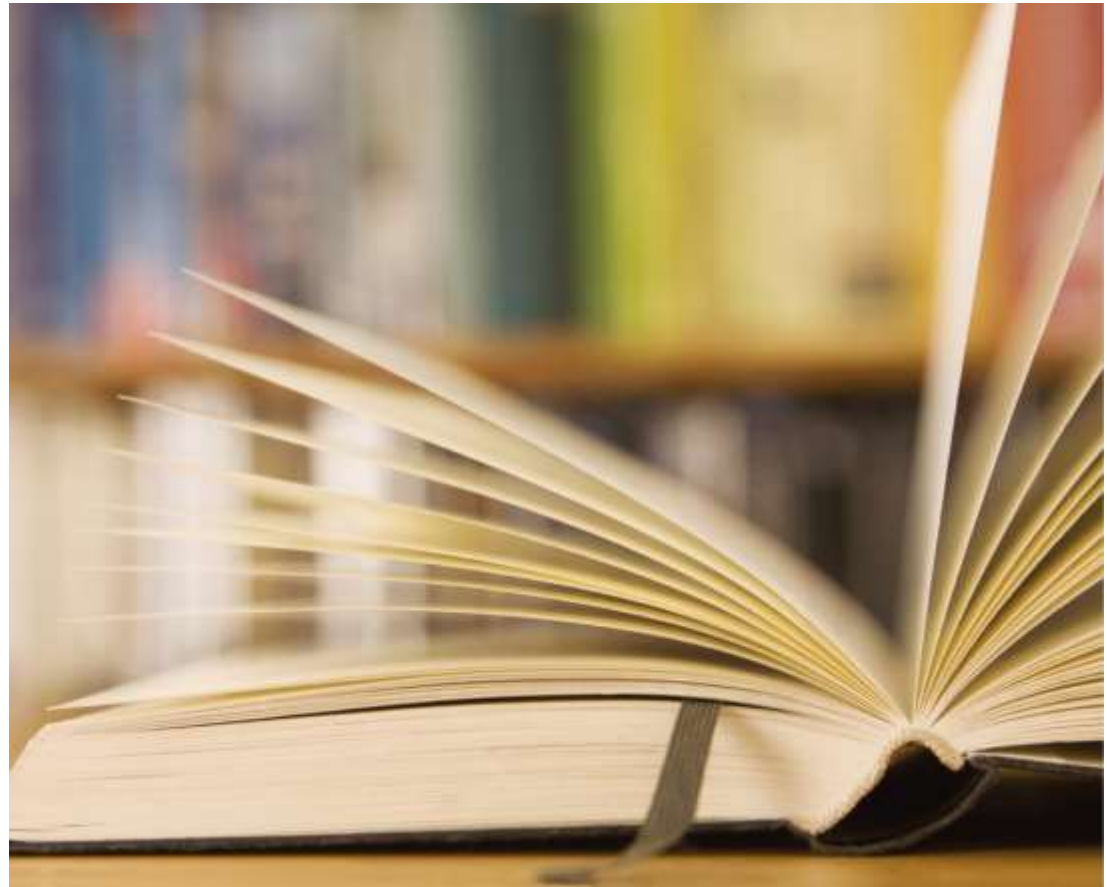


US University Applications

Guide to CommonApp



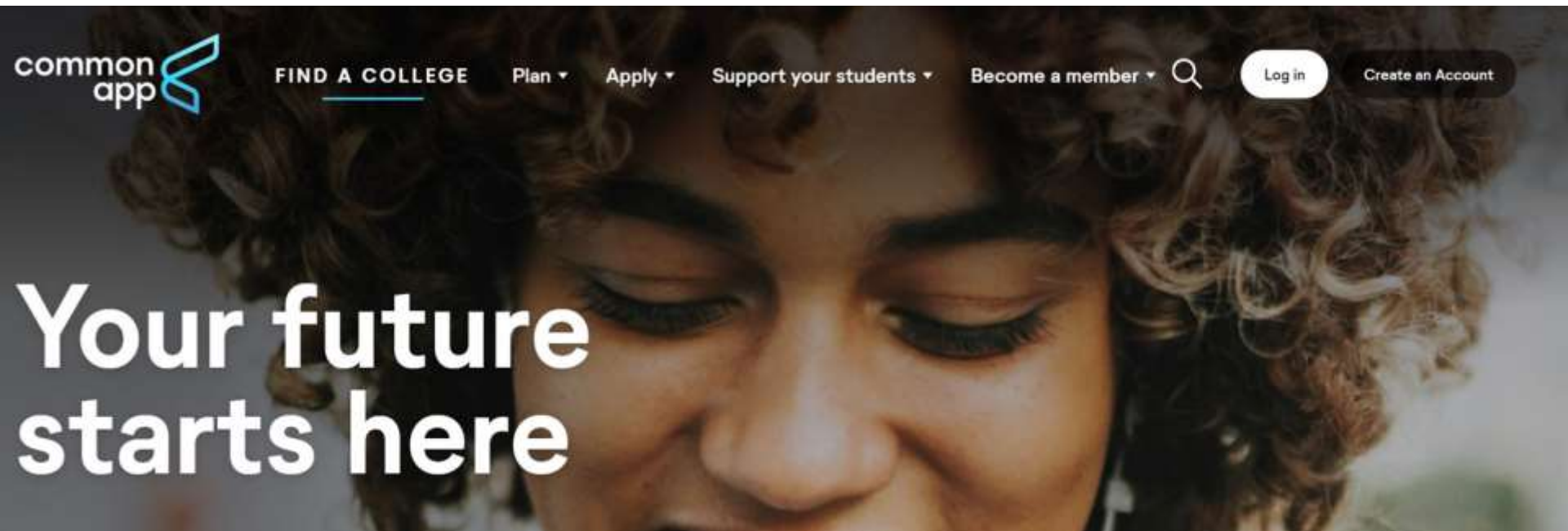
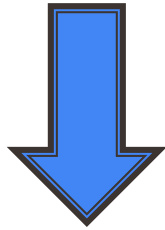
Contents

No.	Subject	
1.	Creating an Account on Common App	
2.	Profile: Entering Personal Details	
3.	Common App Fee waiver	
4.	Family Information	
5.	Information about Education	
6.	Information about Other Schools (Sec)	
7.	Colleges & Universities - for H3 Subjects	
8.	Grades - Graduating Cohort Size	
9.	Current or Most Recent Year Courses	
10.	Honors (Academic) - Up to 5	
11.	Community-Based Organizations	
12.	Future Plans	
14.	Testing	
15.	Activities and achievements	

Contents

No.	Subject	
15.	Writing	
16.	Additional Information	
17.	Courses and Grades Section (C&G) (where applicable)	
18.	Searching for and Selecting Universities	
19.	Nominating your Counselor	
20.	Inviting Counselor and Teacher Evaluators	
21.	Assigning Other Recommenders	
22.	Assigning Teacher Advisor (Ms. Jane Lin)	
23.	Completing Individual University Questions and Writing Supplement	
24.	Individual Universities' Writing Supplements	
25.	Submitting your Application	
26.	Making Payment to Each Individual University	

1. Creating an account on Common App



[Click Create an account -> Select First Year student](#)

1. Creating an Account on Common App

Create your account

Email Address *

Re-type Email Address *

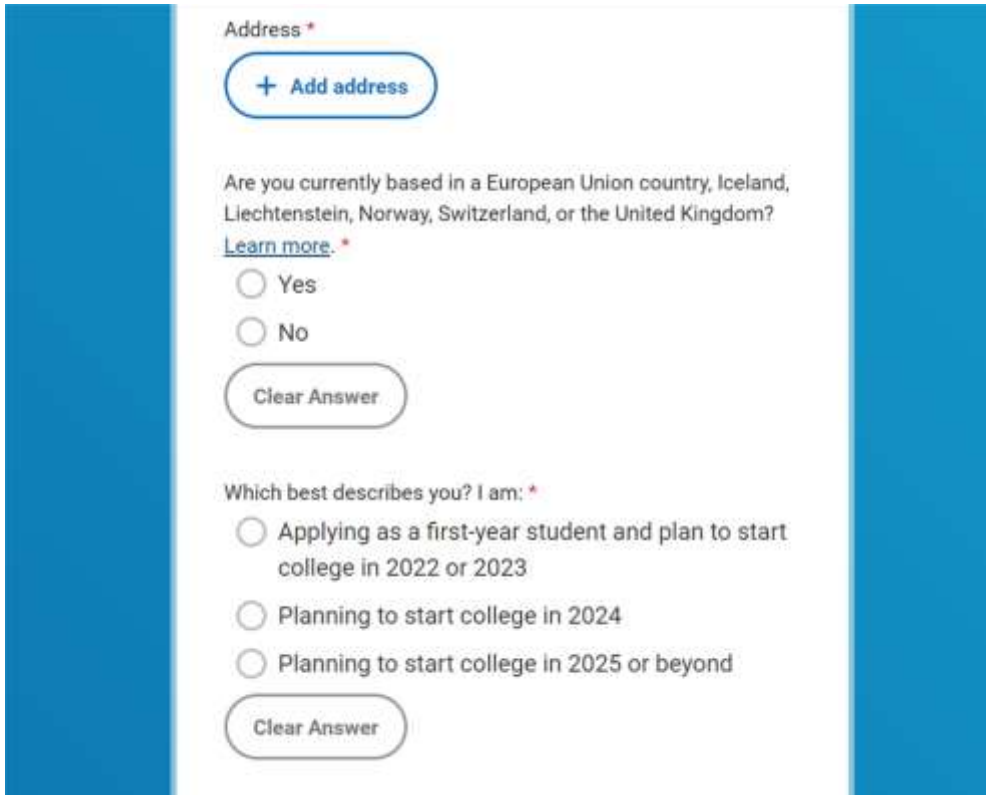
Password *

- × 10-32 characters
- × At least one upper case
- × At least one lower case
- × At least one number
- × At least one special character
- × No space characters

Re-type Password *

Use a personal email address that has more permanence (not the TJC email) and which you can access throughout the entire application process.

1. Creating an Account on Common App



Address *

+ Add address

Are you currently based in a European Union country, Iceland, Liechtenstein, Norway, Switzerland, or the United Kingdom?
[Learn more.](#) *

Yes

No

Clear Answer

Which best describes you? I am: *

Applying as a first-year student and plan to start college in 2022 or 2023

Planning to start college in 2024

Planning to start college in 2025 or beyond

Clear Answer

Select:

Planning to start college in 2025, or
Planning to start college in 2026 or
beyond

Click on “Create” button (bottom of screen) after entering your details.

Your account will be created immediately after.

2. College Search

The screenshot shows a web interface for college search. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search (selected), and Financial Aid Resources. The main content area displays information for Harvard University. It includes a search bar with 'Harvard University' entered, a contact info section with phone, email, and address, a social media section with icons for Facebook, Instagram, Twitter, and YouTube, an application deadlines section for Fall 2023, and an application information section with fees and test policy. A blue 'Add to My Colleges' button is visible next to the university's crest. On the right side, there is a 'Need help?' section with a search icon and two articles: 'How do I find colleges that are a good fit for me?' and 'How do I search for a college?'. The interface is clean and organized, with a light blue and white color scheme.

Dashboard My Colleges Common App **College Search** Financial Aid Resources

Harvard University

Contact Info

Phone: (617) 495-1531
Email: college@fas.harvard.edu
Address: 86 Brattle St
Cambridge, MA 02138
USA

Links: [College Website](#) · [Admissions Office](#) · [Virtual Tour](#) · [College Navigator](#)

[f](#) [@](#) [t](#) [v](#)

Application Deadlines

Fall 2023

First Year
Restrictive Early Action - 11/01/2022
Regular Decision - 01/01/2023

Application Information

Application Fees:
First Year International Fee - \$85
First Year Domestic Fee - \$85

Standardized Test Policy:
Never required
See website
[Test Policy Information](#)

Courses & Grades:
Add Class

Add to My Colleges

Need help?

How do I find colleges that are a good fit for me?
Planning for college doesn't have to be stressful. There are many free tools that can help you find the right college.
[Read more](#)

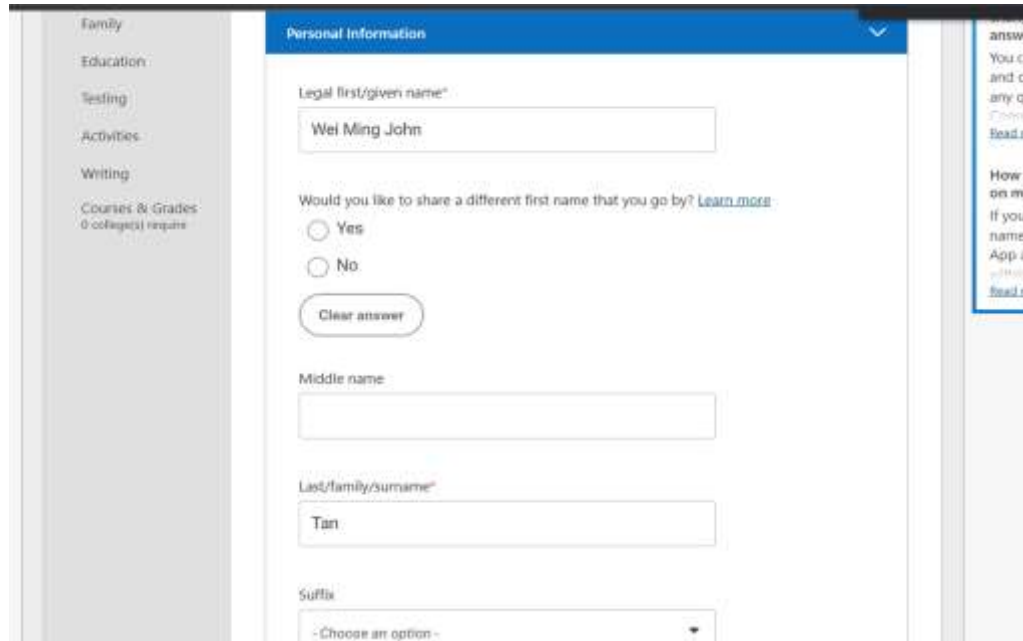
How do I search for a college?
The **College Search** tab allows you to find the Common App member schools that interest you.
[Read more](#)

Search for the universities you wish to apply to, and add them to your list.

You can only add 20 universities to your list.

Always check the university websites for updated information on application deadlines and other admission requirements, such as their standardised test policy.

2. Profile: Entering Personal Details




The screenshot shows a 'Personal Information' form with a blue header. On the left is a sidebar with navigation links: Family, Education, Testing, Activities, Writing, and Courses & Grades (0 colleges) require. The form fields are: 'Legal first/given name*' with 'Wei Ming John' entered; a question 'Would you like to share a different first name that you go by?' with radio buttons for 'Yes' and 'No', and a 'Clear answer' button; 'Middle name' (empty); 'Last/family/surname*' with 'Tan' entered; and 'Suffix' with a dropdown menu showing '- Choose an option -'. On the right, a sidebar contains instructions: 'answer', 'You can', 'and ch', 'any qu', 'Learn', 'Read m', 'How ca', 'on my', 'If you r', 'name c', 'App ac', 'Learn', 'Read m'.

Input your details accordingly for each subsection in the “Profile” section, clicking on “Continue” before proceeding to another section.

Look out for any instructions on a panel on the right.

2. Profile: Entering Personal Details

Address 

Permanent home address*

[+ Add address](#)

Alternate mailing address (e.g. if you attend a boarding school or use a different mailing address)*

No alternate address

Send mail to a temporary or alternate address

[Clear answer](#)

[Continue](#)

Use the address you will be staying at until the end of the admissions cycle (1st Feb 2025).

2. Profile: Entering Personal Details

Regardless of your answer to the prior question, please indicate how you identify yourself. (You may select one or more)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Which best describes your Asian background? (You may select one or more)

Cambodia

China

India

Japan

Korea

Malaysia

Pakistan

Philippines

Vietnam

Other East Asia

Other South Asia

Other Southeast Asia

Specify other Southeast Asian background

Singaporean

Continue

Input your details accordingly.

3. Common App Fee Waiver

Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?

[Learn more*](#)

Yes

No

Clear answer

Continue

4. Family Information

The screenshot shows a web form titled "Household" with a blue header and a dropdown arrow. On the left is a navigation menu with items: Family (highlighted), Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The form contains two required questions, each with a red exclamation mark icon and a dropdown menu showing "- Choose an option -".

1 Parents' marital status (relative to each other)*
- Choose an option -
Please complete this required question.

1 With whom do you make your permanent home?*

- Choose an option -
Please complete this required question.

Do you have any children?

Yes

No

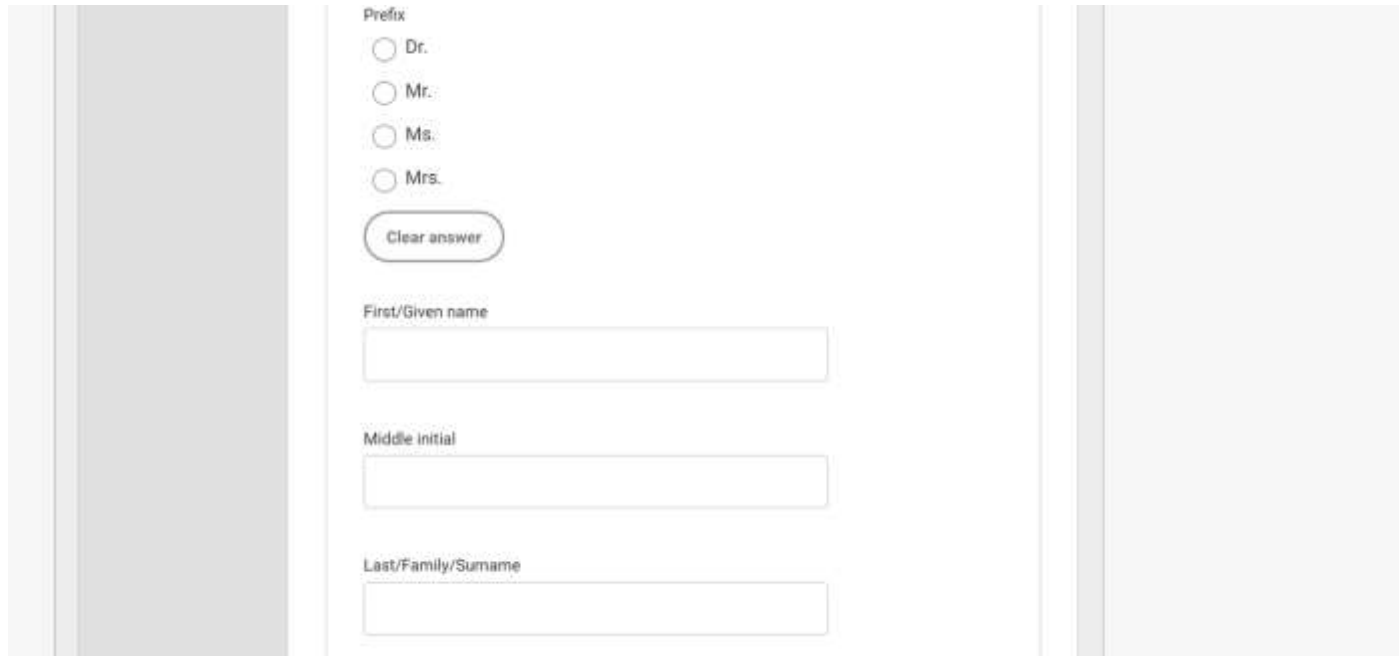
Clear answer

Continue

I already submitted, can I change some of my answers?
You can return at any time and change your answer to any question in the Common App tab for future
[Read more](#)

Input your details accordingly – use “Help Center” to understand the terms used.

4. Family Information



Prefix

Dr.

Mr.

Ms.

Mrs.

Clear answer

First/Given name

Middle initial

Last/Family/Surname

Input your family member's details accordingly. Leave the 'Middle Initial' blank, unless applicable. If he/she has a Chinese name, eg. 'Darren Shun Loong Tan', 'Darren Shun Loong' goes into the 'First/Given name' box.

5. Information about Education

The screenshot shows a web form with a sidebar on the left containing navigation links: Family, Education (highlighted), Testing, Activities, Writing, and Courses & Grades (with a sub-link '0 college(s) require'). The main content area is titled 'Current or Most Recent Secondary/High School' and contains the following fields:

- A search bar with a magnifying glass icon and the text 'Find school'.
- A date input field labeled 'Date of entry*' with a calendar icon. Below it, a note states: 'Date uses "month year" format (e.g. August 2002)'.
- A question 'Is this a boarding school?*' with two radio button options: 'Yes' and 'No'.
- A 'Clear answer' button.
- A question 'Did or will you graduate from this school?*' with two radio button options: 'Yes' and 'No'.

Use the parameter search to key in Temasek Junior College.

Date of Entry would be the first month and year of the commencement of your schooling journey in TJC.

Temasek JC is NOT a boarding school.

Indicate 'yes' for the section on will you graduate from this school.

5. Information about Education

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

- Did or will graduate early
- Did or will graduate late
- Did or will take time off
- Did or will take gap year
- No change in progression

Select 'no change in progression'.

If you have repeated a year in TJC, select 'Did or will graduate late'.

6. Information about Other Sec/High Schools

The screenshot shows a web form titled "Other Secondary/High Schools". At the top, there is a blue header with the title and a dropdown arrow. Below the header, the form asks: "If you have attended any secondary/high schools not listed in the previous section, please indicate the number of schools.*" There are four radio button options: 0, 1 (selected), 2, and 3. Below these is a "Clear answer" button. The next section is "Secondary/high school 2 *", which includes a "Find school" button with a magnifying glass icon. Below that are two date pickers: "Secondary/high school 2 from date*" and "Secondary/high school 2 to date*", both with a calendar icon and a note: "Date uses 'month year' format (e.g. August 2002)". The final section is a text area with the prompt: "Please provide details about why you left each of the above secondary/high schools.*". Below the text area is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), list (ul), and image (img). The text area contains the text: "Graduated after sitting for the GCE 'O' Level Examinations". On the right side of the form, there is a sidebar with a message: "You can return at any time and change your answer to any question in the Community. Don't get too excited. Read more".

For JAE students, list your secondary school. You will need to provide some information about your secondary school (Name and Location of School, Dates Attended).

In the box to provide details about why you left the secondary school, indicate: Graduated after sitting for the GCE 'O' Level Examinations.

For IP students with no previous secondary school, indicate '0'.

7. Colleges & Universities - for H3 Subjects

Family

Education

Testing

Activities

Writing

Courses & Grades
0 college(s) require

Current or Most Recent Secondary/High School

Other Secondary/High Schools

Colleges & Universities

If you have ever taken coursework at a college or university, please indicate the number of colleges.*

0

1

2

3

Clear answer

Continue

I already submitted, can I change some of my answers?

You can return at any time and change your answer to any question in the Common App tab for future

[Read more](#)

If you have taken/ are taking a H3 subject administered by NTU/NUS/SMU, input the details accordingly. Tick 'credit awarded directly by college'.

You may leave the degree earned section blank.

All other students select '0' to the first question on number of colleges!¹⁷

7. Colleges & Universities - for H3 Subjects

The screenshot shows a form titled "Course details" with the following sections:

- Course details:**
 - Dual enrollment with high school
 - Summer program
 - Credit awarded directly by college
- College 1 from date***
 - Input field with a calendar icon.
 - Text below: "Date uses 'month-year' format (e.g. August 2002)"
- College 1 to date***
 - Input field with a calendar icon.
 - Text below: "Date uses 'month-year' format (e.g. August 2002)"
- Degree earned:**
 - AA
 - AS
 - BA
 - BS

If you have taken/ are taking a H3 subject administered by NTU/NUS/SMU, input the details accordingly. Tick 'credit awarded directly by college'.

You may leave the degree earned section blank.

All other students select '0' to the first question on number of colleges.

8. Grades – Graduating Cohort Size

Courses & Grades
(1 college(s)) results

Grades

Graduating class size (approx.)

Class rank reporting

Exact
 Decile
 Quintile
 Quartile
 None

GPA Scale reporting
- Choose an option -

For Graduating class size, input

- “429” for the CGxx/23 cohort
- “430” for CGxx/22 cohort
- “413” for CGxx/21 cohort

Leave the following blank:

- Class rank reporting
- Cumulative GPA
- GPA Scale
- GPA Weighting

(GCE ‘A’ Levels does not follow a GPA system.)

GPA Scale reporting
- Choose an option -

Cumulative GPA

GPA weighting

Weighted
 Unweighted

9. Current or Most Recent Year Courses

Current or Most Recent Year Courses

Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year.

How many courses would you like to report?*

7

Please select the course scheduling system your institution is using.*

Semester

Trimester

Quarter

Yearly

Clear answer

Input your details accordingly - count H1 MTL, PW and H3 Subjects as well.

The average student with MTL and no H3 subjects would have 7 subjects. (3H2+1H1+GP+PW+MTL)

9. Current or Most Recent Year Courses

Course 1 subject*

Course 1 name*

Course 1 level*

How many courses:

– count number of subjects (include H1 Mother Tongue, H1 Project Work and H3 subjects)

For each course, enter using format:

‘S-C GCE Cambridge H1
General Paper’, or

‘S-C Cambridge H2 Physics’ or

‘S-C Cambridge H3
Mathematics’

Course level:

H2 : equivalent to Advanced
Placement (AP)

H3 : equivalent to Honors

H1 : not applicable, leave
blank

Course schedule:

Full Year

Course schedule:
Full Year

9. Current or Most Recent Year Courses

Course 2 subject*

 ✕ ▼

Course 2 name*

Course 2 level*

 ✕ ▼

Course 2 schedule*

 ✕ ▼

How many courses:

– count number of subjects (include H1 Mother Tongue, H1 Project Work and H3 subjects)

For each course, enter using format:

‘S-C GCE Cambridge H1
General Paper’, or

‘S-C Cambridge H2 Physics’ or

‘S-C Cambridge H3
Mathematics’

Course level:

H2 : equivalent to Advanced
Placement (AP)

H3 : equivalent to Honors

H1 : not applicable, leave
blank

Course schedule:

Full Year

9. Current or Most Recent Year Courses

Course 3 subject*

 ✕ ▼

Course 3 name*

Course 3 level*

 ✕ ▼

Course 3 schedule*

 ✕ ▼

How many courses:

– count number of subjects (include H1 Mother Tongue, H1 Project Work and H3 subjects)

For each course, enter using format:

‘S-C GCE Cambridge H1
General Paper’, or

‘S-C Cambridge H2 Physics’ or

‘S-C Cambridge H3
Mathematics’

Course level:

H2 : equivalent to Advanced
Placement (AP)

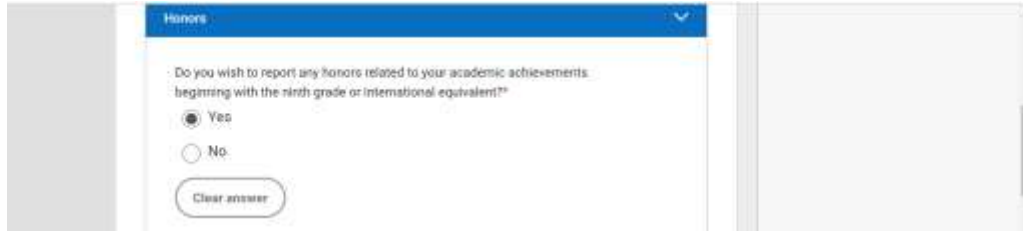
H3 : equivalent to Honors

H1 : not applicable, leave
blank

Course schedule:

Full Year

10. Honors (Academic) - Up to 5



Honors

Do you wish to report any honors related to your academic achievements beginning with the ninth grade or international equivalent?

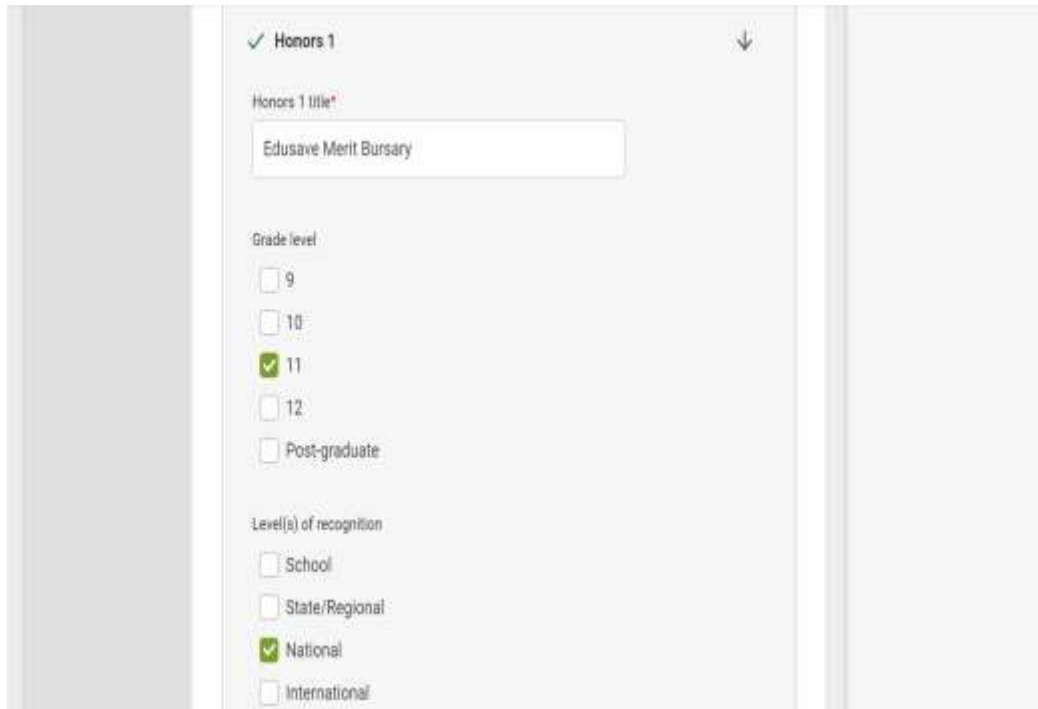
Yes

No

Clear answer

‘Honors’ refers to academic awards / scholarships.

e.g. Edusave Merit Bursary (National level) or College Day Award for Best in Subject (School level).



✓ Honors 1

Honors 1 title*

Edusave Merit Bursary

Grade level

9

10

11

12

Post-graduate

Level(s) of recognition

School

State/Regional

National


International

Note that **MOE Edusave Character Award** is **NOT** an academic award and should **NOT** be included.

Other achievements can be mentioned later in the application.

Grade level:
Grade 9: Sec3/IP3
Grade 10: Sec4/IP4
Grade 11: JC1
Grade 12: JC2

11. Community-Based Organizations

Community-Based Organizations 

Indicate the number of community programs or organizations that have provided you with free assistance in your application process.*

0

1

2

3

[Clear answer](#)

[Continue](#)

If you have engaged any agent/organisation to help process your application for FREE (e.g. IDP), input their details. Otherwise, the answer is '0'.

12. Future Plans

Input your details accordingly.

Future Plans ∨

Career interest*

Engineer ✕ ▾

Highest degree you intend to earn*

Master's (MA, MS) ✕ ▾

[Continue](#)

13. Testing

Testing Preview

Tests Taken

In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, Cambridge, TOEFL, PTE Academic, IELTS, and Duolingo English Test?*

Yes

No

[Clear answer](#)

International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)

Yes

No

How do I decide which ACT scores to report?
The ACT section of the Common App has been built to accommodate current and previous [Read more](#)

What is Score Choice and how does it impact what I report?
You should self-report your best scores as instructed, regardless of what [Read more](#)

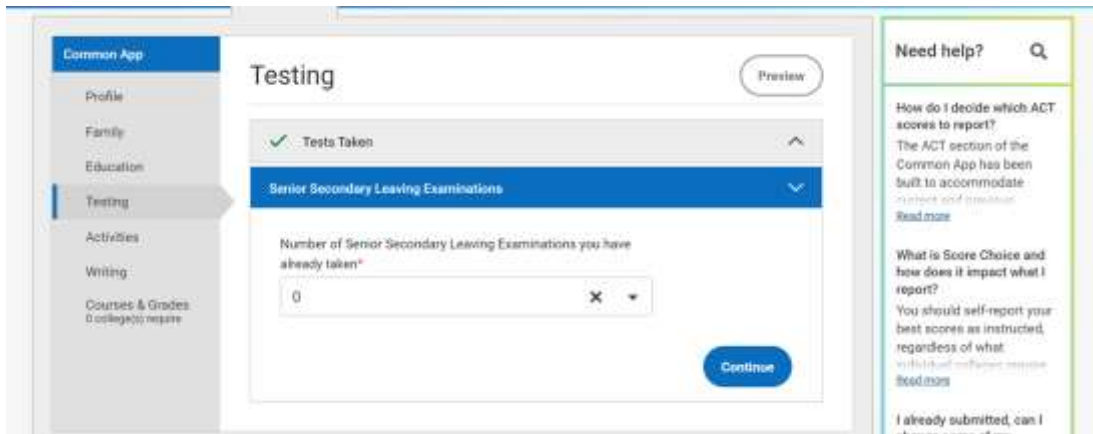
I already submitted, can I change some of my answers?
You can return at any time and change your answer to any question in the [Read more](#)

You may self report standardized scores (e.g. SAT), but they must still be officially sent from Collegeboard to the universities you are applying to.

No need to self-report for students who have not completed all their SAT sittings yet.

Select 'yes' for the international applicant question.

13. Testing

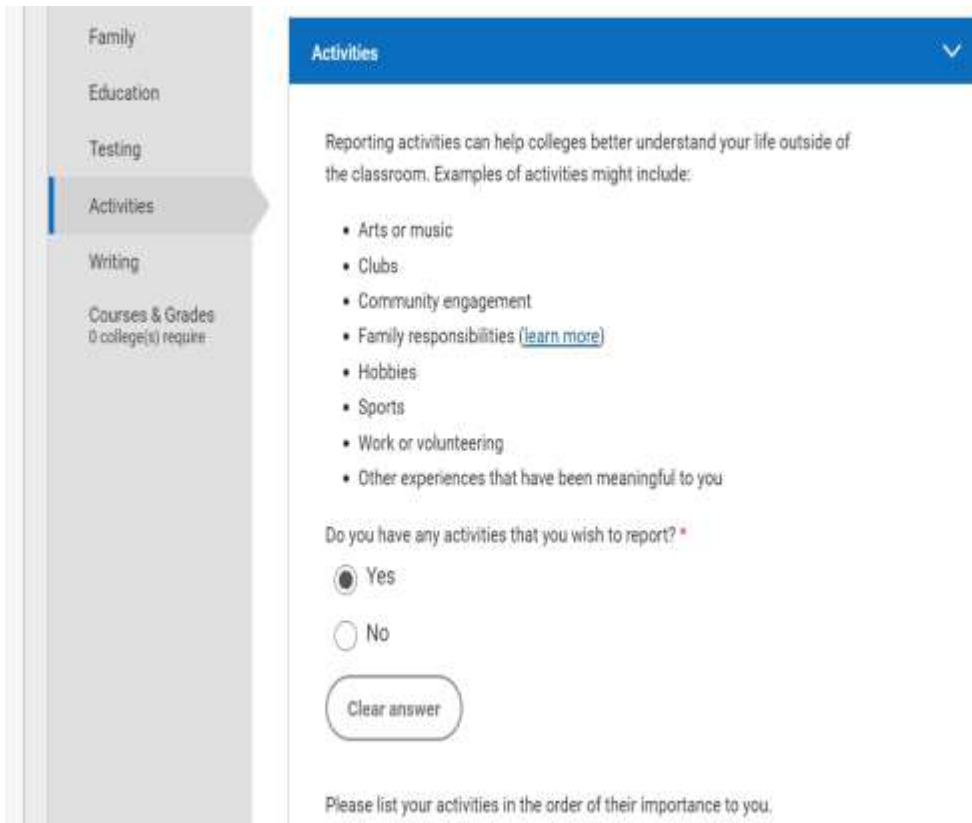


The screenshot shows the 'Testing' section of the Common App. On the left is a navigation menu with options: Common App, Profile, Family, Education, Testing (selected), Activities, Writing, and Courses & Grades. The main content area is titled 'Testing' and includes a 'Preview' button. Below the title, there is a 'Tests Taken' section with a checkmark and an upward arrow. Underneath, a dropdown menu is set to 'Senior Secondary Leaving Examinations'. The question asks for the 'Number of Senior Secondary Leaving Examinations you have already taken', with a text input field containing '0' and a 'Continue' button. On the right side, there is a 'Need help?' section with a search icon and three FAQ items: 'How do I decide which ACT scores to report?', 'What is Score Choice and how does it impact what I report?', and 'I already submitted, can I change some of my...'

As a non-US international applicant, you do not need to self-report the results of exams administered by national examination boards (e.g. GCE A-Level). Instead, your school counsellor completing the International Supplement to the School Report form will report this information on your behalf.

Exception: Graduated students with A-level certificates (e.g. NS applicants) can enter the information according to your 'A' Level Cert (both JC1 & JC2). The examination board is 'GCE A-Levels' and the score type should be 'Actual'. Your school counsellor will verify this by uploading the scanned copy of your A-level certificate (you need to email this to your school counsellor).

14. Activities and Achievements



The screenshot shows a web interface for reporting activities. On the left is a vertical navigation menu with options: Family, Education, Testing, Activities (highlighted), Writing, and Courses & Grades (with a sub-note: 0 college(s) require...). The main content area is titled 'Activities' and contains the following text: 'Reporting activities can help colleges better understand your life outside of the classroom. Examples of activities might include:'. Below this is a bulleted list: Arts or music, Clubs, Community engagement, Family responsibilities (with a link to 'learn more'), Hobbies, Sports, Work or volunteering, and Other experiences that have been meaningful to you. A question follows: 'Do you have any activities that you wish to report? *'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a 'Clear answer' button. At the bottom of the form, it says 'Please list your activities in the order of their importance to you.'

List your activities in order of importance to you. Select results and achievements that are significant or outstanding.

You can also include your Secondary 3/Sec 4 achievements.

Do not include every academic/CCA certificate, as mediocre ones have been known to jeopardise chances of being accepted EVEN if you produce sterling results at the 'A' level examinations.

You are not expected to use up all 10 opportunities to list activities.

14. Activities and Achievements

Activity 1

Activity type*

Music: Instrumental X ▼

Position/Leadership description
(Max characters: 50)*

Chairperson

Organization Name
(Max characters: 100)

Singapore Youth Festival

Please describe this activity, including what you accomplished and any recognition you received, etc.
(Max characters: 150)*

Singapore Youth Festival Arts Presentation (Junior College Category) - Distinction

and change your answer to any question in the Common App tab for future [Read more](#)

14. Activities and Achievements

Participation grade levels*

9

10

11

12

Post-graduate

Timing of participation*

During school year

During school break

All year

Hours spent per week*

5

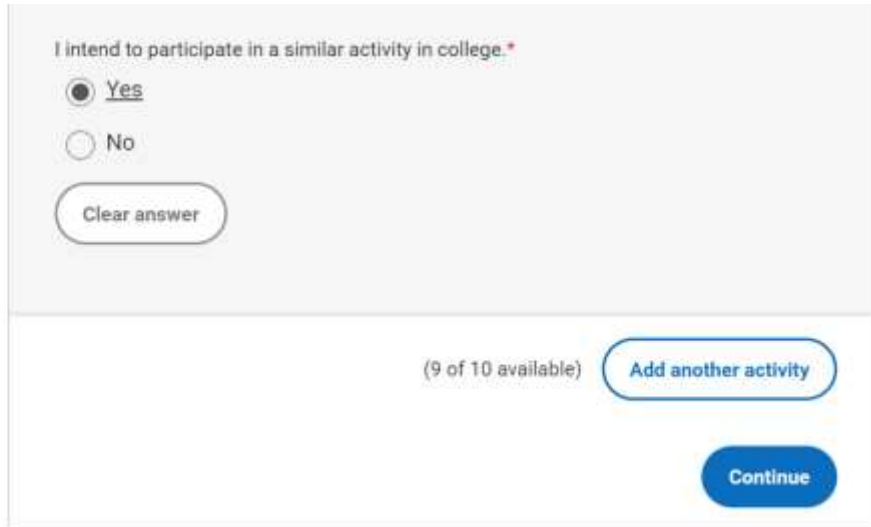
Weeks spent per year*

40

Grade 9: Sec3/IP3
Grade 10: Sec4/IP4
Grade 11: JC1
Grade 12: JC2

**An estimate of JC1 CCA
commitment**

14. Activities and Achievements



I intend to participate in a similar activity in college.*

Yes

No

Clear answer

(9 of 10 available) Add another activity

Continue

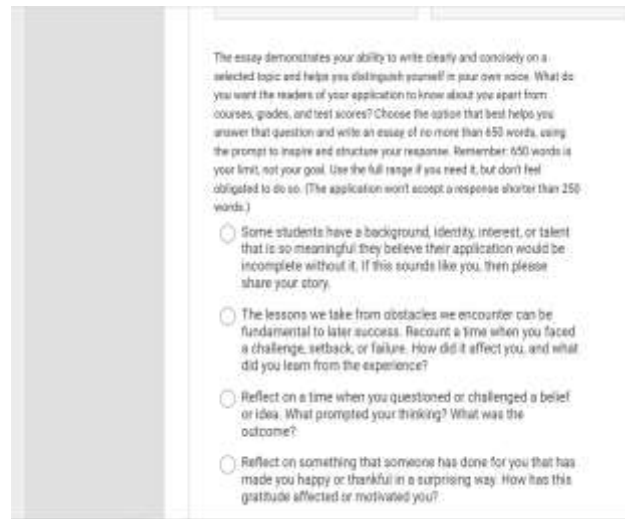
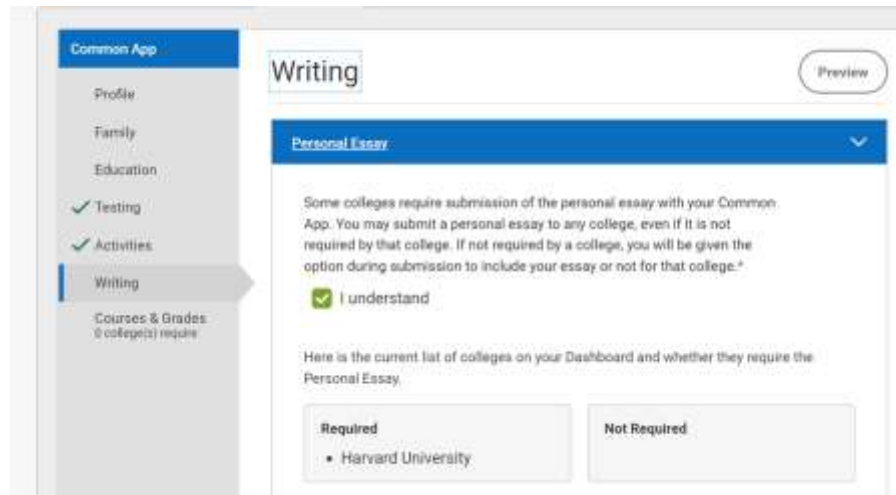
Fill in your interest to participate in a similar activity, accordingly.

15. Writing (Personal Essay)

Select a topic, and copy and paste your essay over into the box.

Before submission, you can make as many changes as you like. However, you cannot make any changes to submitted applications.

You can change your answer only for future submissions. The changes will NOT appear in applications that you have already submitted and



16. Additional information

The screenshot shows the 'Additional Information' section of a Common App application. On the left is a navigation menu with options: Family, Education, Testing, Activities, Writing (selected), and Courses & Grades (2 college(s) require). The main content area is titled 'Personal Essay' and 'Additional Information'. It contains a paragraph explaining that community disruptions like COVID-19 and natural disasters can have deep and long-lasting impacts, and that colleges care about the effects on health and well-being. Below this are two questions with radio button options for 'Yes' and 'No': 'Do you wish to share anything on this topic?' and 'Do you wish to provide details of circumstances or qualifications not reflected in the application?'. A 'Clear answer' button is also present. On the right side of the form, there are three informational links: 'COVID-19 had an impact on me?', 'How can I add more information that isn't covered in the Common App?', and 'I already submitted, can I change some of my answers?'. Each link has a 'Read more' option.

Appropriate material to **consider** would be if you have unusual family situations / a medical condition that you wish to provide information on, or want to upload an abstract of a research paper you did for SRP/HSRP.

Do NOT fill in this box unnecessarily as it may work against your application.
This additional information goes to all schools you apply to.

17. Courses and Grades Section (C&G) where applicable - Grades 9 & 10 [Sec 3-Sec 4]

Temasek Junior College, 22 Bedok South Road, Singapore, SGP, CEEB:
687227

School Year: 2018-19
Schedule: Semesters

Subject	Course Name	Level	Grades (A-F)			Credits		
			S1	S2	Final	S1	S2	Final
MATH	Advanced Mathematics	Cambridge IGCSE	B	B+	B+	N/A	N/A	N/A
BIOL	Biology	Cambridge IGCSE	A	B+	B+	N/A	N/A	N/A
CHEM	Chemistry	Cambridge IGCSE	A+	A	A	N/A	N/A	N/A
OTH/ELE	Chinese Language Elective Programme	Cambridge IGCSE	B+	C+	C+	N/A	N/A	N/A
LANG	Higher	Cambridge	B	C	C	N/A	N/A	N/A

Print

Only **some** universities require applicants to fill in this section. For Grades 9 & 10, fill in the relevant subjects and course names.

For 'level' select '**Cambridge IGCSE**'.

Select a **Semester-based** format to key in your **Mid-year (Semester 1)** and **End-year (Semester 2)** results. The final results will be your total cumulative grade at the end of **Grade 10 (IP4/Sec 4)**.

Select **N/A** for the credits section.

For IP Students, ensure that your Higher Mother Tongue '**O**' level grade is reflected under **Grade 10**.

17. Courses and Grades Section (C&G) where applicable - Grade 11 [JC1]

Preview application progress

Grade 11

Temasek Junior College, 22 Bedok South Road, Singapore, SGP, CEEB: 687227

School Year: 2020-21

Schedule: Semesters

Subject	Course Name	Level	Grades (A-F)			Credits		
			S1	S2	Final	S1	S2	Final
HIST	S-C GCE Cambridge H2 History	AP	E	B	B	N/A	N/A	N/A
OTH/ELE	S-C GCE Cambridge H2 Economics	AP	B	A	A	N/A	N/A	N/A
OTH/ELE	S-C GCE Cambridge	AP	D	C	C	N/A	N/A	N/A

Print

Only **some** universities require applicants to fill in this section.

For Grades 11 & 12, fill in the relevant subjects and course names. Please title your subjects as 'S-C GCE Cambridge H1/H2/H3 XYZ'.

For 'level' select N/A (for H1), AP (for H2) and HON (for H3).

Select a semester-based format to key in your Mid-year (Semester 1) and End-year (Promo) (Semester 2) results, respectively. The final results will be your total cumulative grade at the end of Grade 11 (JC1).

Select N/A for the credits section.

Include your H1 PW and MTL scores for Grade 11.

For PW, opt for N/A for both S1 and S2 and key in only your final A level grade.

For MTL, your MYA and EOY grades will fall under S1 and S2, respectively. Final grade will be your 'A' level MTL grade.

17. Courses and Grades Section (C&G) where applicable - Grade 12 - ONLY for final A level Grades

Temasek Junior College, 22 Bedok South Road, Singapore, SGP, CEEB:
687227

School Year 2021-22
Schedule Yearly

Subject	Course Name	Level	Grades (A-F)		Credits
			Final	Final	
HIST	S-C GCE Cambridge H2 History	AP	A	N/A	
OTH/ELE	S-C GCE Cambridge H2 Economics	AP	A	N/A	
OTH/ELE	S-C GCE	AP	A	N/A	

Only some universities require applicants to fill in this section.

If you have not received your final 'A' level grades, please do not complete the Grade 12 field.

For Grades 11 & 12, fill in the relevant subjects and course names.

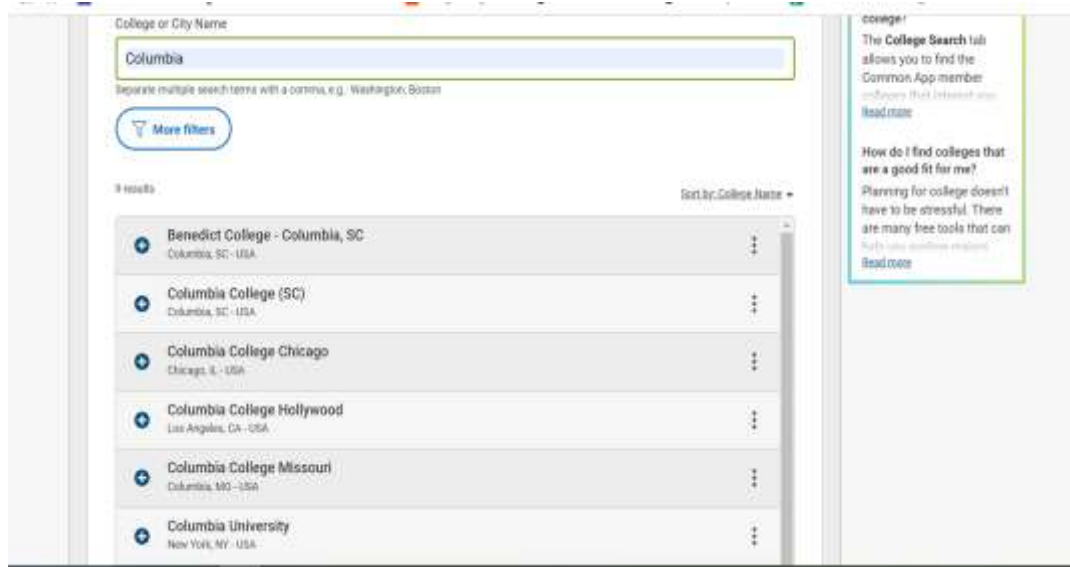
Title your subjects as 'S-C GCE Cambridge H1/H2/H3 XYZ'.

Select the 'yearly' schedule.

For 'level' select N/A (for H1), AP (for H2) and HON (for H3).

For Grade 12, just key in your final 'A' level results. Select N/A for the credits section.

18. Searching for and Selecting Universities



Go to the College Search tab and select the universities that you intend to apply to. Do cross-check the names for accuracy.

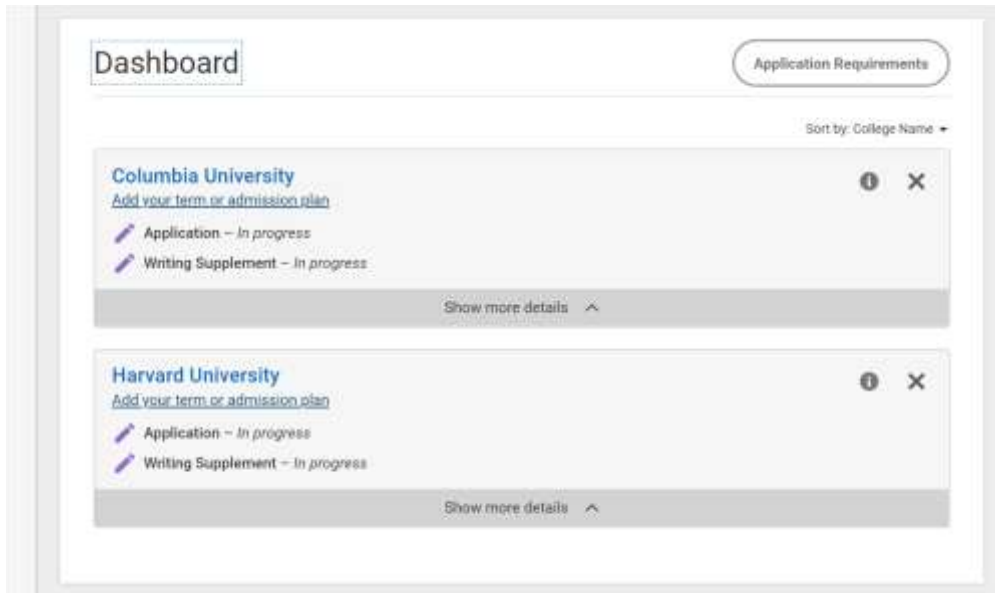
E.g. Columbia University in the City of New York is not the same as Columbia College Chicago.

Click on the plus sign next to your desired university to add it to your colleges list.

You may click on the three dots at the right side of the row to find out more information about the university and be directed to its website.

Repeat until you have selected all the universities you intend to apply to.

19. Nominating your Counselor (To be done for every college that you apply for)



You should first approach a TJC staff member who knows you the best holistically, e.g. CT or co-CT, to see if he/she can help with a recommendation for you and to complete your school report.

Your teacher can accept or decline your request.

If the teacher agrees to be your counsellor, you can then input in the details, including his/her email address so that they can be contacted by Common App.

Go to your dashboard and click on the NAME of the University.

Once directed, click on the Recommenders and FERPA tab.



19. Nominating your Counselor: Complete the FERPA Release Authorisation

The screenshot shows a web application interface for 'My Colleges'. On the left is a navigation sidebar with the following items: 'My Colleges' (header), 'Columbia University' (dropdown), 'Harvard University' (selected, dropdown), 'College Information', 'Application' (header), 'Questions', 'Recommenders and FERPA' (selected, highlighted with a blue arrow), 'Review and Submit - Common App', 'Writing Supplement' (header), 'Questions' (with a green checkmark), and 'Review and Submit - Writing Supplement'. The main content area is titled 'Recommenders & FERPA' and contains a section for 'FERPA Release Authorization' with an information icon. The text reads: 'Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.' Below this is a link 'Learn more about FERPA'. There are two blue buttons: 'Complete Release Authorization' and 'Continue'.

My Colleges

Columbia University

Harvard University

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Writing Supplement

✓ Questions

Review and Submit - Writing Supplement

Recommenders & FERPA

FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

Complete Release Authorization

Continue

19. Nominating your Counselor: Complete the FERPA Release Authorisation

Release authorization

confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

I have read and understood the FERPA Release Authorization explanation above.*

Continue

Release authorization

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.*

Please select one: *

- I waive my right to review all recommendations and supporting documents.
- I DO NOT waive my right to review all recommendations and supporting documents.

Back **Save and Close**

Release authorization

Please select one: *

- I waive my right to review all recommendations and supporting documents.
- I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.*

Signature * Date *

(We use "month day, year" format (M.D. August 1, 2022))

Back **Save and Close**

Select 'I authorize', and 'I waive my right'.

Not doing so will disadvantage your application as the colleges would not be assured that the recommendation is candid and truthful. Sign and submit your date of application.

20. Inviting Counselor and Teacher Evaluators

The image shows a screenshot of a web application interface. On the left is a navigation sidebar with the following items: 'Application', 'Questions', 'Recommenders and FERPA' (highlighted), 'Review and Submit - Common App', 'Writing Supplement', 'Questions' (with a green checkmark), and 'Review and Submit - Writing Supplement'. The main content area is titled 'Invite Recommenders' and contains the following text: 'Recommenders are people who will submit forms and information to colleges on your behalf.' Below this is a blue button labeled 'Invite Recommenders'. The next section is titled 'Counselor' with a yellow warning icon and the text: 'You must invite a school Counselor who will complete the School Report and other forms for you.' Below this is a blue button labeled 'Invite Counselor'. The final section is titled 'Teacher' with a yellow warning icon and the text: 'Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.' Below this text are the labels 'Required: 2' and 'Optional: 1', followed by a blue button labeled 'Invite Teacher'. On the right side of the image is a pop-up window titled 'Invite Counselor' with a close button (X) in the top left corner. The form contains the following fields: 'Email Address' (text input), 'Title' (dropdown menu with '- Choose an option -'), 'First Name *' (text input), and 'Last Name *' (text input). At the bottom right of the pop-up are two buttons: 'Cancel' and 'Invite'.

Click on 'Invite Counselor' and then fill in the information required before clicking 'invite' on the pop-up box. Do check with your tutors on their particulars/contact details before filling in the necessary information.

20. Reminder: Inviting Counselor and Teacher Evaluators

You should first approach a TJC staff member who knows you the best holistically, e.g. CT or co-CT, to see if he/she can help with a recommendation for you and to complete your school report.

Your intended counselor can choose to accept or decline your request.

If the teacher agrees to be your counselor, you can then input in the details, including his/her email address so that they can be contacted by Common Apps.

20. Inviting Counselor and Teacher Evaluators

The screenshot shows the 'Invite Recommenders' section of the Common App interface. The left sidebar has 'Application' selected, with 'Recommenders and FERPA' highlighted. The main content area is titled 'Invite Recommenders' and contains three sections: 'Invite Recommenders', 'Invite Counselor', and 'Invite Teacher'. The 'Invite Teacher' section is expanded, showing a list of teachers with details for 'Sasha Dhillon' and a 'Not Started' status for the 'Teacher Evaluation'.

Personally approach **two subject tutors who have taught you in an academic subject or H3 university tutors or SRP/HSSRP mentors** to be your two teacher evaluators. You may have already issued email invitations to teachers, but you still have to choose which teachers' recommendation will be made available to the university. Do this for every single university you are applying to - different universities require different number of teacher evaluators, but the maximum is usually two.

Your teachers also have the prerogative to accept or decline your request. Once they agreed and you have submitted their contact details - check if your teachers have received an invite email from Common App. If they have not you will have to come back to this screen to resend the invitation (CLICK ON THE ARROW NEXT TO THE TUTOR'S NAME).

21. Assigning other Recommenders

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Family Member
- Peer
- Other

Required: 0 Optional: 2

[Invite Other Recommender](#)

[Read more](#)

Why am I an Other F a school? You will or assign an Recommender at I [Read more](#)

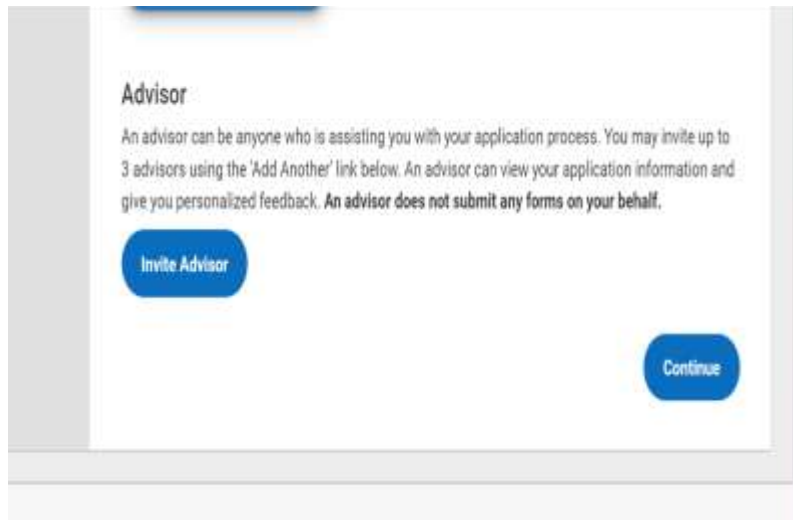
What happens waive my Under the Family Ed and Privac [Read more](#)

Can I submit applicatio recommel forms?

The screenshot shows a mobile application interface for inviting a recommender. The form is titled "Invite Other Recommender" and includes the following fields: "Email Address" (text input), "Relationship" (dropdown menu with "Arts Teacher" selected), "Title" (dropdown menu with "- (Choose an option) -" selected), "First Name" (text input), and "Last Name" (text input). At the bottom of the form are "Cancel" and "Invite" buttons.

You may also select up to two other recommenders (optional) to complete a recommendation for your university application. Similarly, please select recommenders' recommendation will be made available to the university.

22. Assigning Teacher Advisors



Do remember to assign Ms. Jane Lin (lin_luyuan_jane@moe.edu.sg), Ms Ng Lay Ling (ng_lay_ling@moe.edu.sg) and Mr Koh Rui Yang (rui_yang_koh@moe.edu.sg) as the Teacher Advisor in all your applications.

23. Completing Individual University Questions and Writing Supplement

The screenshot shows a web browser window with the URL <https://apply.commonapp.org/mycolleges/116/3152/9543>. The page is titled 'Questions' and is for Harvard University. The left sidebar shows a navigation menu with 'Questions' selected under the 'Writing Supplement' section. The main content area is titled 'Writing Questions' and contains the following text:

The questions on this page are being asked by Harvard University

You may wish to include an additional essay if you feel that the college application forms do not provide sufficient opportunity to convey important information about yourself or your accomplishments. You may write on a topic of your choice, or you may choose from one of the following topics:

- Unusual circumstances in your life
- Travel, living, or working experiences in your own or other communities
- What you would want your future college roommate to know about you
- An intellectual experience (course, project, book, discussion, paper, poetry, or research topic in engineering, mathematics, science or other modes of inquiry) that has meant the most to you
- How you hope to use your college education
- A list of books you have read during the past twelve months
- The Harvard College Honor code declares that we "hold honesty as the foundation of our community." As you consider

These questions are university-specific.
If you have any queries, contact the University's admissions office directly.

Many universities will have their own writing supplement that you have to submit together with the general Common App submission.

Tailor your answer carefully to the **university-specific question** as this is **NOT** a one-size-fits-all-universities essay. It is unlike the earlier admissions essay which was sent to all universities.

24. Individual Universities' Writing Supplement

The screenshot shows a web interface for the Columbia University Writing Supplement Submission. On the left is a navigation menu with the following items: 'My Colleges' (black header), 'Columbia University' (blue header with a dropdown arrow), 'College Information', 'Application' (sub-header), 'Questions', 'Recommenders and FERPA', 'Review and Submit - Common App', 'Writing Supplement' (sub-header), 'Questions', and 'Review and Submit - Writing Supplement' (highlighted with a blue bar and a right-pointing arrow). The main content area is titled 'Writing Supplement Submission' and contains the following text: 'In order to begin the submission process, you must complete the following items:' followed by a bulleted list of two links: 'The Common App must be submitted to Columbia University' and 'All required questions on the Columbia University Writing Supplement'. Below the list, it says: 'Once all required components are completed, you will see the option to Review and Submit your Writing Supplement on this screen.' On the right side, there is a 'Need help?' section with a search icon. Below it, a text box contains the question: 'What is the min/max word count for the essays on the Questions page or Writing Supplement?' followed by the answer: 'Each school has different requirements/word counts for their essay questions, so be sure to check the [Read more](#)'.

In some cases, the additional writing supplement cannot be submitted until your general common app application for the specific school has been submitted (i.e. payment made).

25. Submitting your Application - Review

The screenshot shows the Common App interface for the 'Review and Submit' step. On the left is a navigation menu with the following items: 'College Information', 'Application', 'Questions' (with a checkmark), 'Recommenders and FERPA' (with a checkmark), and 'Review and Submit - Common App' (highlighted with a blue bar). The main content area features a blue 'Review and Submit' button. Above the button, there is a text box with an information icon and the following text: 'Application payment will take you to a secure, third-party payment service. Once you have paid the application fee, you must return to the Common App. Your application will not be submitted until you complete your signature and confirmation.' Below this is a message from Montclair State University: 'Montclair State University does not require submission of the Personal Essay with your Common Application, but you may submit the Personal Essay to any college. Please indicate whether or not you wish to include your essay with your application to this college. *'. There are two radio button options: 'Yes, include my personal essay.' and 'No, do not include my personal essay.' The bottom of the screen shows a video player control bar with a play button, a progress bar at 0:21, and icons for settings and full screen.

Submission is a three-step process:

- 1) Reviewing your application.
- 2) Paying the application fee (if applicable).
- 3) Submitting your application.



Do NOT click on “Start Submission” until after your TJC US Form has been approved.

25. Submitting your application - Review

common app
FY RA Fall 2021 10/21/2020 CEEB: 492224 CAID: 27167676 FERPA: Waived

Guerrero Ayala, Isabella

Profile

Personal Information

Name Guerrero Ayala, Isabella
Sex, Birthdate Male, 10/21/2002

Contact Details

Email, Phone manebaycloud@gmail.com, +1 711-555-9190, Mobile, no other telephone
Permanent Address 8832 Fulton St Houston, TX, 77022-0026, USA

Demographics

Language English
First Language, Speak, Read, Write, Spoken at Home

Geography & Citizenship

Citizenship Status U.S. Citizen or U.S. National
Birthplace Houston, Texas, United States of America (17 Years US, 0 Years Non-US)

CA Fee Waiver

Fee Waiver Requested Yes, Signed: Isabella Guerrero Ayala
I have received or am eligible to receive an ACT or SAT testing fee waiver

Review and submit

This college has chosen not to include certain Common Application answers in the PDF they receive for your application. As a result, the following answers will not be displayed on your PDF: AP / IB / SAT Subject Tests, Partial SSN

[Review application PDF in a new window](#)

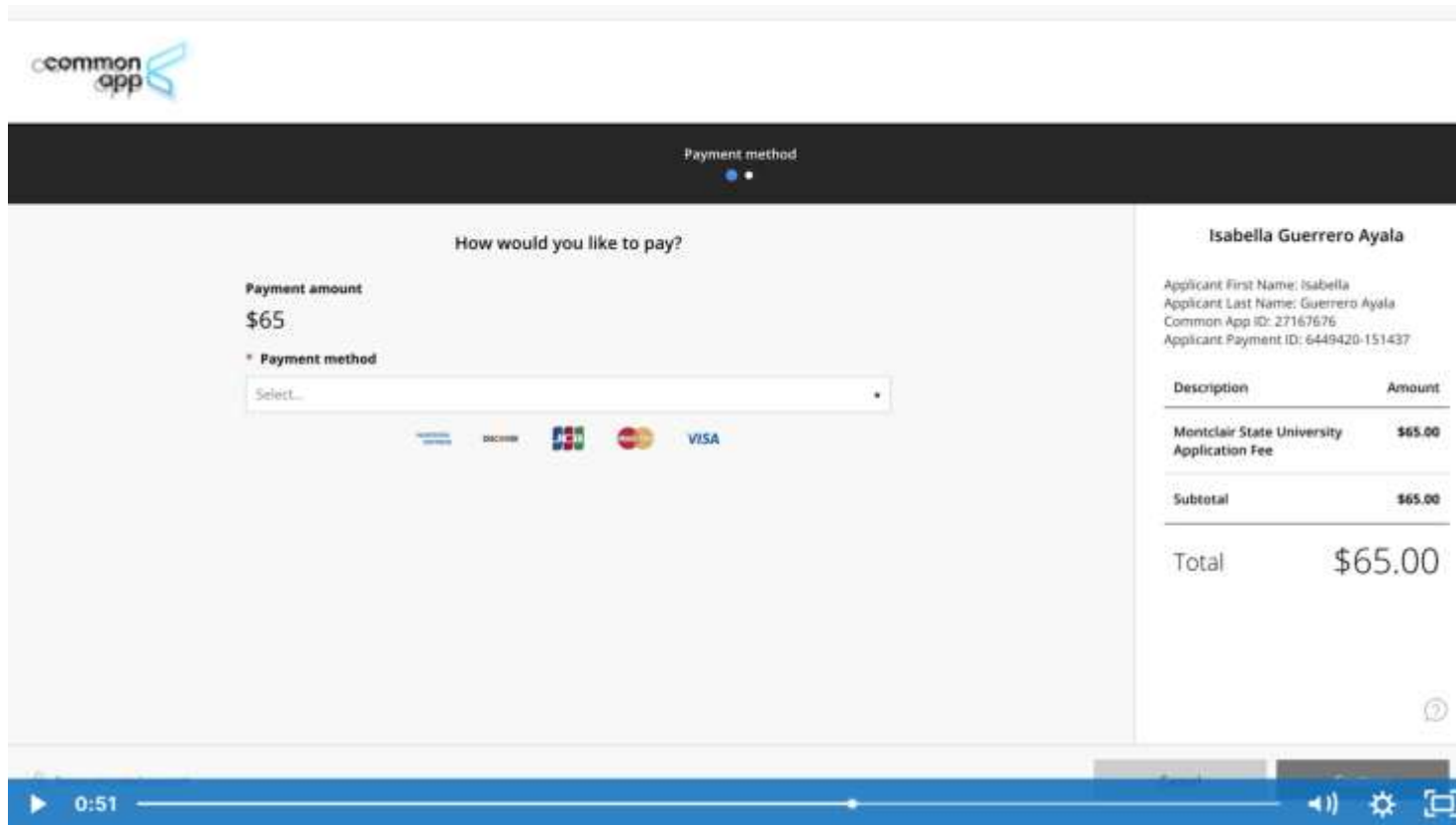
Please confirm the PDF presented on the screen looks exactly as you intend for submission to Montclair State University. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

I have reviewed the PDF copy of my application and wish to proceed with my submission. *

Cancel Continue

Scroll through the page and verify that all information is correct.
If necessary, click 'back' and make any amendments via 'Common App'.
Do NOT do above until after you have submitted the TJC US Form to Ms. Jane Lin
have been given approval.

26. Submitting your application - pay each university individually

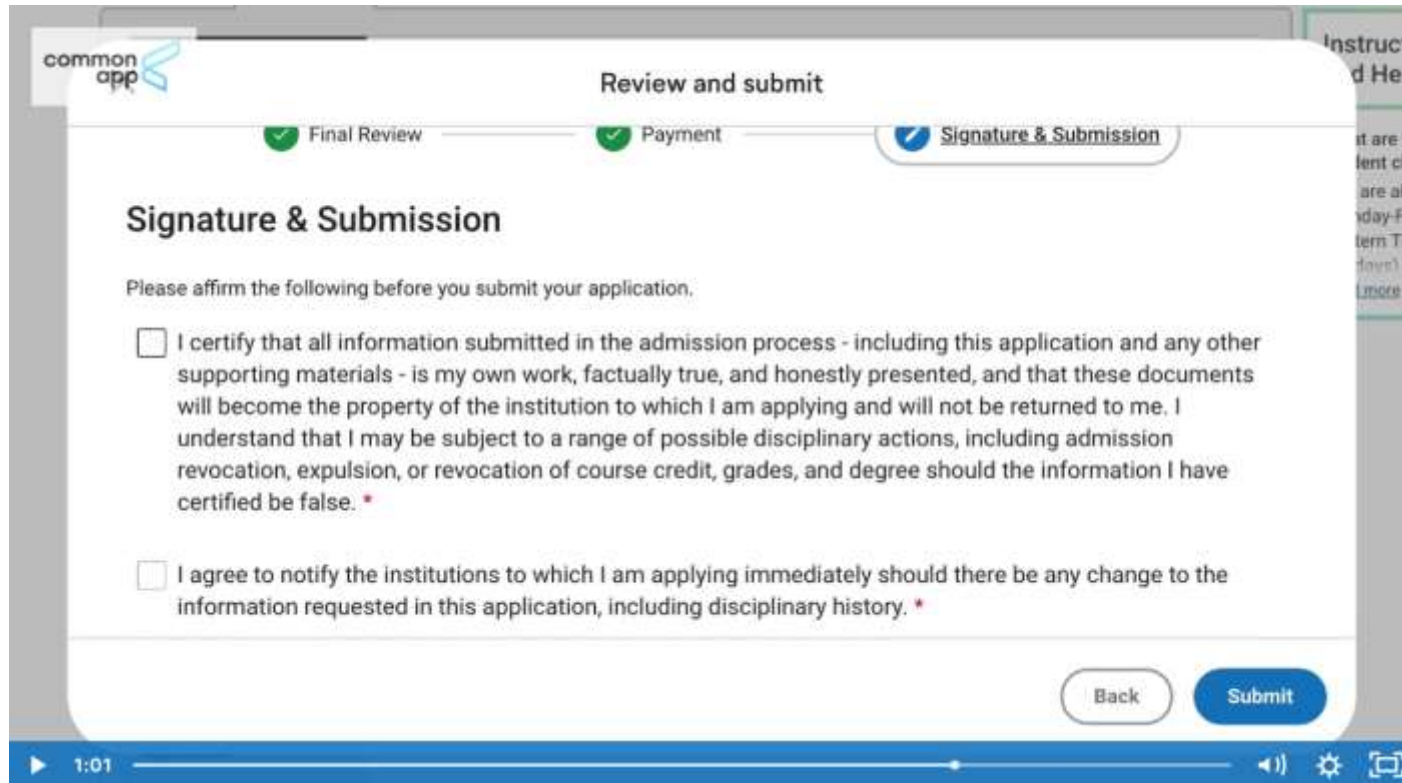


The screenshot shows the Common App payment interface. At the top left is the Common App logo. The main heading is "Payment method". Below this, the question "How would you like to pay?" is displayed. The payment amount is \$65. A dropdown menu for "Payment method" is open, showing "Select..." and icons for Discover, American Express, Mastercard, and Visa. On the right side, the applicant's name "Isabella Guerrero Ayala" is shown, along with her first and last names, Common App ID (27167676), and Applicant Payment ID (6449420-151437). Below this is a table with two columns: "Description" and "Amount". The table lists "Montclair State University Application Fee" for \$65.00, a "Subtotal" of \$65.00, and a "Total" of \$65.00. A video player interface is visible at the bottom of the screenshot, showing a play button, a progress bar at 0:51, and icons for volume, settings, and full screen.

Input credit card information.

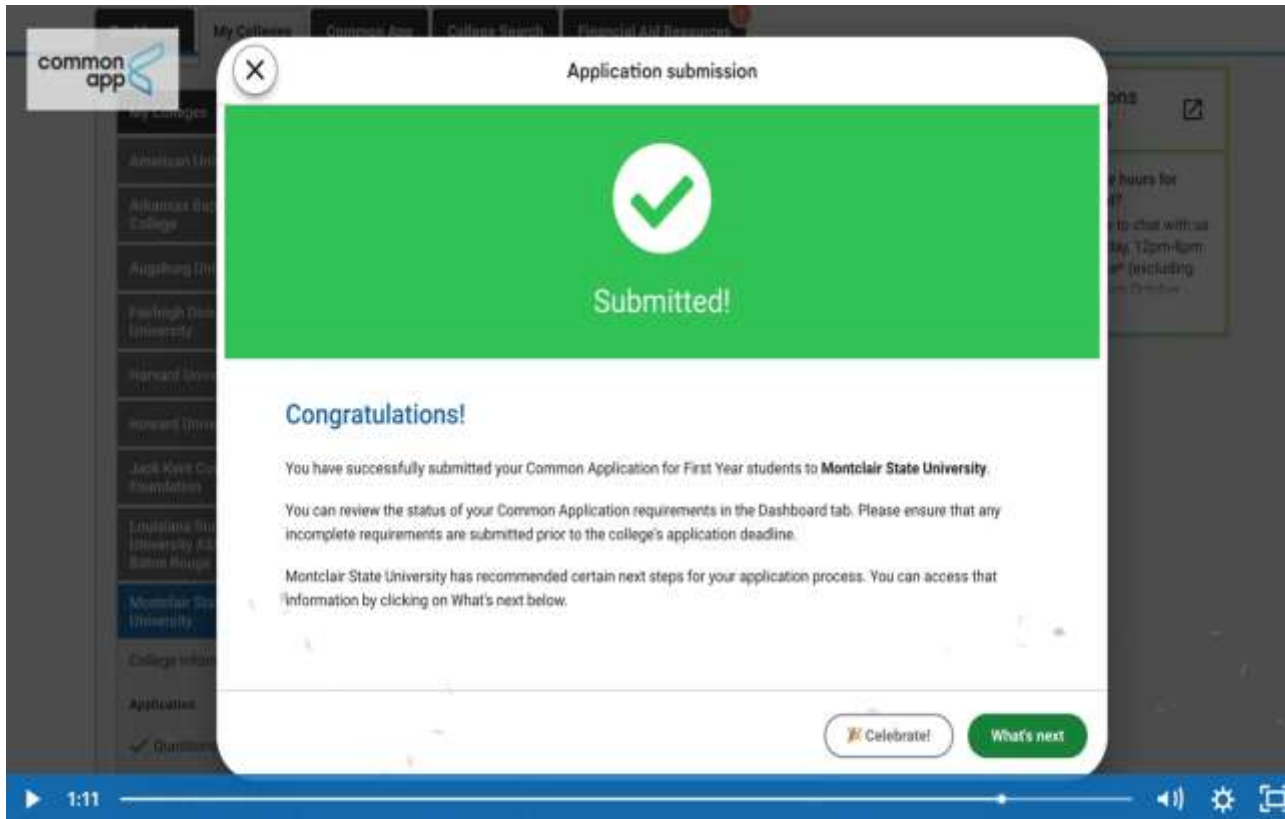
Do NOT do the above until after your TJC US form has been approved.

26. Submitting Application - Signature & Submission



**Input your parent's credit card information.
Do NOT do the above until after your TJC US Form has been approved.**

26. Confirmation of submission



Transcripts - Please scan and send your transcripts to your Counsellor (Civics Tutor) in 1 PDF file

Current students

- JC2 Prelim
- GCE A level results for PW and MTL
- JC1 Promo results
- O Level results (including MTL)/ IP4 results
- Sec 3/ IP3 results are optional.

Alumni

- All GCE A level results/ certificates (including PW and MTL)
- JC2 Prelim
- JC1 Promo results
- O Level results (including MTL)/ IP4 results
- Sec 3/ IP3 results are optional

More information

<https://www.commonapp.org/apply/first-year-students>