# **Diploma statement** **if the applicant has not yet obtained a secondary school diploma**

# **(to be filled in by the school counsellor/representative)**

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| **Name applicant** |  |
| **Name school** |  |
| **Expected date of graduation** | Click or tap to enter a date. |
| **Applicant will obtain the following diploma (official diploma name)** *Please do not write ‘high school diploma,’ but the name of the diploma from the country where the diploma is obtained.* |  |

**All applicants must provide their grades obtained in the penultimate year and grades obtained in the first term/semester of the final year (until December/mid-January). If no first term/semester grades of the final year are available before 31 January, the school representative must confirm this by filling in the back of the diploma statement.**

**Applicants who obtain the following diploma:**

* **International Baccalaureate (IB)**: clearly indicate the level of all subjects incl languages (HL/SL or A/B) and mathematics: Math Analysis & Approaches SL/HL or Math Applications & Interpretation SL/HL. **Predicted grades are not used for the evaluation.**
* **Baccalauréate Général**: clearly indicate the mathematics course in the Terminale (Mathematics Spécialité or Complémentaires). If the mathematics course is not indicated, RSM will assume that the applicant does not have the required course/level and the IBA mathematics exam is required. **Please provide the original bulletins with the French grading system. RSM will not use converted grades (e.g. letter grading) for the evaluation.**
* **GCE A-levels**: always include the GCSE certificates and AS grades/certificates. If no AS grades/certificates are available, include an interim or progress report of grades obtained in the penultimate year as well as most recent grades. **Predicted grades are not used for the evaluation.**
* **American High School Diploma**: list the Advanced Placement (AP) courses/College Board AP exams already obtained and/or the AP courses/College Board AP exams to be taken. Always include a print-out from the College Board AP exams, signed & stamped by your school representative.
* **Did an exchange during the penultimate year?** include the grades obtained during the exchange year, grades prior to the exchange **and** grades obtained so far in the final year.

**Applicant is taking the following subjects**

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| **Subjects taken in the final year** | **Sits exams in the following subjects** |
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**Grading scale:** If the school uses a different grading scale or grade calculation than mentioned here below, please indicate this clearly or provide a clear explanation. For diplomas not listed on our website, please include a transcript and a diploma supplement explaining your country’s grading system. When students submit a grade list using a broad range of possible grades per subject, RSM will calculate the average grade by using the middle grade in the range. Since we do not know exactly where the student's actual grade lays within such a range, RSM will take the middle grade.

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|  | **0/1 to 100** | 100 is the highest grade |  | **0/1 to 15** | 15 is the highest grade |
|  | **0/1 to 60** | 60 is the highest grade |  | **6 to 1** | 1 is the highest grade |
|  | **0/1 to 20** | 20 is the highest grade |  | **2 to 12** | 12 is the highest grade |
|  | **0/1 to 10** | 10 is the highest grade |  | **F to A/A+** | A/A+ is the highest grade |
|  | **0/1 to 7** | 7 is the highest grade |  | **U to A\*** | A\* is the highest grade |
|  | **0/1 to 6** | 6 is the highest grade |  | **Other, please specify:** |  |

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| **Name school counsellor/representative** |  |
| **Email address:** |  |
| **If no first term/semester grades of the final year are available before 31 January, the school representative/counsellor must fill in the following:**  I, name  **as school representative, confirm that there are no recent grades from the final year available because**:  **Signature:**  **Date:** Click or tap to enter a date.  **School stamp** | **Additional information/remarks**: |