

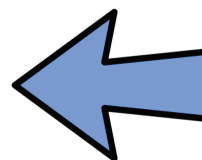
In our ongoing commitment to insuring the integrity and success of each of our students, WA encourages all seniors and their families to work through our university placement counselor for all of their university application processes. This will guarantee accurate and complete applications are received on time by those selected schools.

If you choose to work with an outside agency, WA has very specific guidelines that must be followed if university applications are to be processed with accurate and verifiable information and in a timely manner.

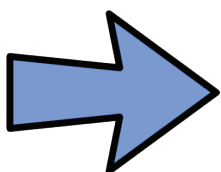
Even if your agent is doing all of your applications for you, our Guidance Office must still provide the following documents to each of your schools. We cannot send any official documents to your agent. They must be mailed directly from us to each of your schools.

- Official Washington Academy transcript
- Current and updated grade reports
- Official Mid-term Report
- Final transcript as proof of graduation (official)
- Teacher Letter(s) of Recommendation (official and confidential)
- Official Secondary School Report
- Guidance Counselor Letter of Recommendation (official and confidential)
- Current schedule of classes

**WA WILL
PROVIDE :**



**YOUR AGENT
MUST PROVIDE:**
(for each and every university)



- Official transcripts from your home country for grades 9- the last year you attended there.
- Official financial affidavit of support/financial certification form/letter of intent to support with original signature(s) from your parent(s) or other source of support
- Official, original bank statement documenting the availability of at least one year's total cost of attendance
- Copy of your passport and visa identification pages, I-94 and current I-20
- TOEFL test score sent directly to each school from ETS
- SAT scores sent directly to each school from College Board.

We are not responsible for keeping track of your agent's application pieces!

It is up to you and your family to decide if you or your agent will be responsible for submitting your online application, required essay(s) and application fee. The Guidance Office IS NOT responsible for keeping track of whether you have submitted applications and if you have met each university's application deadline for doing so. In addition, we WILL NOT process our parts of each application until you bring us proof the application has been submitted.

You must bring in a list of the schools to which you or your agent are submitting applications **TEN BUSINESS DAYS BEFORE** the application deadline for each of your schools. We are NOT responsible for submitting last minute application materials by deadline.

Your agent must honor our ten-day deadline and our university selection guidelines.

I HAVE READ AND UNDERSTAND THE POLICIES FOR SUBMITTING APPLICATIONS THROUGH AN AGENT.

STUDENT'S SIGNATURE

PARENT'S SIGNATURE

DATE