

CAREER COUNSELING PROGRAM POLICY

POLICY INFORMATION

Policy Owner	Career Counselor
Applicable To	Parents – Students - Staff
Last Updated	2026
Next Review Date	2029

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. AIMS

The aim of the Academic & Career Counseling Program is to prepare our students for university and professional life by providing them with the necessary guidance through this transitional period of their lives, from adolescence to young adult members of the society.

Successful transitions are life-enhancing; therefore, we strive to make the process as smooth and enriching as possible, so our students can make a well-informed decision about their higher education goals and future careers.

2. CAREER ORIENTATION PROCESS

The school supports every Middle and Secondary student in building their academic and career plan. This support is continuous and progressive throughout their schooling, and relies on the following provisions.

- **Individual Counseling Sessions:** Every student benefits from individual support from the counselor to identify their interests and abilities, explore the paths available to them, build their career plan, and receive guidance throughout the application process.
- **Orientation Workshop:** At the beginning of the year, the counselor brings together the students concerned to provide them with the information needed for university admissions: admission requirements and procedures, standardized tests, the impact of academic results, available tracks (Life Sciences, Sociology and Economics, General Sciences), application essays, orientation resources, and the respective responsibilities of the student, the parents, and the school.
- **Standardized Test Preparation:** The school provides structured preparation for the SAT and the DELF in order to maximize students' chances of admission and of obtaining scholarships.
- **Education Consultancy and Services:** The school works with education consultants to offer students support with orientation, admission requirements, the writing of application essays, and administrative procedures, including visa applications.
- **Meetings with Universities:** The school hosts a University Fair on its premises and facilitates meetings with representatives of national and international institutions. Students and their families gain access to information on admissions, programs, fees, scholarships, and financial aid.
- **Internships:** As part of the Week Without Walls, G11 students complete a one-week immersion internship in a field matching their interests.
- **Extracurricular Activities:** The school encourages participation in activities that develop interpersonal and communication skills: international academic competitions (Model United Nations, debate, robotics), leadership conferences, service projects, among others.

3. STUDENT'S RESPONSIBILITIES

Students' preferences and personal circumstances play a very important part in determining their university choices and programs. All students are responsible for:

- researching universities and programs
- requesting recommendation letters & following up
- requesting their transcript of grades
- completing applications & track deadlines

- registering for standardized tests
- writing their university essays, personal statements, letters of motivation...
- signing up for extra-curricular activities, volunteering, community service...

4. PARENT'S RESPONSIBILITY

The Career Counseling Program wouldn't be successful without the input and contribution of the parents. Every parent is responsible for:

- discussing financial factors with their children
- preparing financial documents
- paying the application fees (if applicable)
- help and assist with research