



UNIVERSITY PLACEMENT SERVICES (UPS) AGENT TRAINING 2021

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PART I: UPS OVERVIEW

KAPLAN UPS OVERVIEW

- Partnerships with 200+ universities and colleges in the. U.S.
- Student receives assistance applying to partner university.
- KI English levels in lieu of tests (IELTS/TOEFL waivers)
- Conditional Acceptance letters (CLOA) from some institutions
- Progression into a partner institution once Student has achieved Kaplan English level and met admissions criteria.



TYPES OF ENGLISH PROGRAMS AND UPS

Available with a minimum 8 week full-time course in:

- Intensive English
- Semi Intensive
- General English
- English for Business/Intensive Business
- TOEFL Academic English (TAE)
- GRE/GMAT (12 weeks)



*Not available for non-KI enrolled students

ADMISSIONS 101 – THINGS TO KNOW ABOUT UNIVERSITY ADMISSIONS

1. University Deadlines are real.
2. Student/Agents must be timely when submitting documents.
3. Universities use any form of communication to inform their acceptance decision. Students/agents must read their emails.
4. Admissions Officers look for well-rounded students. Anything you can do to help evolve your students' resumes helps!



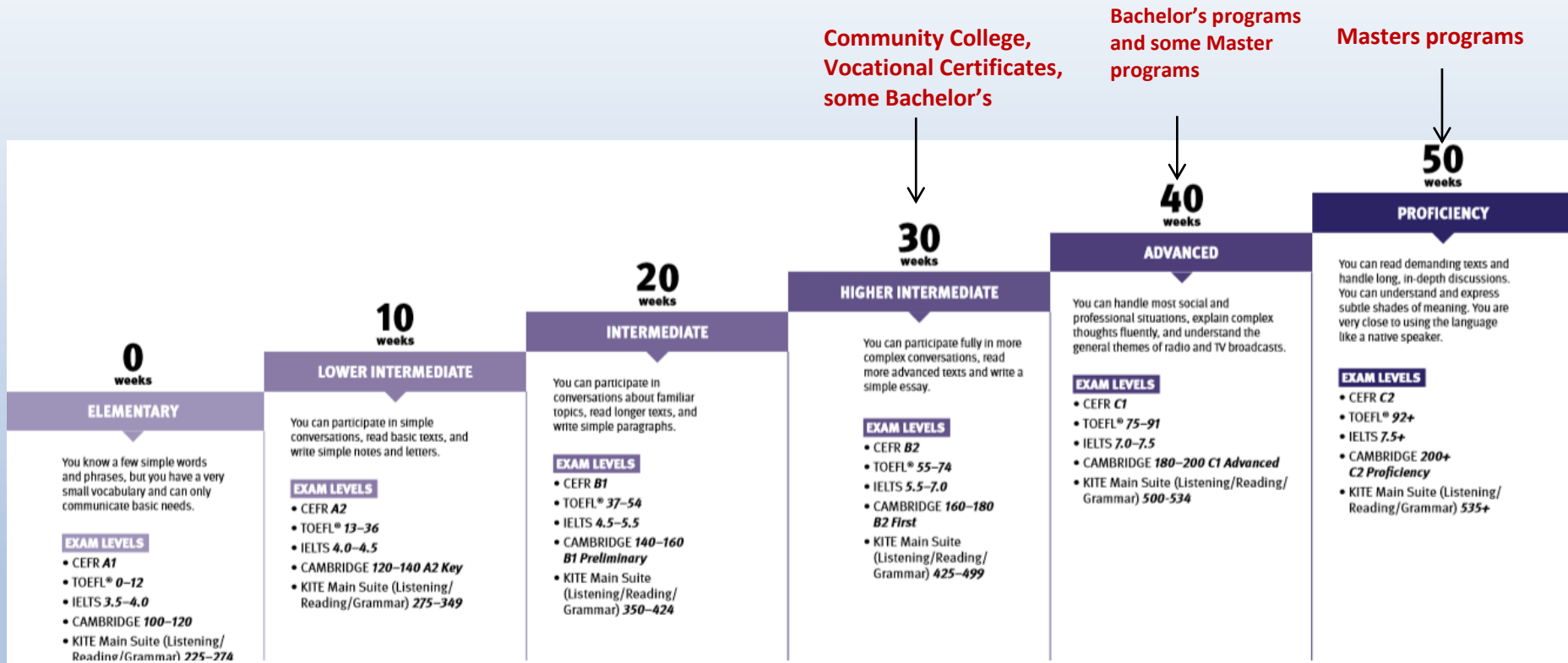
CONDITIONAL ADMISSION

CLA (Conditional Letter of Admission)

- Some KI Partner institutions offer CLA. Students must apply to university before reaching their designated English level. If they meet all of the school requirements, except for English, they will be given a *Conditional Letter of Admission*
- Our new platform lists which partners offer a CLA
- UPS Advisors will be informed when students should apply (conditionally or otherwise).
- Each student will apply at a different time, depending on their English level and university's application deadline.



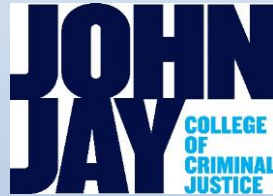
WHAT KAPLAN LEVEL DO UNIVERSITIES ACCEPT?



KAPLAN HAS 200 + INSTITUTION PARTNERS



New York Institute
of Technology



SAN FRANCISCO
STATE UNIVERSITY





PART II: UPS PROCESS

ROLE OF THE KAPLAN TEAM

- Help students to identify what schools they want to apply
- Support students application processing:
 - Familiarizing students with application portal
 - Helping students complete the university application(s)
 - Assisting students to understand post-acceptance process
- Monitor student progress towards required English level and provide updates.
- Answer questions as needed



KAPLAN UPS INQUIRY FORM (STEP 1)

Submit the following within 1 week:

1. University Placement Inquiry Form
2. Copy of student's most recent academic transcripts
3. Select College/ University utilizing our UPS Platform

University Placement Service (UPS) USA Inquiry Form



How to Apply: Please complete, sign and email this inquiry to your advisor.

Student Information

Family name	First name(s)
Date of birth (dd/mm/yyyy)	Class ID
Email	
Kaplan International School	
Start Date at Kaplan	Last Date at Kaplan*

*Please note that a minimum of 8 weeks enrollment is required if you want to start an application through Kaplan UPS.

Intended Field of Study (Example: Business, Fashion)

Major

Degree Type

<input type="checkbox"/> Non-degree (Certificate)	<input type="checkbox"/> Associates (AA/AS)	<input type="checkbox"/> Bachelors (BA/BS)	<input type="checkbox"/> Masters (MA/MS)
Are you applying for conditional admission? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please check the service(s) in which you will enroll

Service	Features	Prices
<input type="checkbox"/> UPS Service	1 application to Partner Institution	\$175 (FREE if studying 16 weeks or more with KI)
<input checked="" type="checkbox"/> Additional application to Partner Institution	Additional application to Partner Institution	\$50/application

Intended University/College Admission Date

<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Winter	Year
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GPA (Grade Point Average)

/4.0	Do you have an official foreign transcript evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No
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College/University Choice*

1.
2.
3.

*It can take anywhere from 4 to 12 weeks from the time the application has been submitted to the chosen College/University to receive a Conditional Letter of Acceptance. Please take this time frame into consideration when applying for our University Placement Service

PLEASE READ CAREFULLY BEFORE SIGNING: Minimum enrollment of 8 weeks in a Kaplan International school is required to use UPS. In the case where Kaplan is unable to obtain admission for you in an appropriate college or university, the applicable UPS fee will be refunded to you. Once your UPS application is received, Kaplan will provide you with the necessary application materials for each school. Each application will include a list of required supporting documentation which may include letters of recommendation, financial bank statements, academic transcripts, and/or a personal statement. Once you submit the required college/university application and its supporting documents and fees to Kaplan, Kaplan will submit your application and negotiate your admission to selected institutions. Admission is guaranteed to at least one of Kaplan's Partner Institutions to qualified students who meet the basic requirements.

I hereby certify that all of the information provided in this application is accurate and complete. I have read and understood Kaplan's University Placement Service policies and procedures as described above. By my signature below, I authorize Kaplan to act as Agent on my behalf. I authorize Kaplan to submit applications and negotiate admission on my behalf.

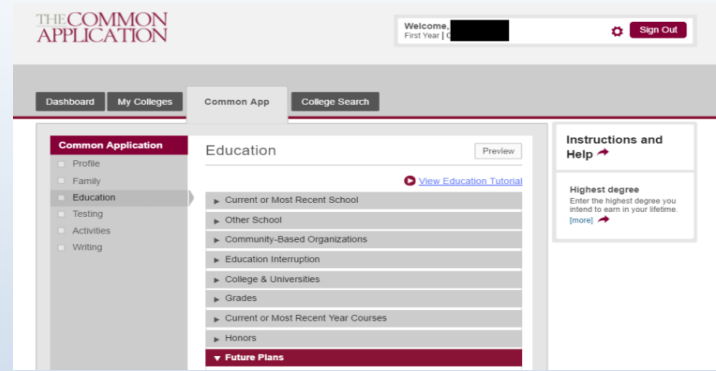
Student Signature	Date
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UNIVERSITY APPLICATION (STEP 2)

Student/Agent must submit documents required by University. Most documents are listed in the schools profile on our platform.

Make sure students are prepared to have the following:

- Application Fee (more on this later)
- Official transcripts and diploma in English (check to make sure all pages are included)
- Resume/Activity sheet
- Copy of Passport
- Statement of Purpose
- Copy of visa and current I-20
- Admissions/Enrolment purposes Financial Guarantee



Specialized or non-partner programs may ask for:

- Official standardized test scores
- Verification of English Proficiency
- Work/internship experience
- Specialized testing
- Placement testing
- Letters of Recommendation

APPLICATION PROCESS (STEPS)



The UPS team will submit the application materials to the College or University and obtain admission on the student's behalf.



If required : Mail completed original transcripts and applications, supporting documentation and fees to the Kaplan UPS Manager.



The University/ College will make a final decision upon full receipt of application materials.



CONDITIONAL ACCEPTANCE PROCESS

1. Student takes free KIE pre-test (optional).
2. Kaplan team provides study plan with English course weeks and up to three university options.
3. Student confirms university/college choice and enrolls at KIE.
4. UPS team sends student documents to university/college(s).
5. UPS team receives the conditional letter and sends to agent.

Process time frame

Approximately 48 hours: UPS team responds to initial inquiry

Approximately 2-3 weeks: KI and student agency confirm choice

Approximately 3 to 6 weeks: UPS team receives CLA

**Masters and specialized programs take a longer time period*



PRICING

- ➔ **8-15 week enrollment - \$175 UPS fee for one application**
16+ week enrollment – UPS fee discount!
- ➔ **\$50 per additional application**
- ➔

QUESTIONS ?

CONTACT THE US UPS TEAM

DONG CHEN

*Director Community College
Programs and UPS*

DONG.CHEN@KAPLAN.COM

Contact regarding:

- Community College selection
- Community College application process and updates (student has submitted/been accepted, etc.)
- Issues surrounding Community College application
- Commissions questions

BOUBKER EL AKKARI

*Student Services and UPS
Director*

BOUBKER.ELAKKARI@KAPLAN.COM

Contact regarding:

- University selection
- University application process and updates (student has submitted/been accepted, etc.)
- Issues surrounding university application

ANGEL AHMED

*Consultant Partnership
Development*

ANGEL.AHMED@KAPLAN.COM
SKYPE: ANGELGNET

Contact regarding:

- University partnership agreement
- Ideas for university partnership
- Direct contact with University leadership



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