

University Placement Services Department

This department works with the high school students who are preparing to graduate and enter post-secondary educational institutions. We help students to navigate their high school's processes for getting letters of recommendation from teachers, completing the counselor letter of recommendation, sending official transcript to colleges and universities, select extracurricular activities, find and apply for scholarships and complete and send their applications.

The main responsibilities of the department include the following:

- Arrange college visits and trips to local college fairs.
- Build and maintain relationships with admission professionals.
- Check and distribute documents and correspondence.
- Educate families about college admissions and financial aid or scholarship possibilities.
- Educate students on appropriate interviewing techniques, self-assessment tools, and application essay writing techniques.
- Follow up as appropriate via email, telephone, and/or Skype.
- Guide students and their parents through the college admissions and application process.
- Handle incoming inquiries and requests from universities regarding students.
- Invite college admissions officers to visit the school and meet with students.
- Maintain a strong working knowledge of colleges and universities, and help students to explore and identify appropriate college options.
- Monitor individual student progress throughout the college application process.
- Participate in events throughout the year sponsored by the College Counseling Office, such as evening college fairs, workshops and college trips.
- Prepare and edit documents; check and enter data; prepare and send mailings and packages.
- Prepare supplementary materials to be sent to colleges. Oversee that school credentials (transcripts and letters of recommendation) get sent to colleges.
- Pursue appropriate professional development, including attendance at annual conference(s) in the counseling and admission professional organizations.
- Review files and records to answer general requests for information.
- Serve as a general resource for students, parents, and teaching faculty regarding admission criteria and college data.
- Share financial aid and scholarship information with students and families.
- Understand the college admission process at a variety of institution types and selectivity levels.
- Work effectively one-on-one with students and be able to address small or large gatherings of people to discuss the college admission and research process.
- Write school recommendations for members of the senior class (detailed letters of support).

Point of Contact

1. Ms. Mahjabeen Ahmed

College Counselor, University Placement Services Department &
Incharge, Advanced Level Department
Phone : +8801713061165, +8801755654135
Email : sunnydalestudentaffairs@gmail.com
studentaffairs@sunnydale.edu.bd

2. Ms. Muhsina Mahzabin

Administrative Officer, University Placement Services Department
Email : sunnydalealevel@gmail.com

3. Ms. Zahira Alam

Administrative Officer, University Placement Services Department
Email : sunnydalealumni@gmail.com