



Dear Alumni,

If you should wish for written guidance on your UK and/or US application essays, please adhere to the following instructions and deadlines.

- 1) You are allowed to submit **a maximum of once for your UCAS statement, and a further once for a US application** for **one** school of choice.
- 2) Your essays should be submitted in a single document in **Microsoft Word format, Arial, font size 11**. Please do not send in other formats, or links.
- 3) For **UK apps**, name your file as “Your Name Class Major.docx” (e.g. ABC 22A019 Law.docx).
- 4) For **US apps**, name your file as “Your Name Class University.docx” (e.g., XYZ 22S09B SPO University.docx)
- 5) Email us your essays at collegeadmissions.
- 6) The following **deadlines** apply:

Who	When to submit essays by
Oxford/Cambridge or UK Med/Dentistry/Vet applicants	11 Sep 2359h
US Early applicants	17 Oct 2359h
All UK non-Oxbridge/Med and US RD applicants	18 Nov 2359h

We will respond within two weeks with feedback. The aim of feedback to spur independent thought, prompt you in the right direction, whilst keeping your authentic voice, hence it is given only once.

Given the massive volume we deal with, late submissions will not be accepted.

HEO will be closed from 2 Dec 2022 for the processing of applications. So please help us by being on time, so that we can help all of you!

To-dos for feedback to be effective:

- Ensure you submit as finalized a draft as possible, as early as possible. This gives you sufficient time to refine your drafts post-feedback.
- **For UK applications:** state your list of colleges and majors in your word doc, ordered by preference. E.g.,
 - 1) College X, Major X
 - 2) College Y, Major Y
- **For US applications:** submit your 10+5, CA essay and **full set of supplemental essays**. This is for one school of choice, which should be named. This enables us to give you holistic and specific feedback on a full app. Lessons learnt can then be applied to your other apps.

***Adhere to all instructions & internal deadlines in Timelines and the UK/US guides.
Best of luck in your pursuits!***

**Your teacher-counsellors @ HEO
Raffles Institution, July 2022**