleges and universities

Sign in Create an account

Sign in

Students

First-year student

Transfer student

Don't have an account yet?

Create an account >

Recommender login >

Member college login >

Your future starts here

Apply to college for the first time, complete your degree. Navigate your application journey with CommonApp.



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CommonApp Advisor Account



Let's get started!

Welcome to Common App! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

Already have an account? [Go to the login page.](#)

- First year student ?
- Transfer student ?
- Education professional ?
- Parent or other adult ?



[Need help?](#) [System requirements](#) [Accessibility information](#) [Terms of use](#) [Fraud policy](#) [Privacy policy](#)



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College Counselling Platforms



MaiaLearning



BridgeU



Unifrog

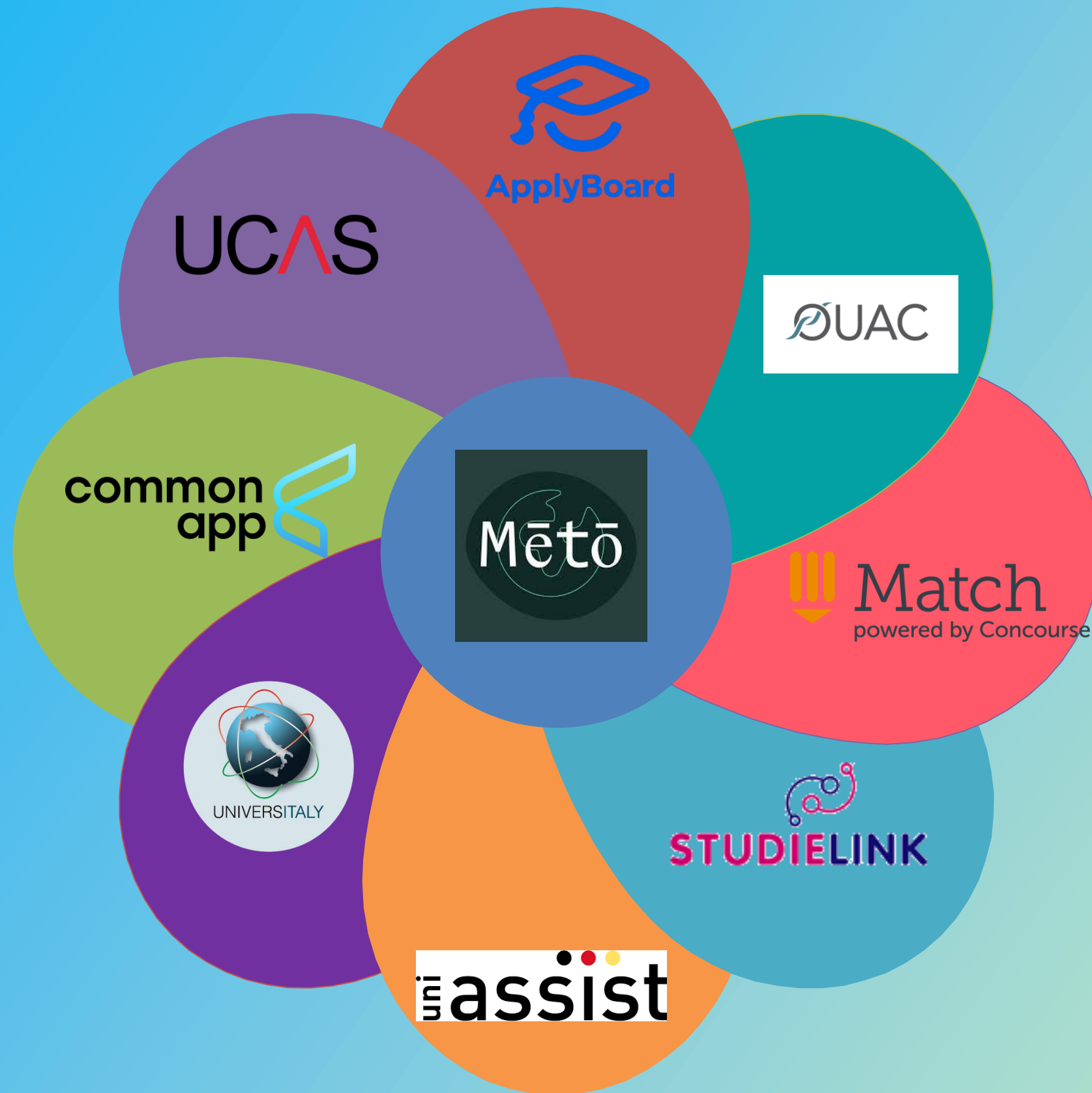


Cialfo



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College Counselling Platforms

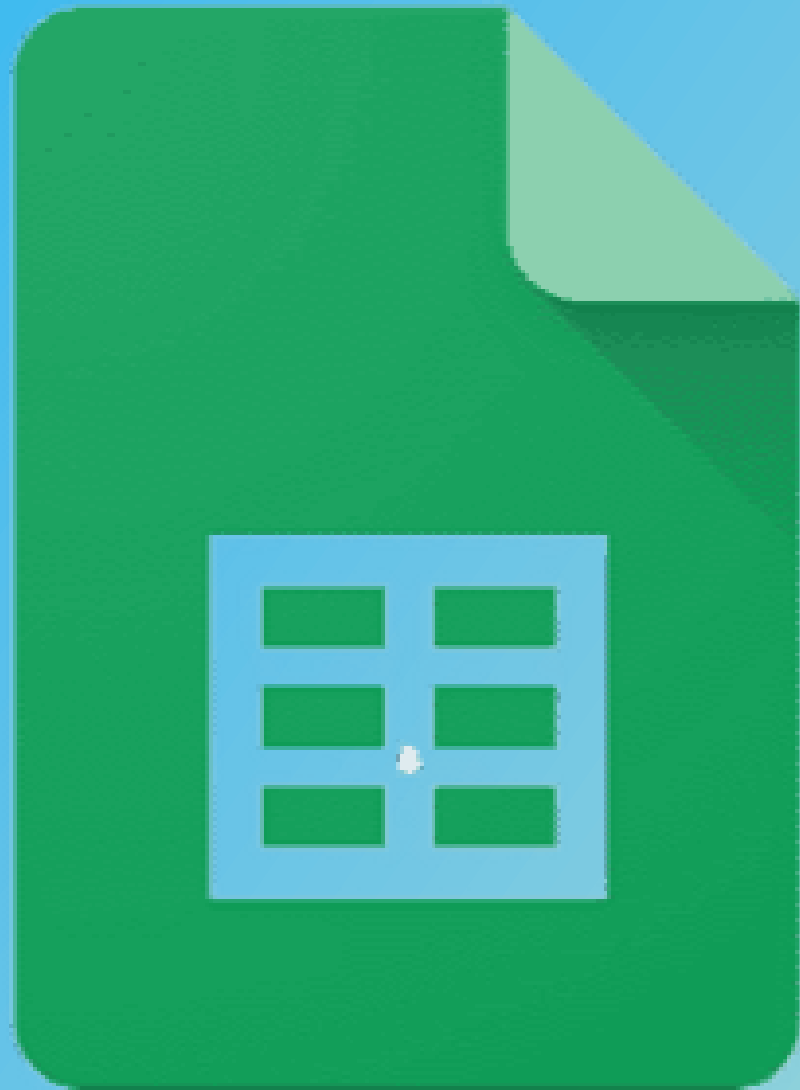


- METO
- ApplyBoard
- UCAS
- CommonApp
- Universitaly
- Uni-Assist
- StudieLink
- Match
- OUAC
- Direct App



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Student Tracking Systems



GOOGLE SHEET
Old but Gold



NOTION
Strong tools



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Student Tracking Systems



Mehmet's Notion

Search

Inbox

Shared

Galaxy International Scho...

School Counsellors Meeting

Galaxy International S...

Galaxy International School Uganda



Galaxy International School Uganda

+ Applications

Show All

By Stage

Due Dates

Name of Student

Countries

Programs

App. Status

Comments

 1	UK	Criminology, Psychology, Law	Concluded	She has only 1 conditional offer.
	UK Canada	Pharmacology	Concluded	She has offers from all
 1	US		Pending	Dad will update us on 19th March

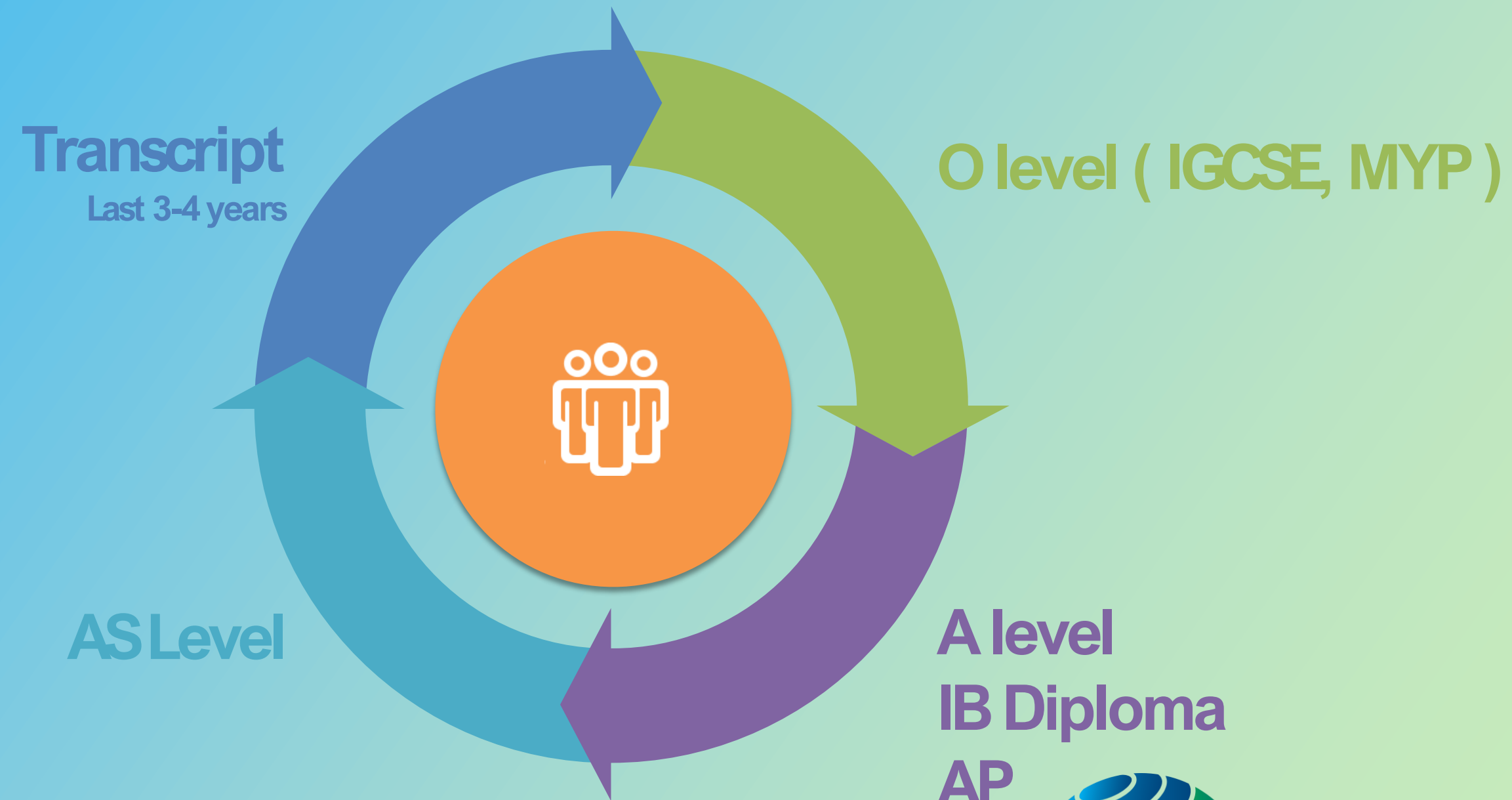
COUNT 21



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ACADEMIC DOCUMENTS

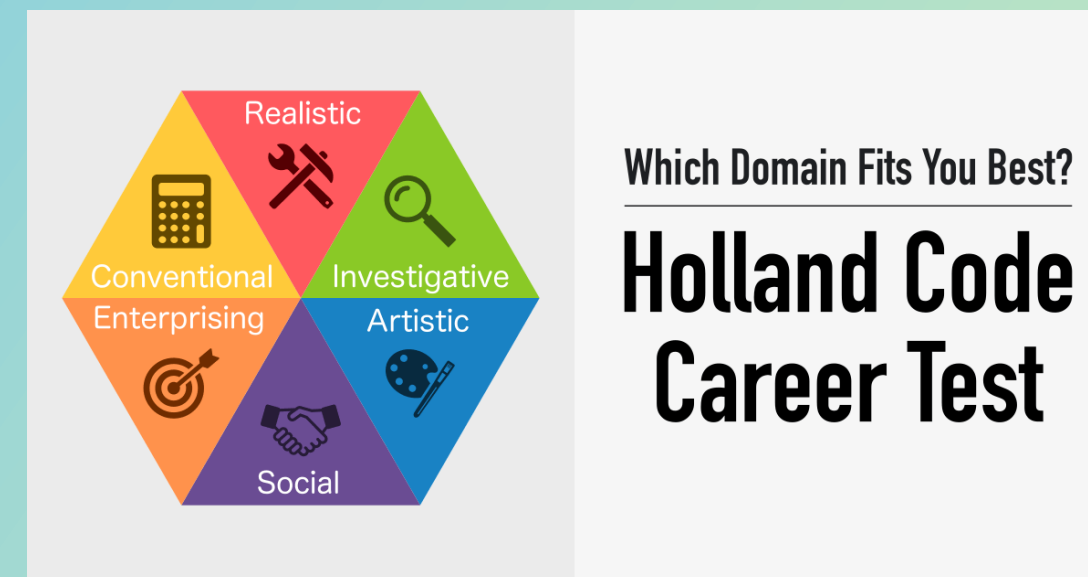


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Psychometric Tests



The 4 Learning Styles



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Student List

What kind of student information do we need to record?

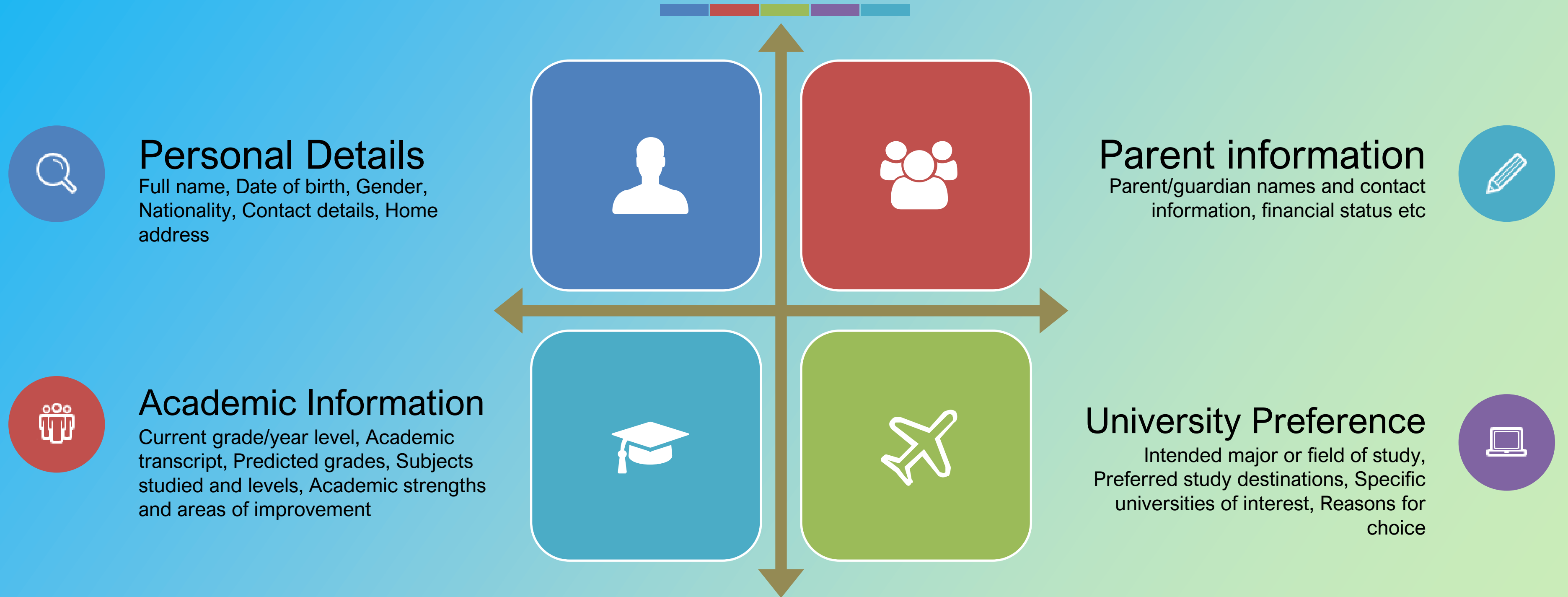


2027 Graduates
Prepare students for applications



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Student List - Records



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English Proficiency Tests



IELTS



TOEFL



PTE



Duolingo



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Other Tests



SAT / ACT



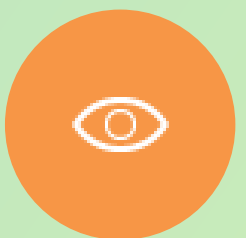
UCAT



IMAT



Many More...



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University Engagements



University Fair

Organizing fairs
Participating fairs



University Session

University representative visit



Online Webinar

Online Fair for students
Representatives presentation



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Counsellors Fly-In opportunities



01

Networking

02

University Website

03

Nomination

04

IACAC platform

Thank You for Visiting McMaster University!



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Counsellor Trainings



01

ApplyBoard

Canada, UK, USA, Australia and Ireland

02

University sessions

Universities organize online session for counsellor

03

Dutch Bootcamp

Dutch Bootcamp for Counsellors, 9 top universities are organizing it.

04

TimesHigherEducation

The Counsellor Accreditation Program

05

Post Graduate

Study higher education in related field

06

IACAC

International Association for College Admission Counseling memberships and conference opportunities

07

Coursera

Applying to US universities by University of Pennsylvania

08

Counsellor Fly - In

Contact with university representative

09

LinkedIn

Networking with Admission officers

10

AISA

Association of International Schools in Africa

11

CIS

Council of International Schools



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Bonus: Counsellor Association



SURVEYS



Please scan and fill it for feedback



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Q & A



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