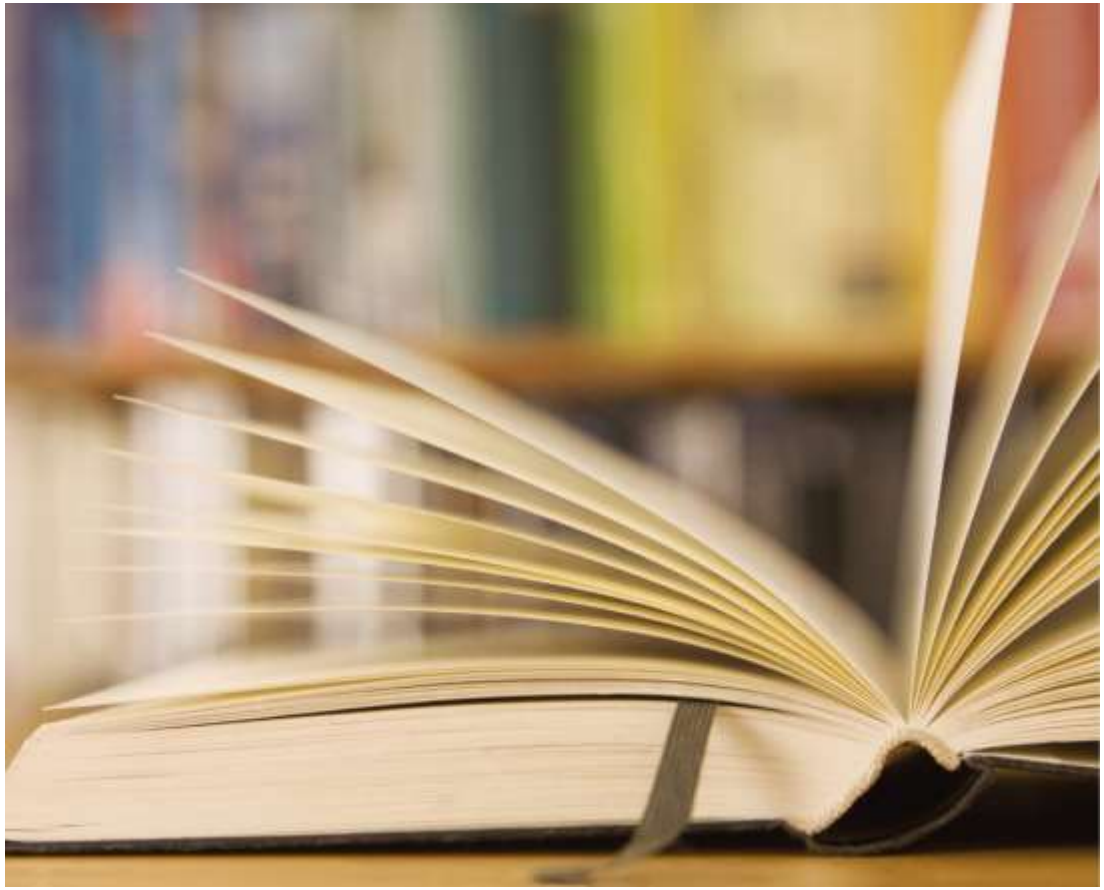
US University Applications

Guide to CommonApp



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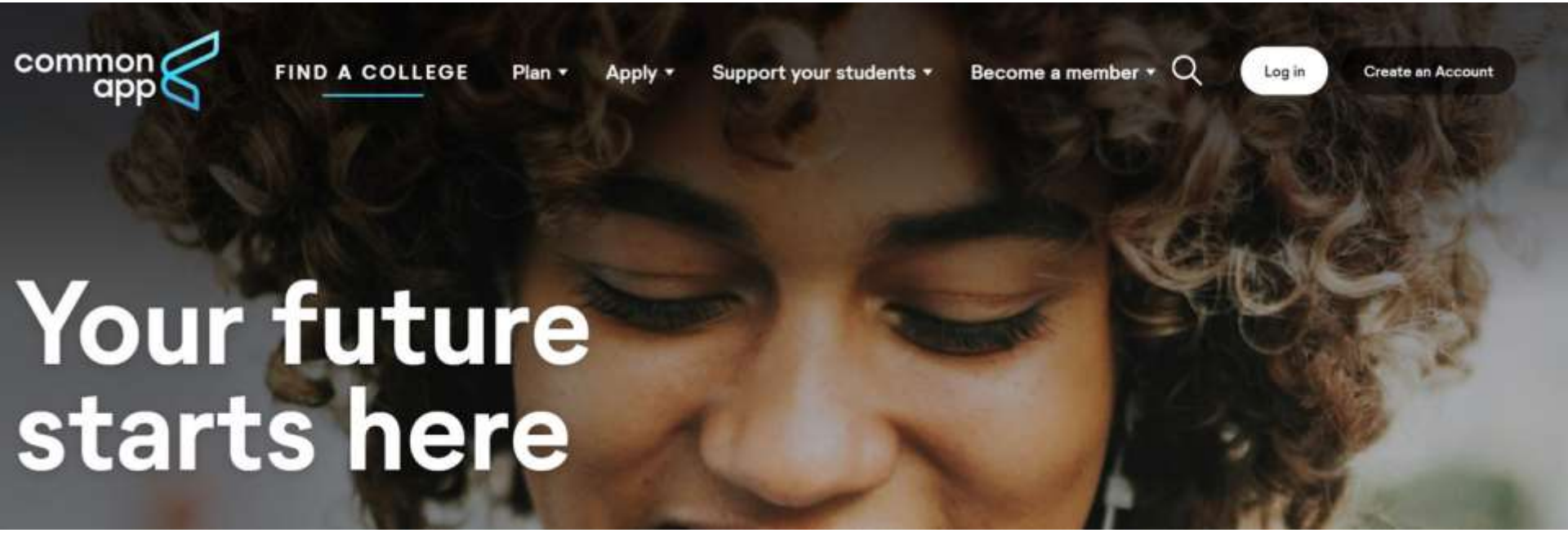
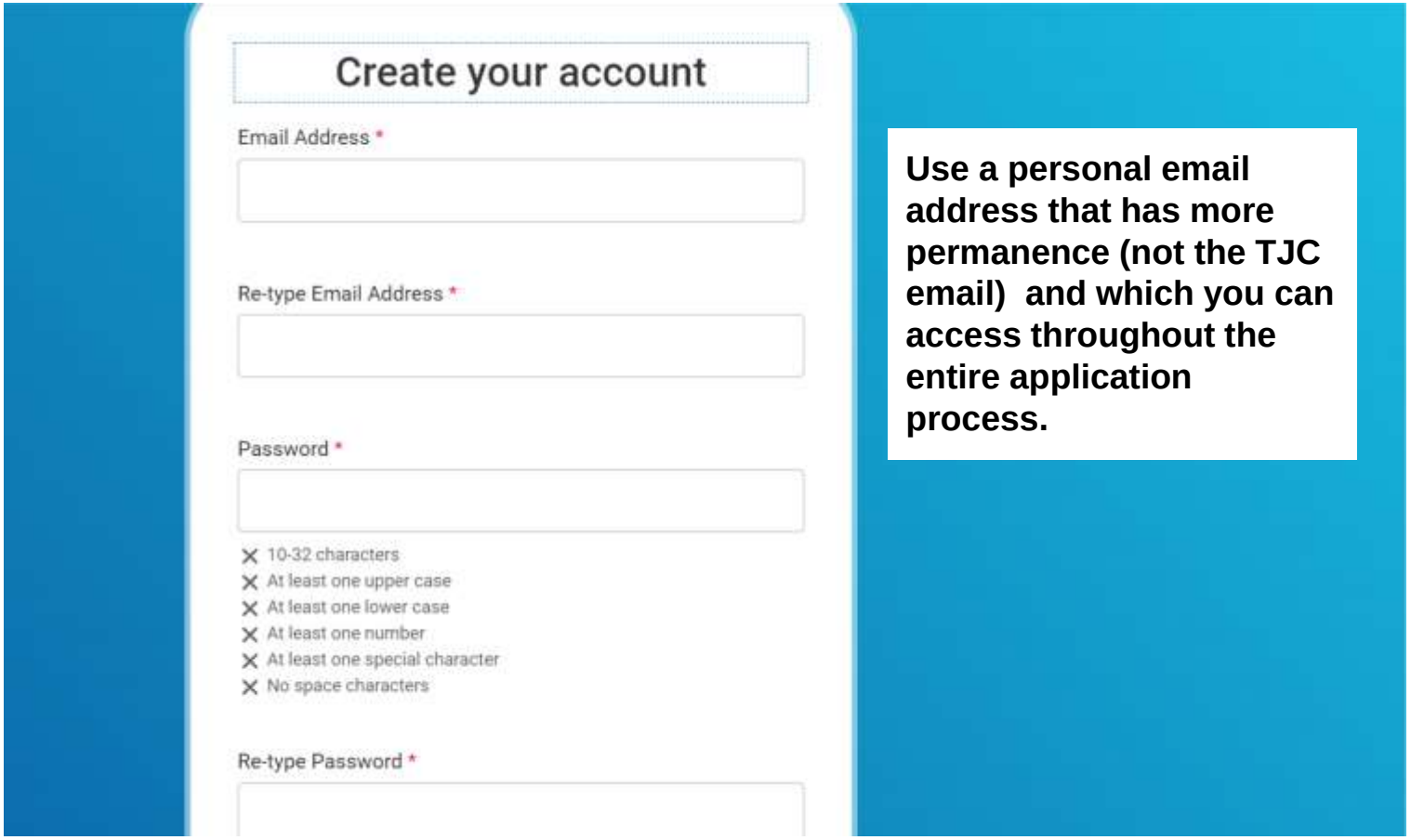
1. Creating an account on Common App



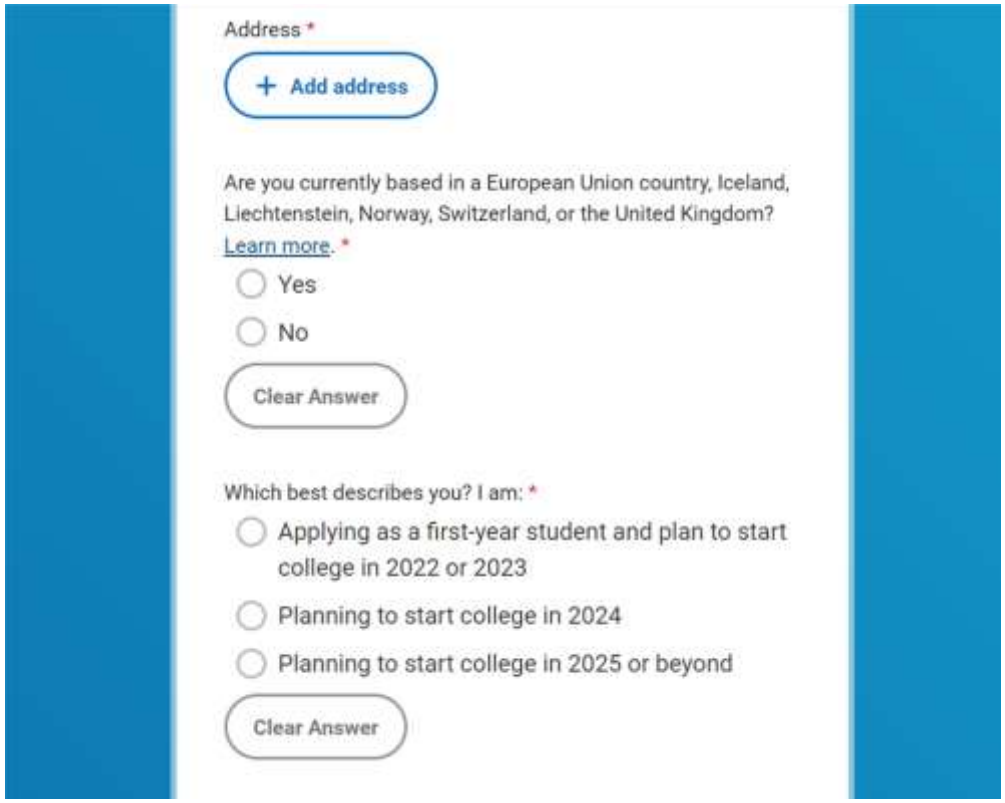
Click Create an account -> Select First Year student

1. Creating an Account on Common App



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

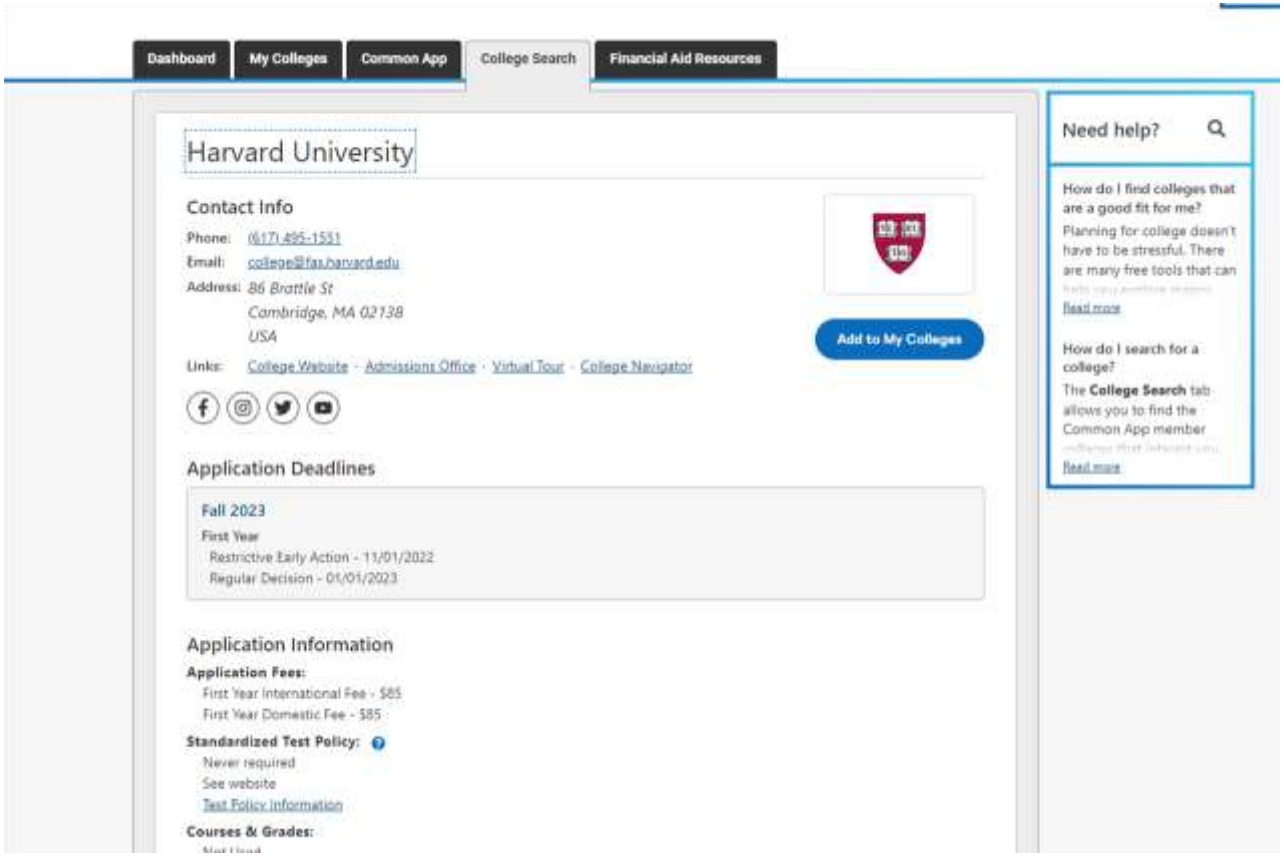


Select:
Planning to start college in 2025, or
Planning to start college in 2026 or beyond

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

Your account will be created immediately after.

2. College Search

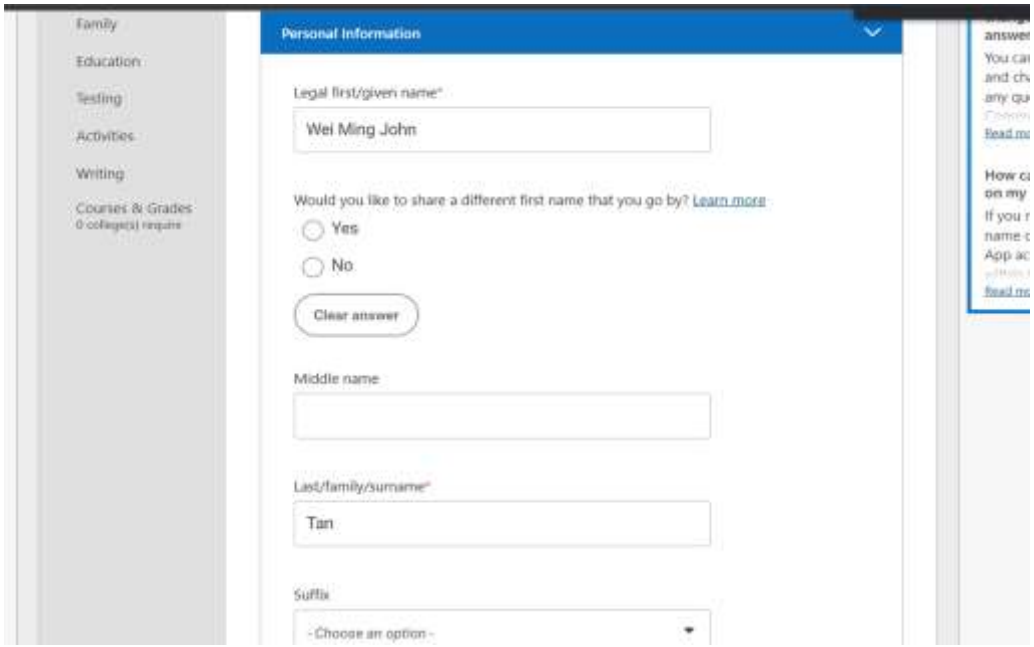


Search for the universities you wish to apply to, and add them to your list.

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.

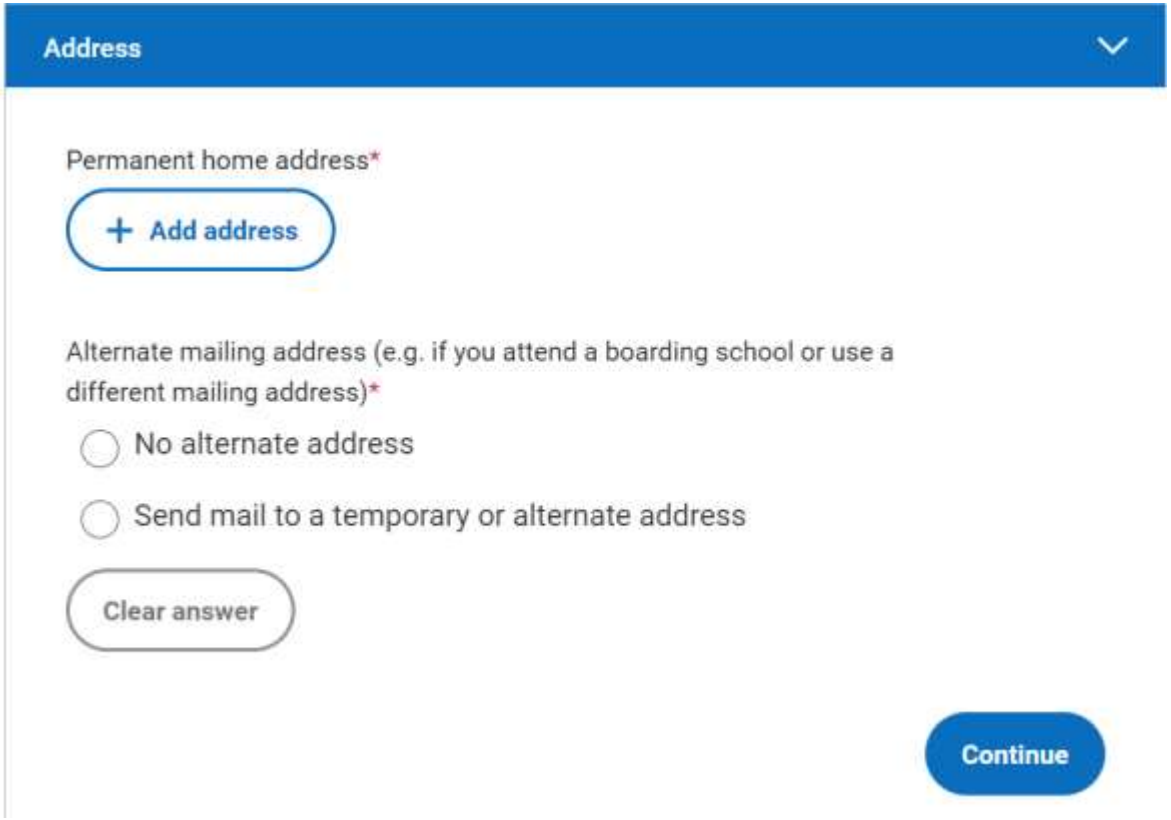
2. Profile: Entering Personal Details



Input your details accordingly for each sub-section in the "Profile" section, clicking on "Continue" before proceeding to another section.

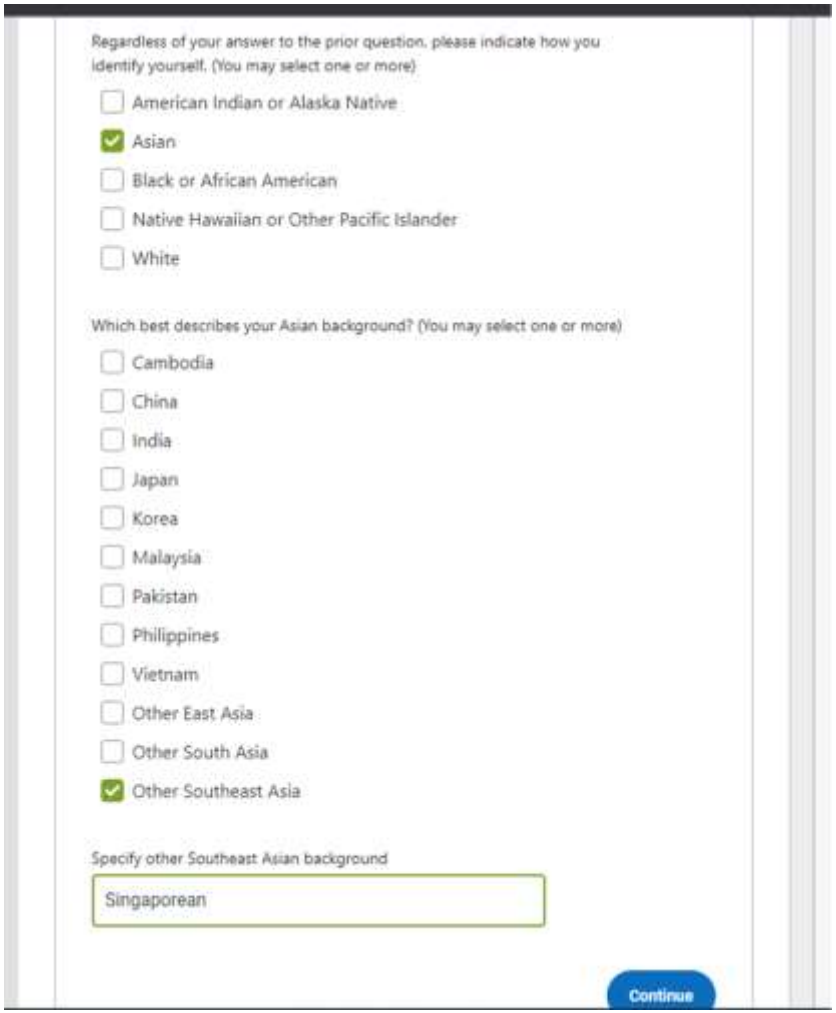
Look out for any instructions on a panel on the right.

2. Profile: Entering Personal Details



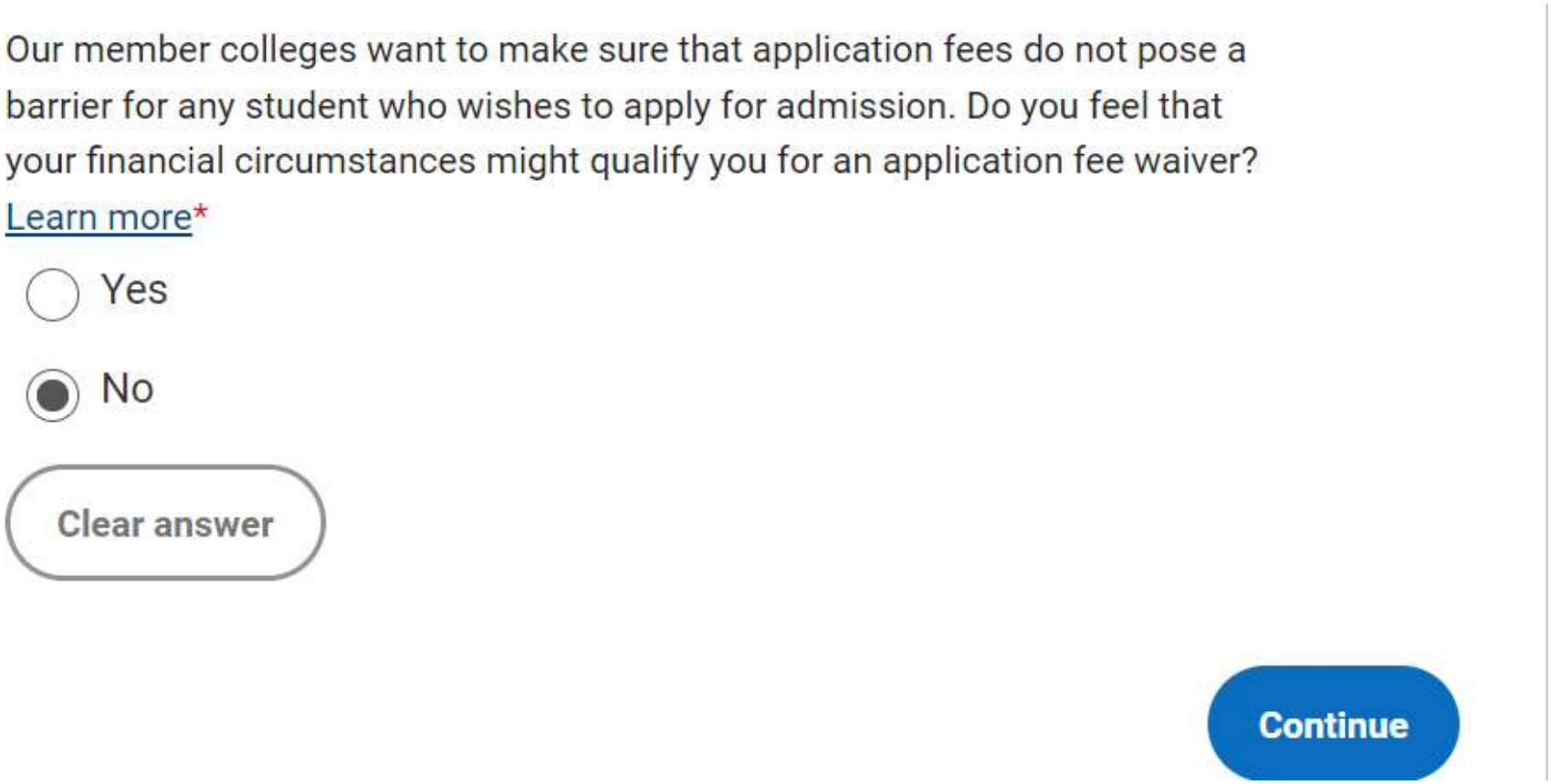
Use the address you will be staying at until the end of the admissions cycle (1st Feb 2025).

2. Profile: Entering Personal Details

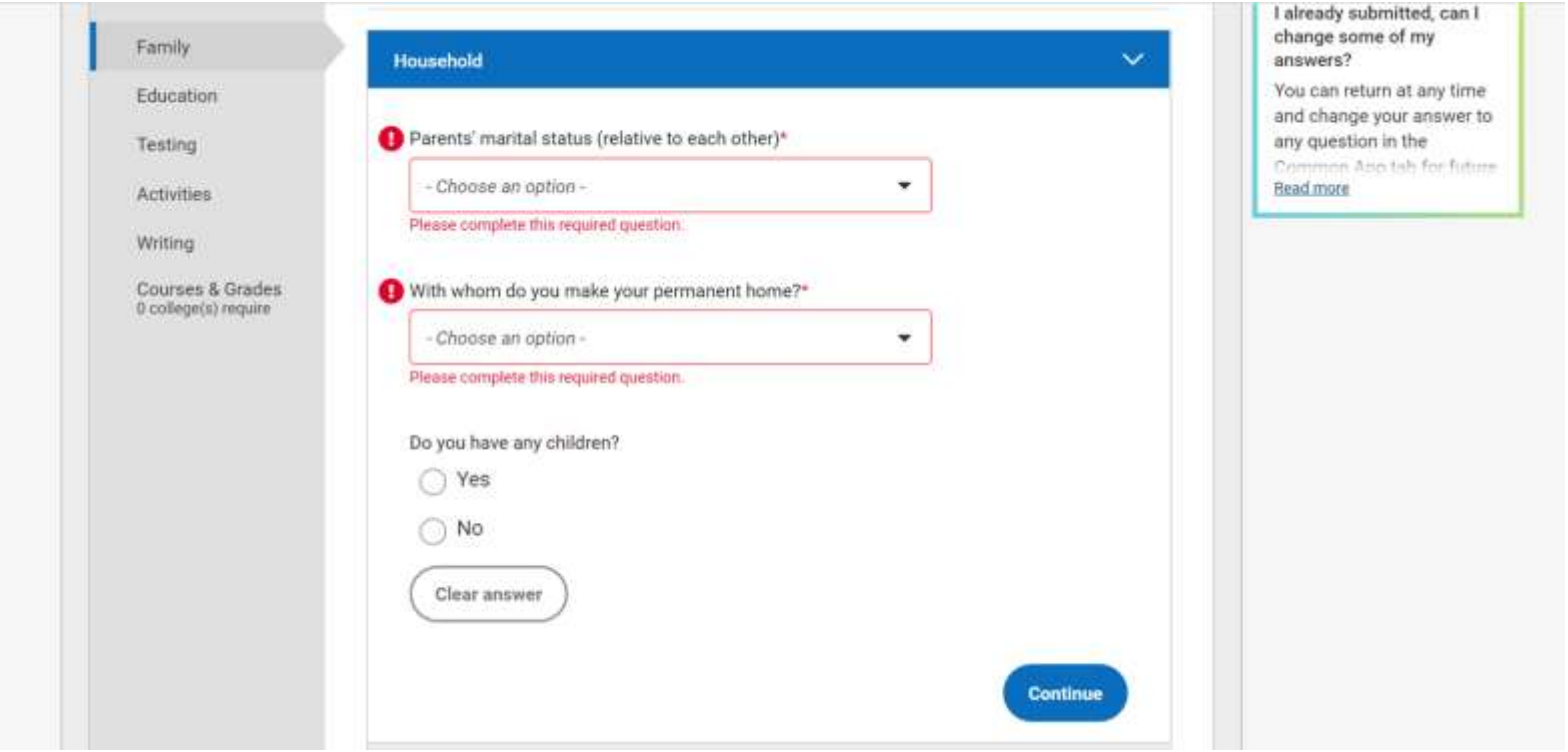


Input your details accordingly.

3. Common App Fee Waiver

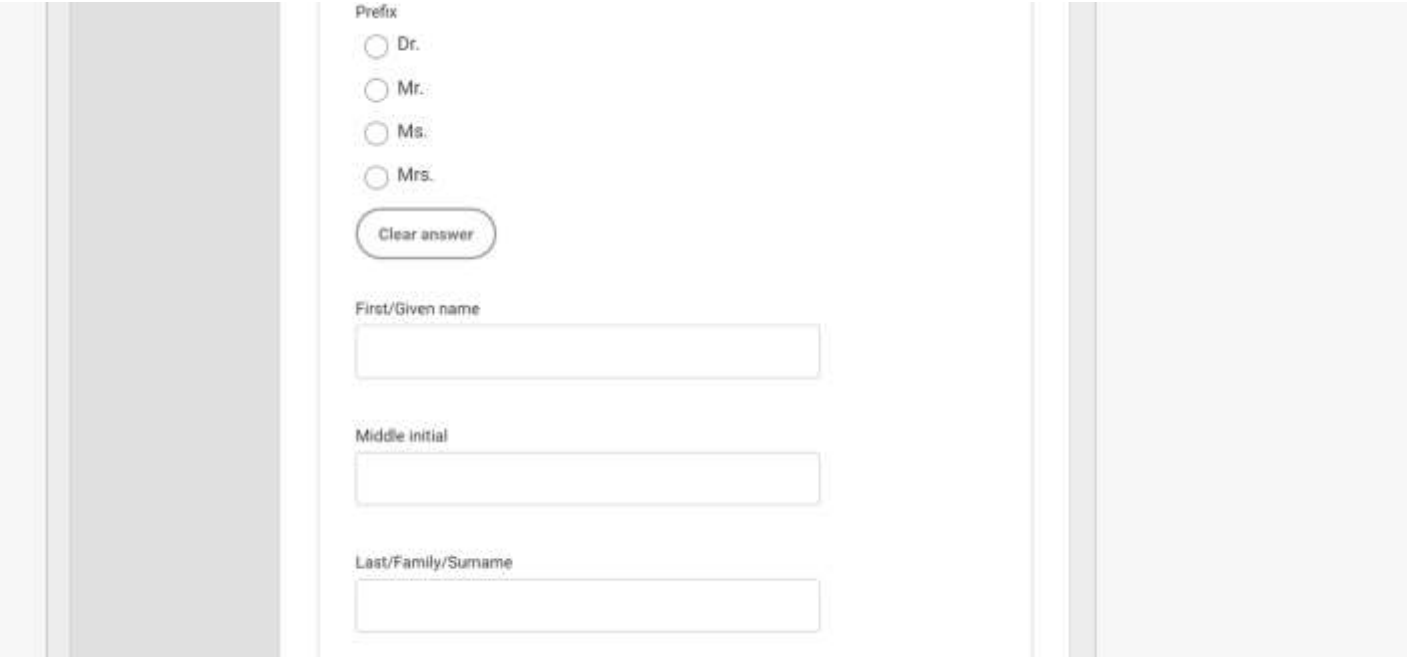


4. Family Information



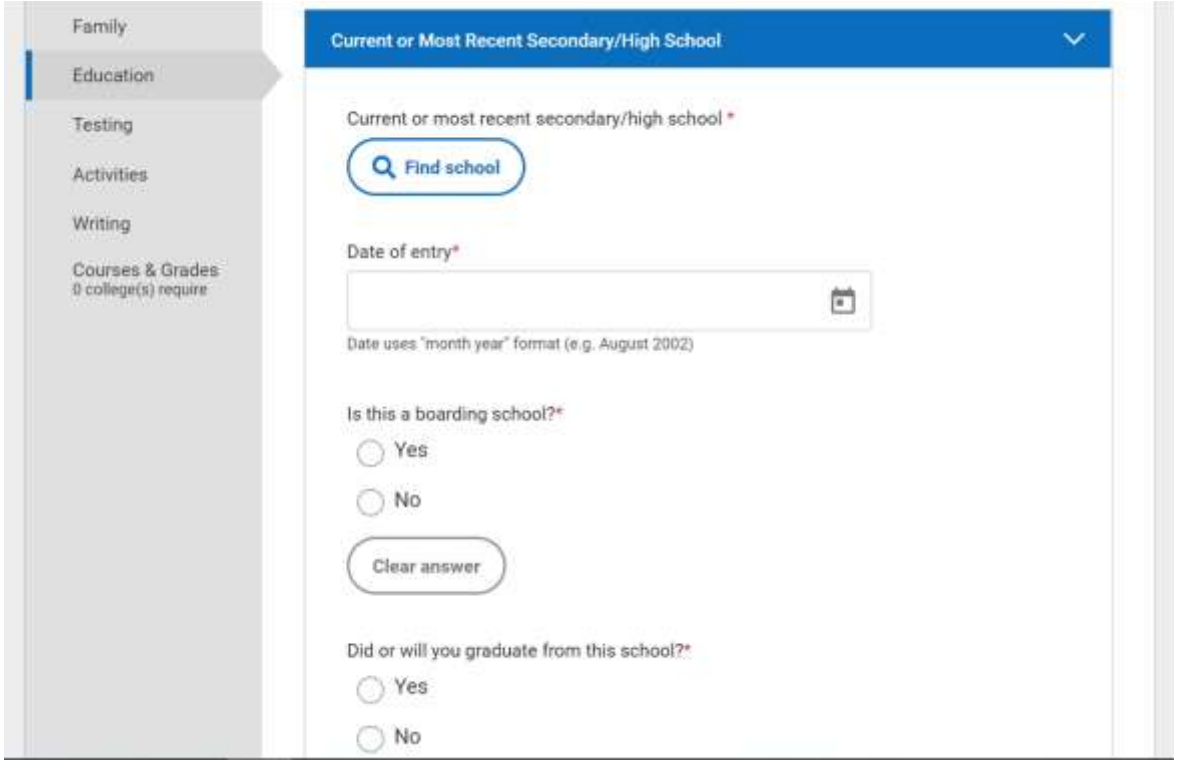
Input your details accordingly – use "Help Center" to understand the terms used.

4. Family Information



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



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

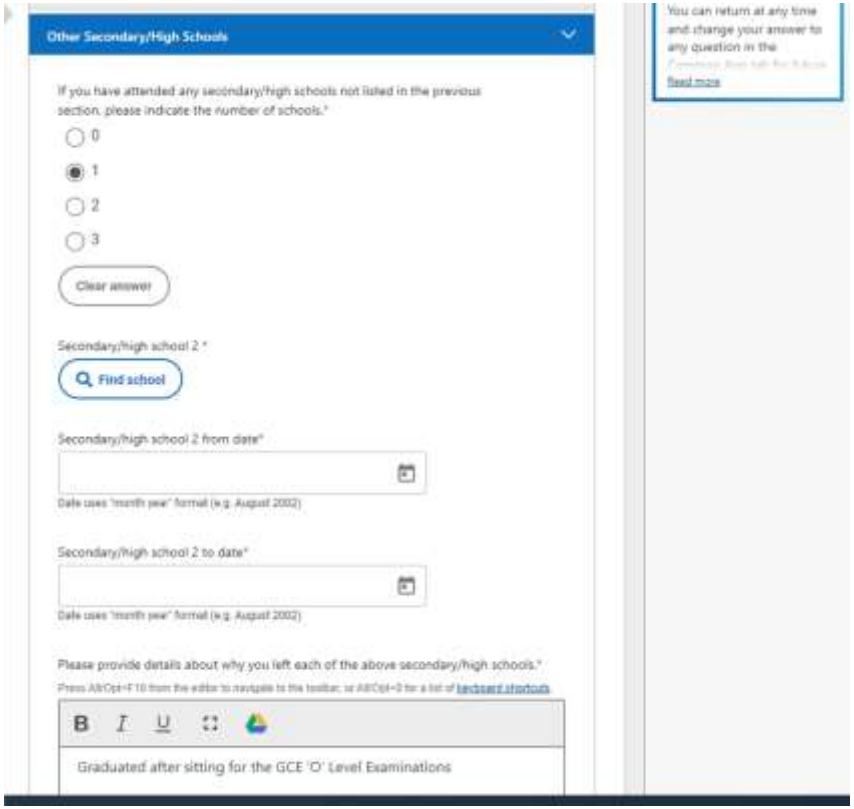
Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.*

- [ ] 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’.

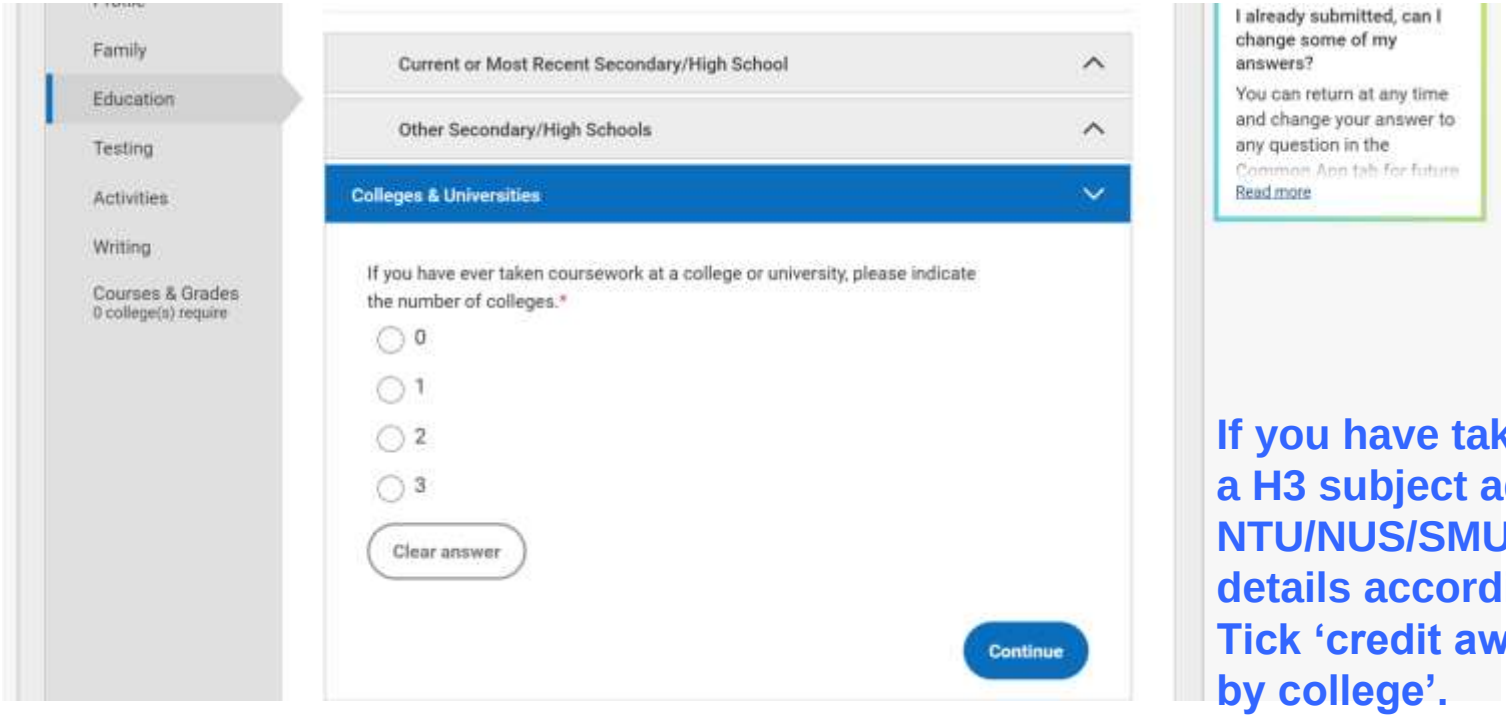
6. Information about Other Sec/High Schools



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

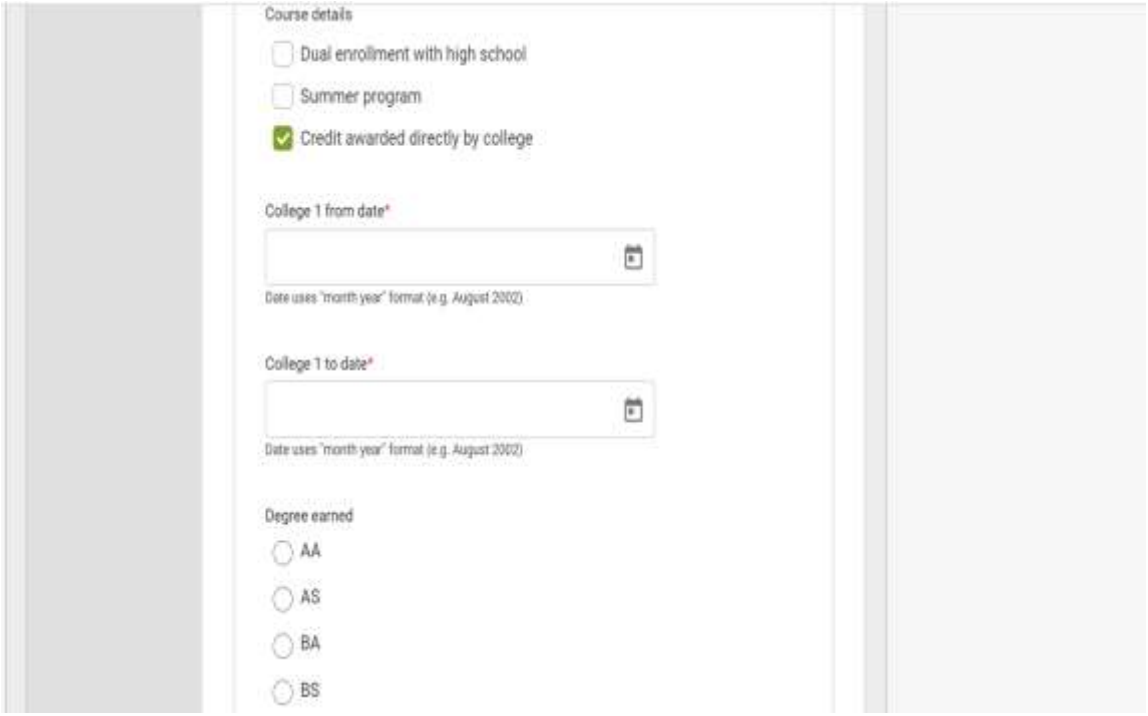


If you have taken/ are taking a H3 subject administered by NTU/NUS/SMU, input the details accordingly.
Tick 'credit awarded directly by college'.

You may leave the degree earned section blank.

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

7. Colleges & Universities - for H3 Subjects

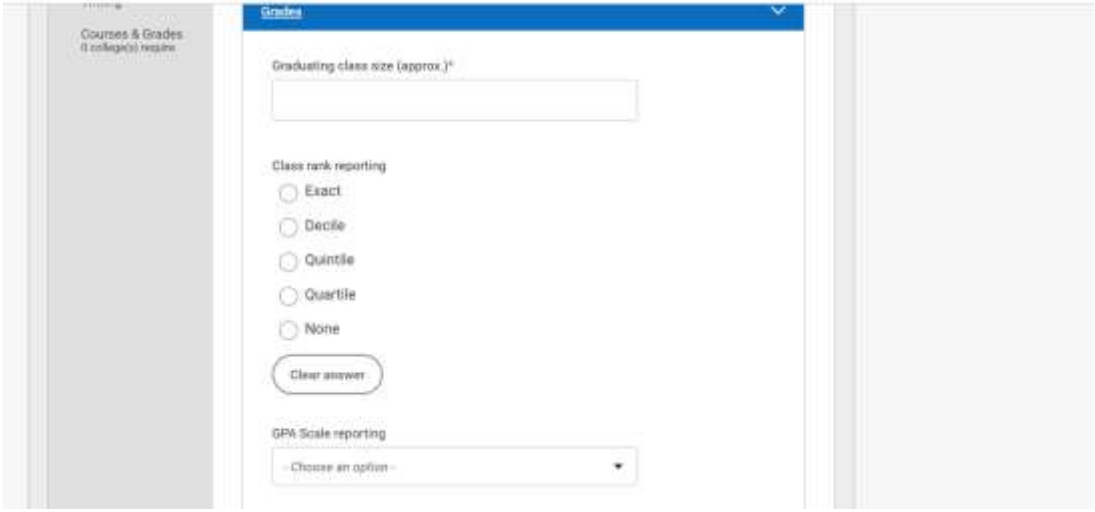


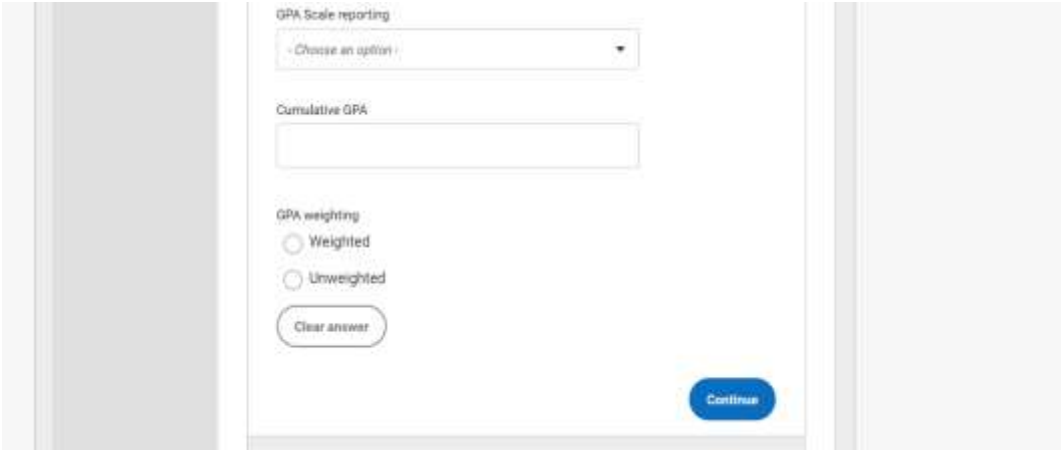
If you have taken/ are taking a H3 subject administered by NTU/NUS/SMU, input the details accordingly.
Tick 'credit awarded directly by college'.

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





For Graduating class size, input

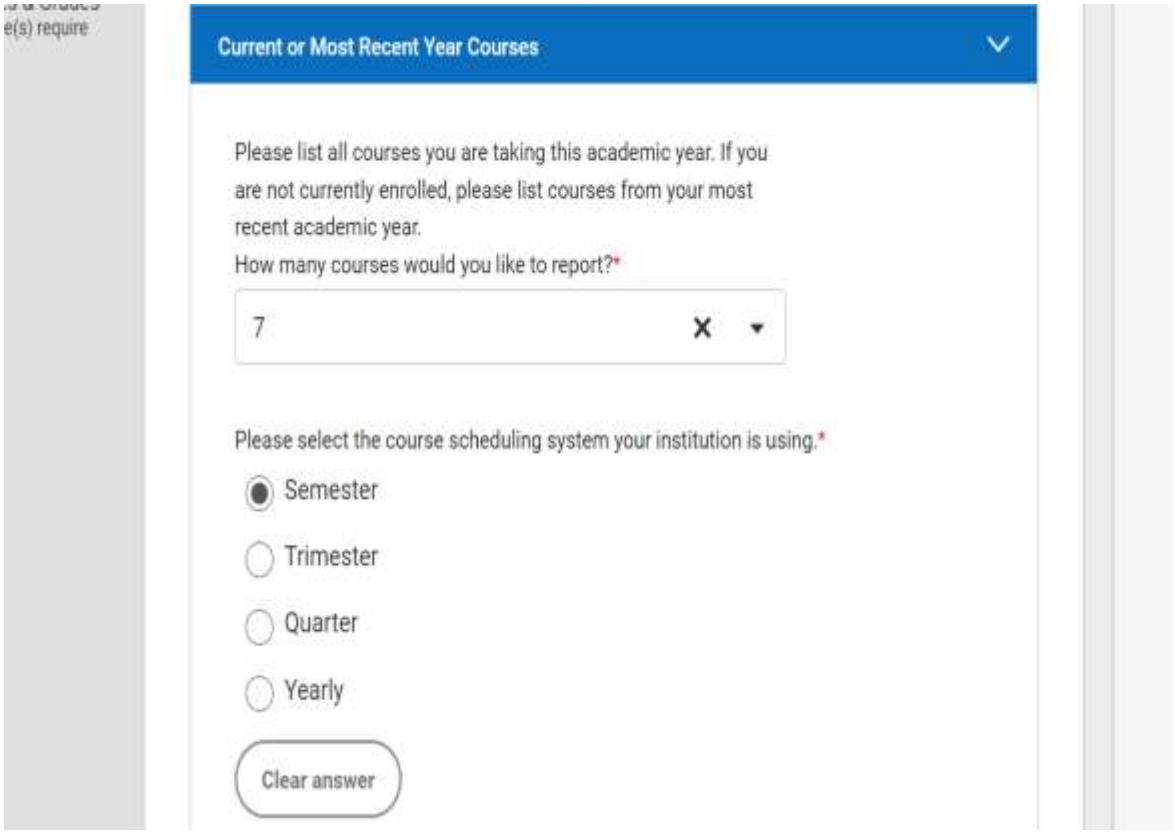
- **"429" for the CGxx/23 cohort**
- **"430" for CGxx/22 cohort**
- **"413" for CGxx/21 cohort**

Leave the following blank:

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

(GCE 'A' Levels <u>does not</u> follow a GPA system.)

9. Current or Most Recent Year Courses



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*

Other/Elective

Course 1 name*

S-C GCE Cambridge H1 General Paper

Course 1 level*

N/A

Course schedule:
Full Year

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 2 subject*

Math (Other)

Course 2 name*

S-C GCE Cambridge H2 Mathematics

Course 2 level*

Advanced Placement (AP)

Course 2 schedule*

Full Year

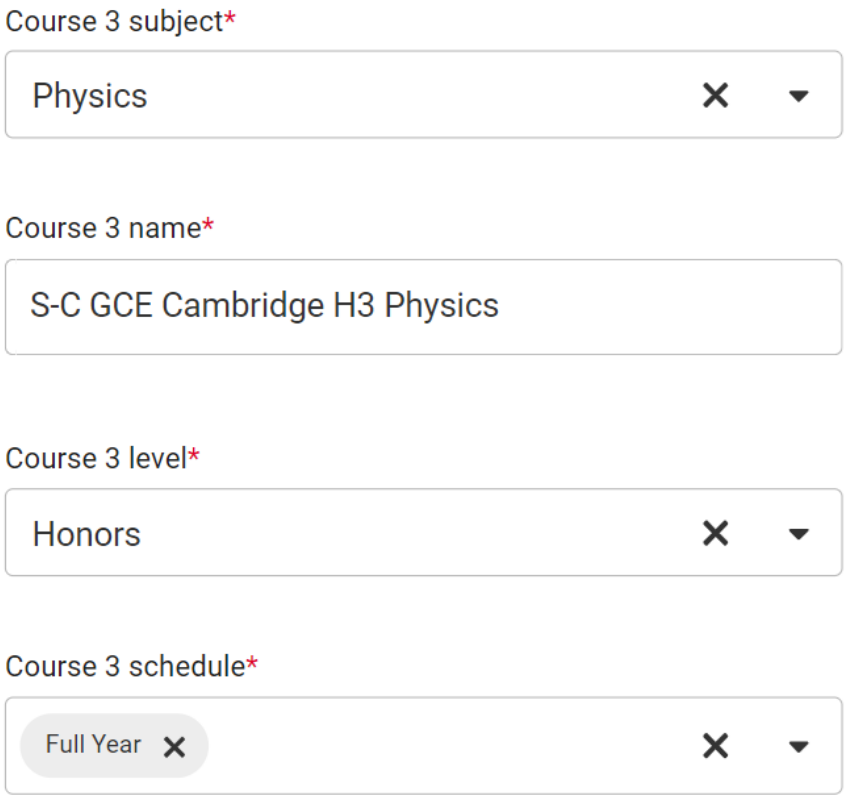
How many courses:
– count number of subjects (include H1 Mother Tongue, H1 Project Work and H3 subjects)

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



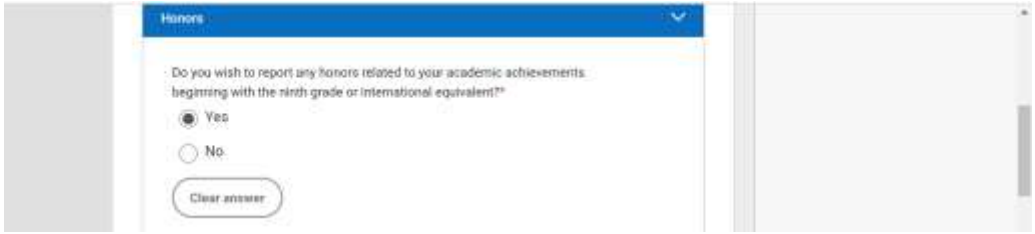
How many courses:
– count number of subjects (include H1 Mother Tongue, H1 Project Work and H3 subjects)

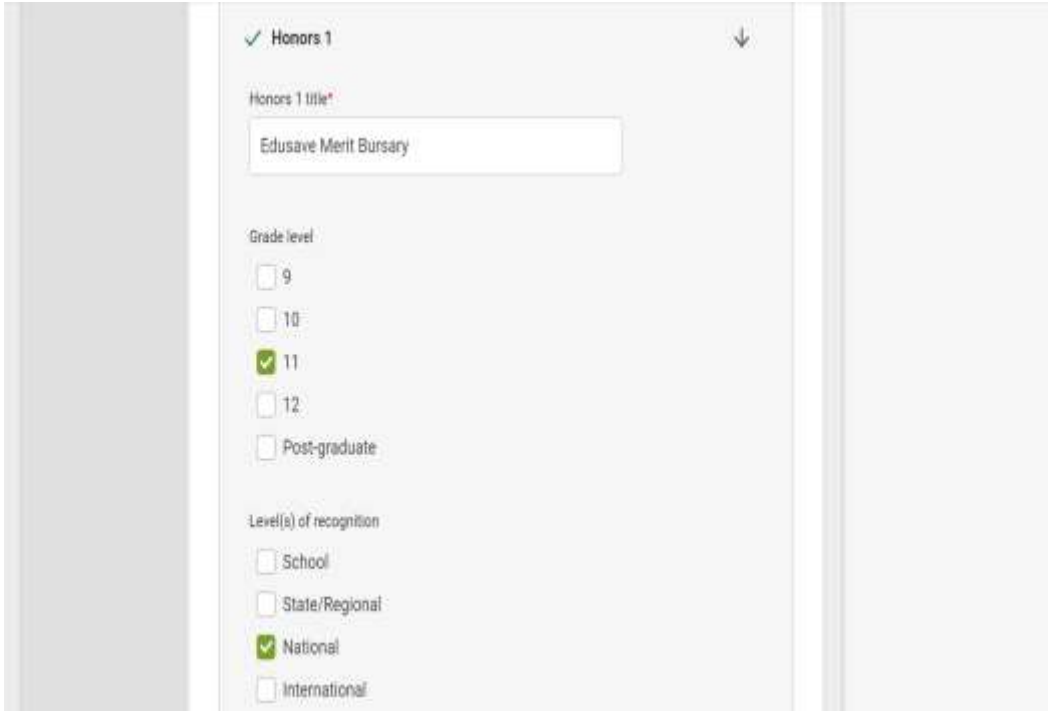
For each course, enter using format:
'S-C GCE Cambridge H1 General Paper', or
'S-C Cambridge H2 Physics' or
'S-C Cambridge H3 Mathematics'

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' refers to academic awards / scholarships.

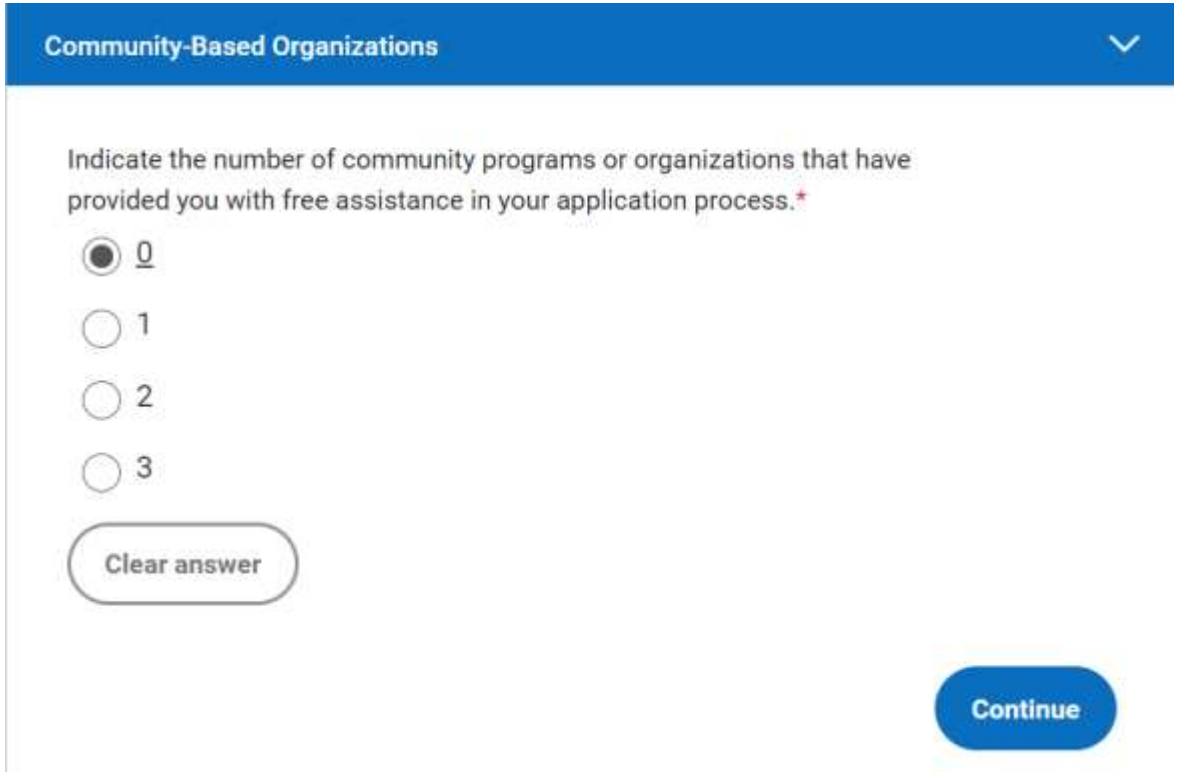
e.g. Edusave Merit Bursary (National level) or College Day Award for Best in Subject (School level).

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.

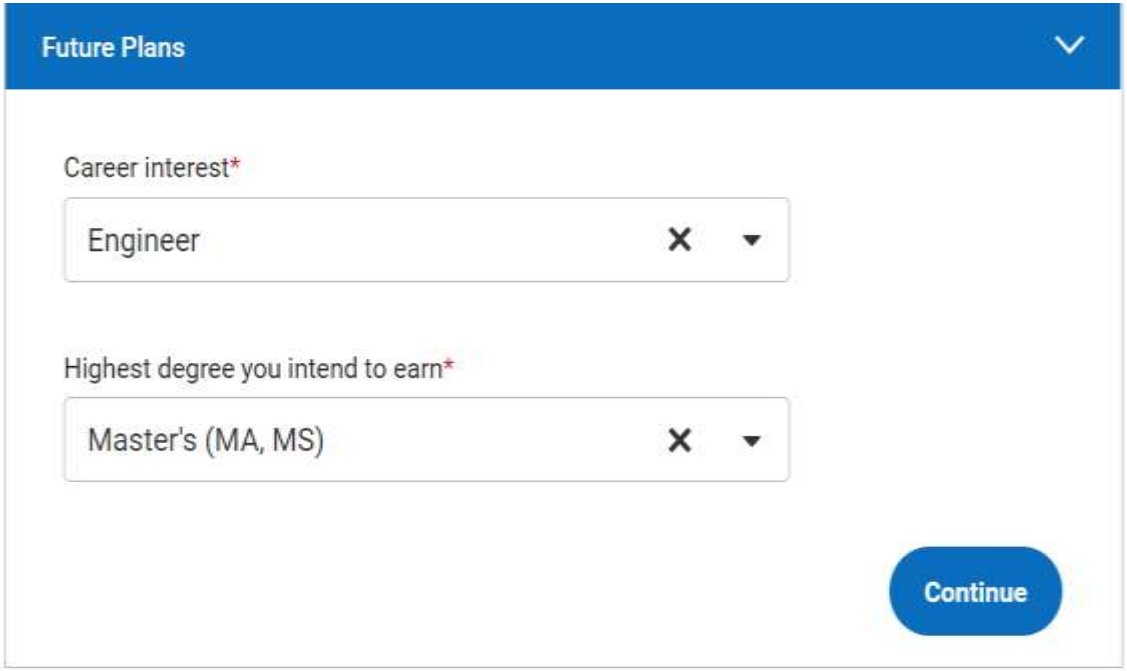
Grade level:
Grade 9: Sec3/IP3
Grade 10: Sec4/IP4
Grade 11: JC1
Grade 12: JC2

11. Community-Based Organizations



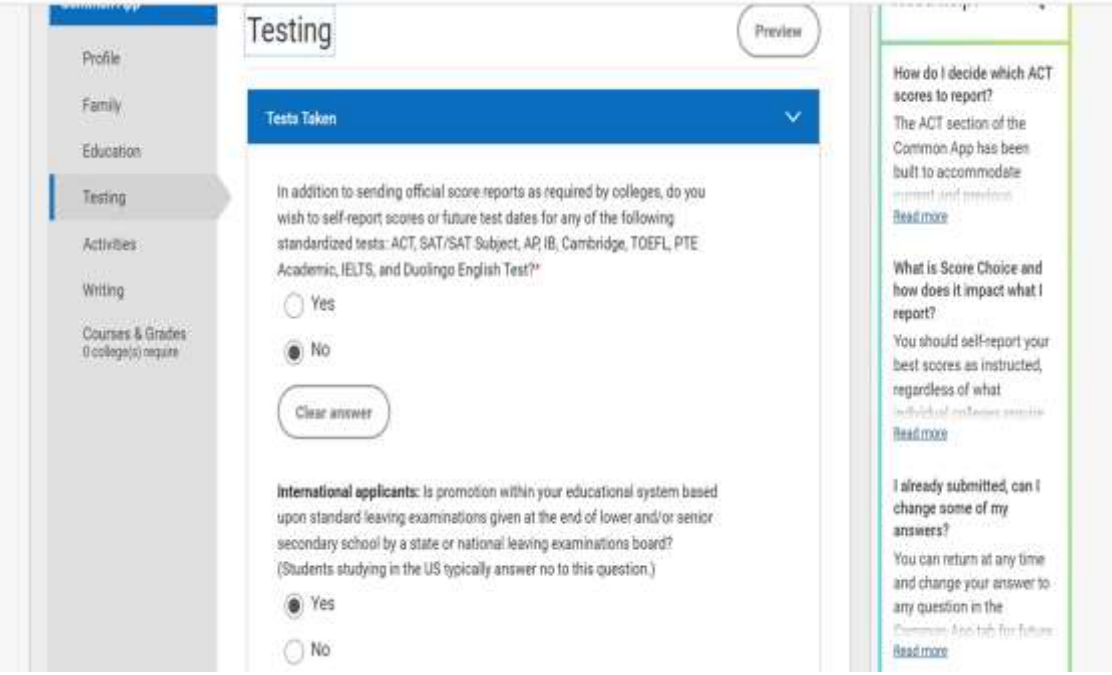
If you have engaged any agent/organisation to help process your application for FREE (e.g. IDP), input their details. Otherwise, the answer is ‘0’.

12. Future Plans



Input your details accordingly.

13. Testing

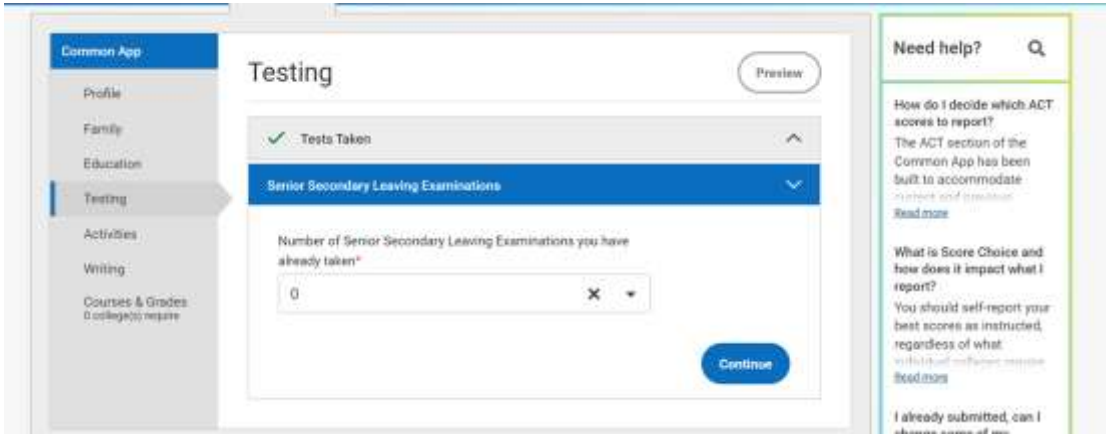


You may self report standardized scores (e.g. SAT), but they must still be officially sent from Collegeboard to the universities you are applying to.

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

Select ‘yes’ for the international applicant question.

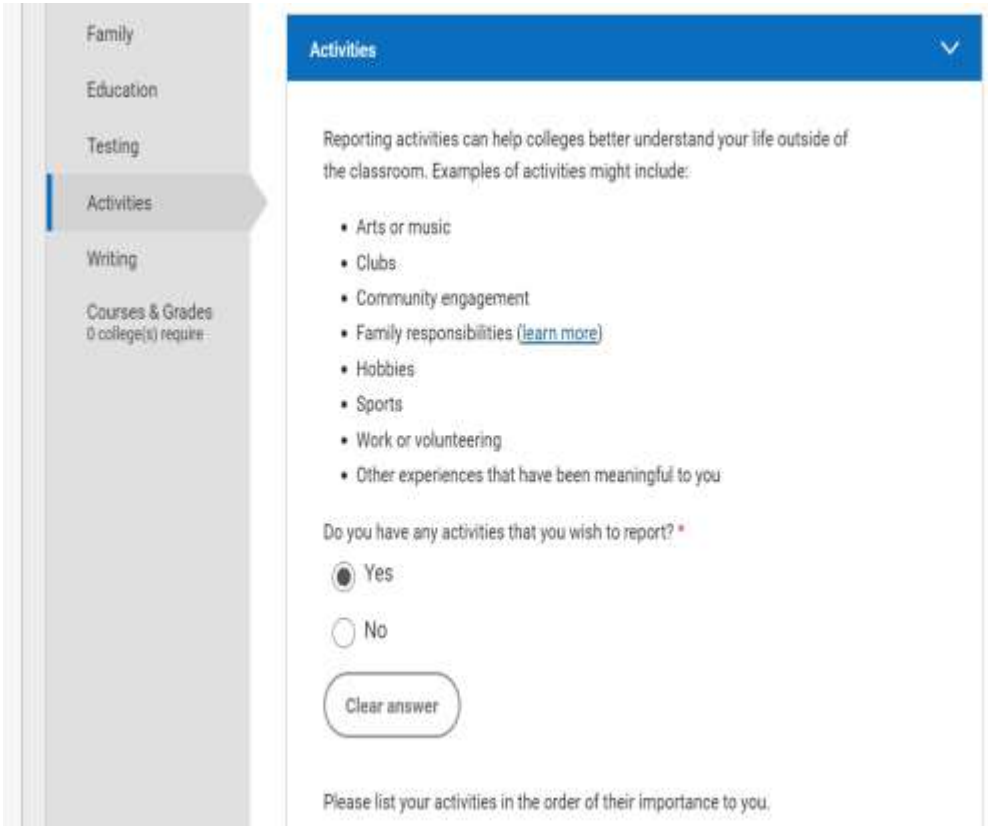
13. Testing



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



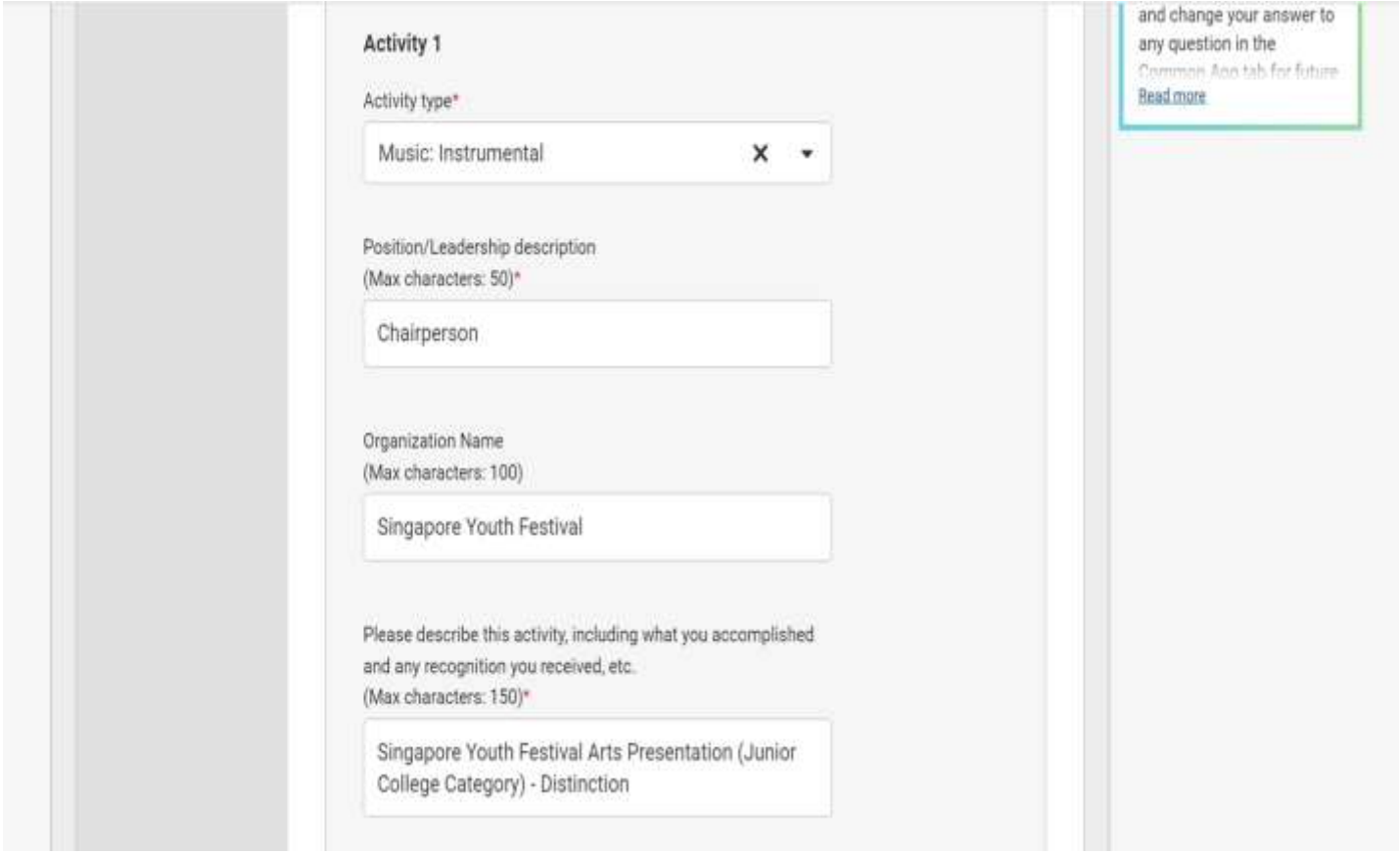
List your activities in order of importance to you. Select results and achievements that are significant or outstanding.

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

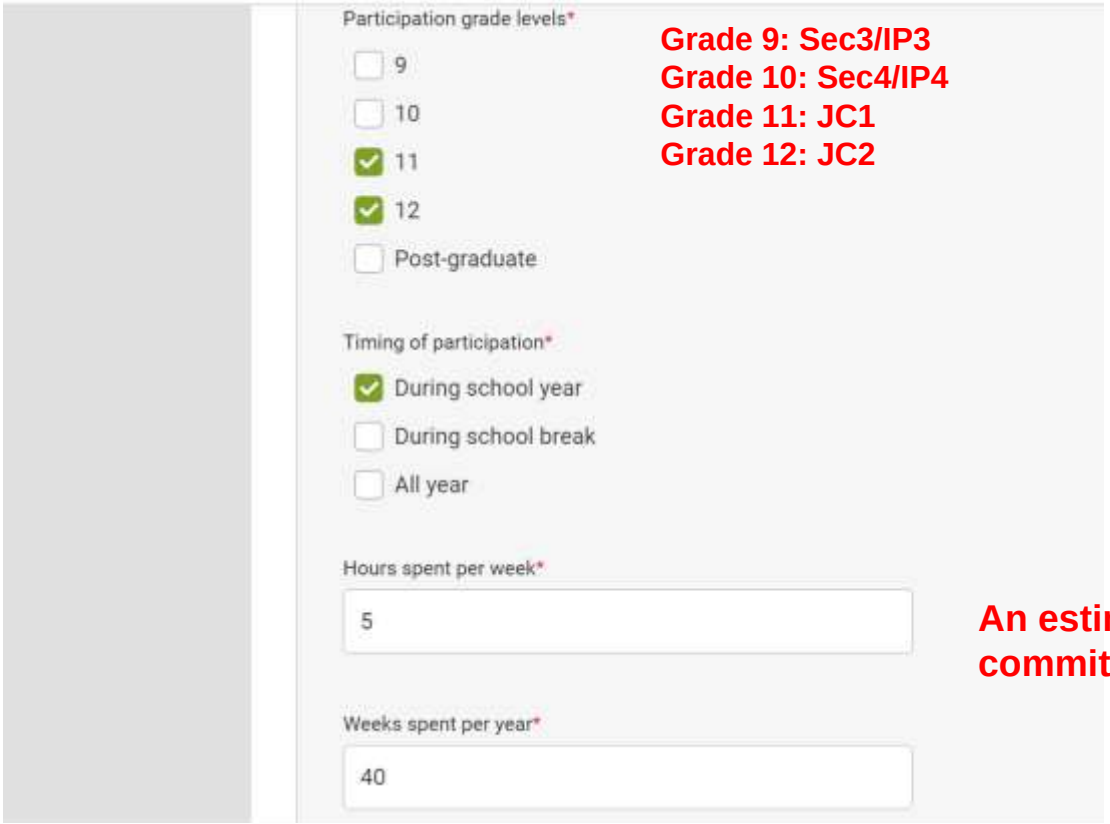
Do not include every academic/CCA certificate, as mediocre ones have been known to jeopardise chances of being accepted EVEN if you produce sterling results at the 'A' level examinations.

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

14. Activities and Achievements



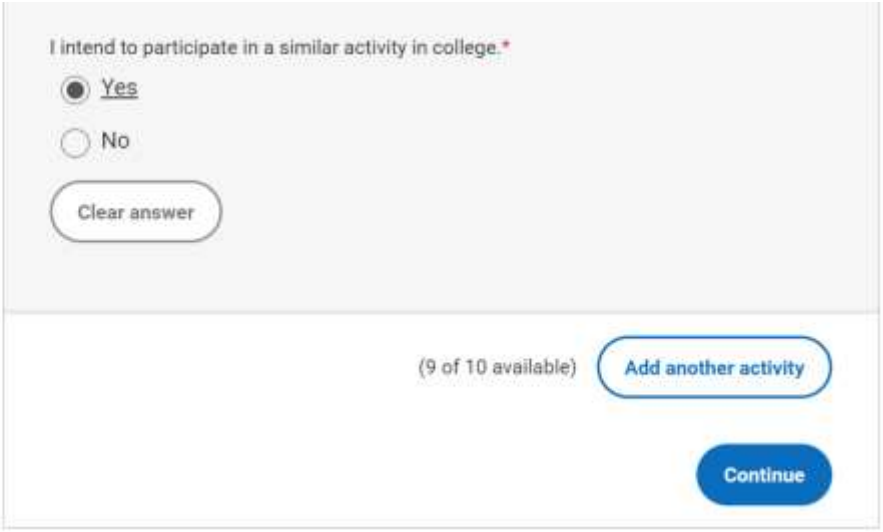
14. Activities and Achievements



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

An estimate of JC1 CCA commitment

14. Activities and Achievements



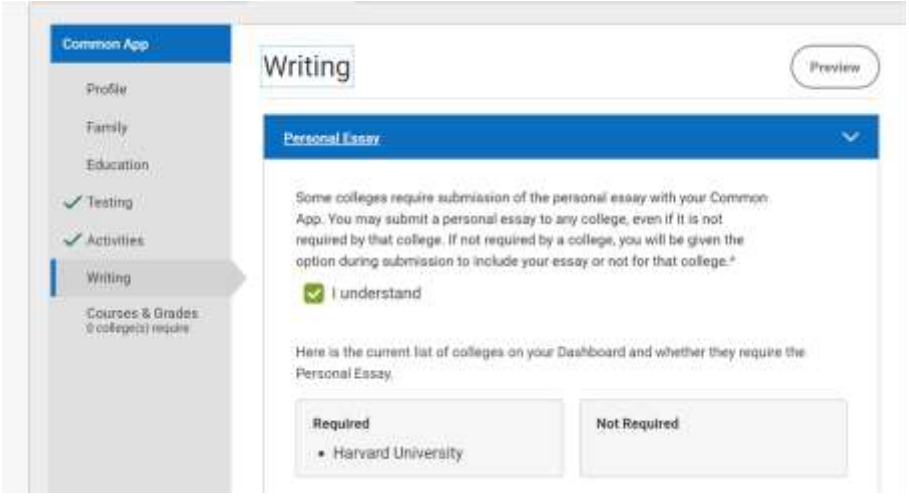
Fill in your interest to participate in a similar activity, accordingly.

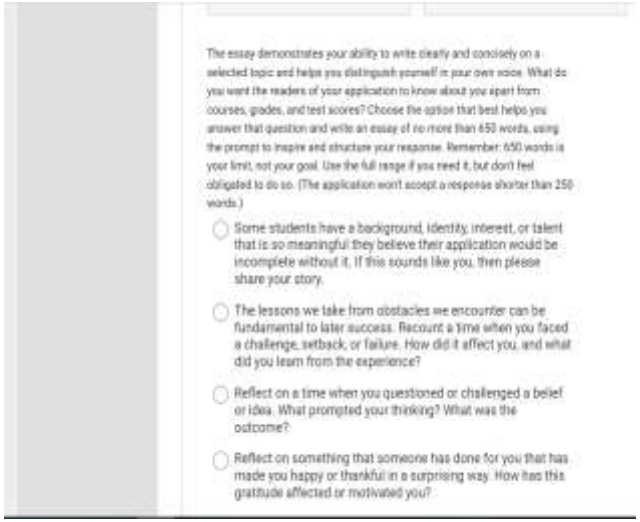
15. Writing (Personal Essay)

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

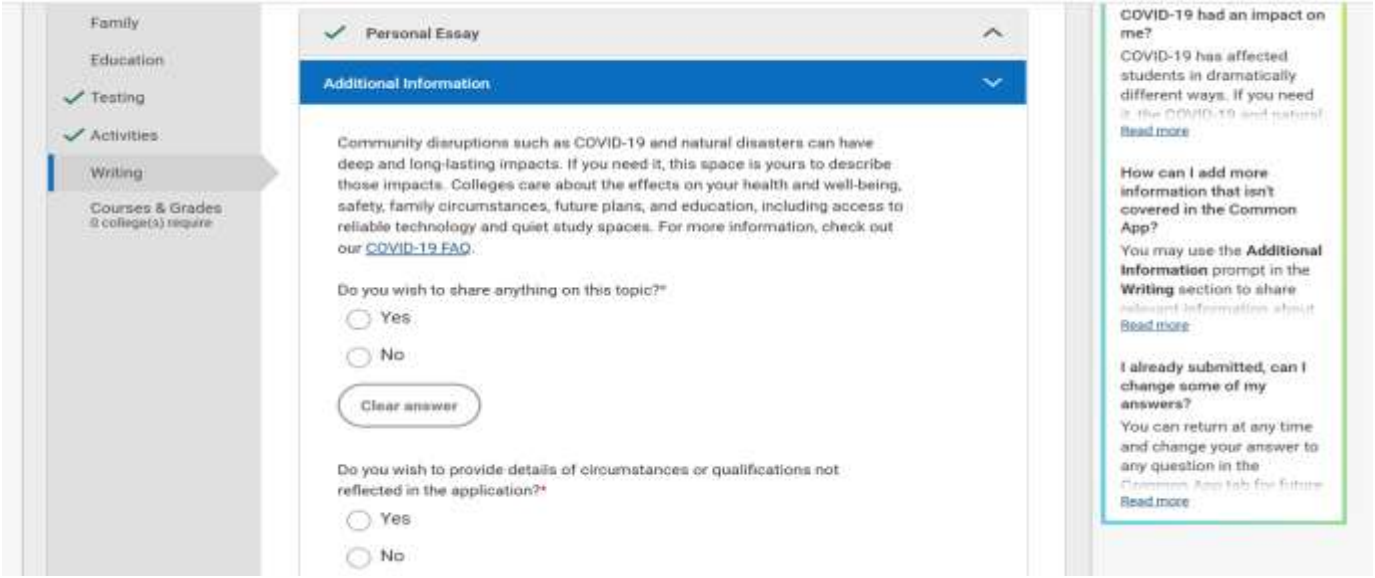
Before submission, you can make as many changes as you like. However, you cannot make any changes to submitted applications.

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





16. Additional information



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

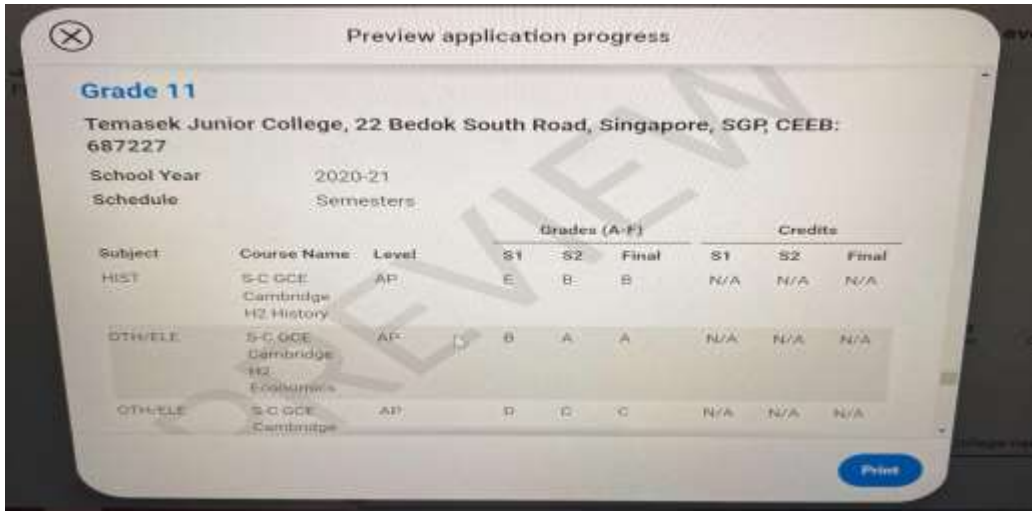
Subject	Course Name	Level	Grades (A-F) S1	Grades (A-F) S2	Grades (A-F) Final	Credits S1	Credits S2	Credits Final
MATH	Advanced Mathematics	Cambridge IGCSE	B	B+	B+	N/A	N/A	N/A
BIOL	Biology	Cambridge IGCSE	A	B+	B+	N/A	N/A	N/A
CHEM	Chemistry	Cambridge IGCSE	A+	A	A	N/A	N/A	N/A
OTH/ELE	Chinese Language Elective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

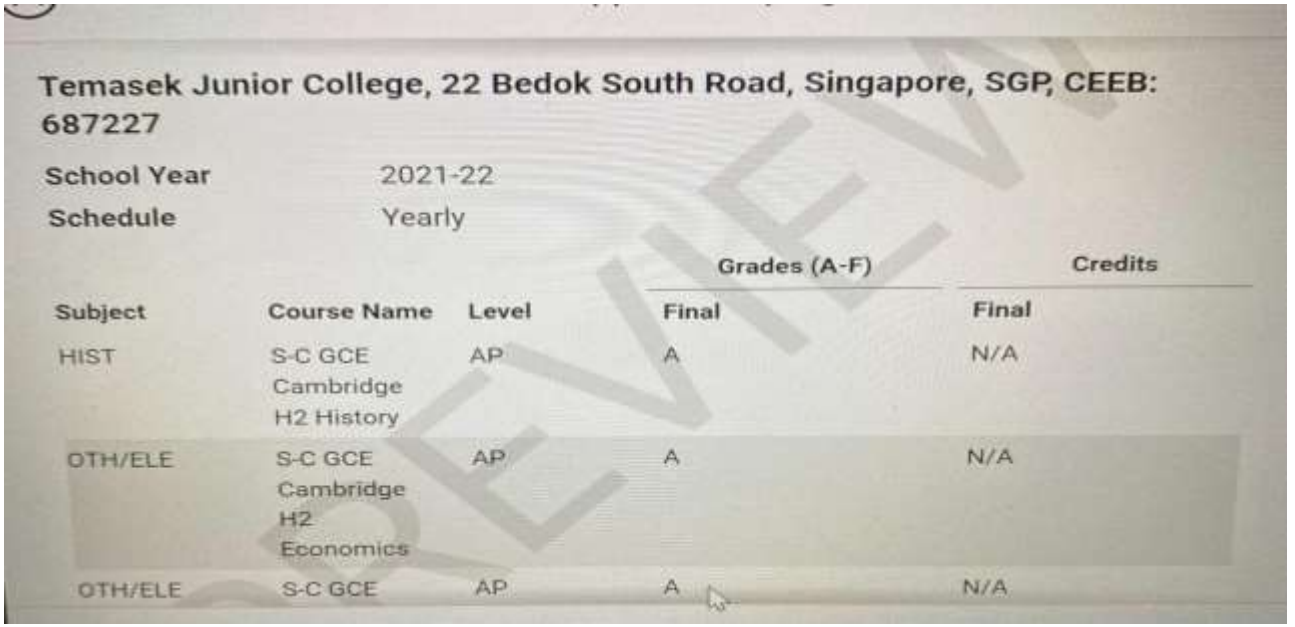
17. Courses and Grades Section (C&G) where applicable - Grade 11 [JC1]



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

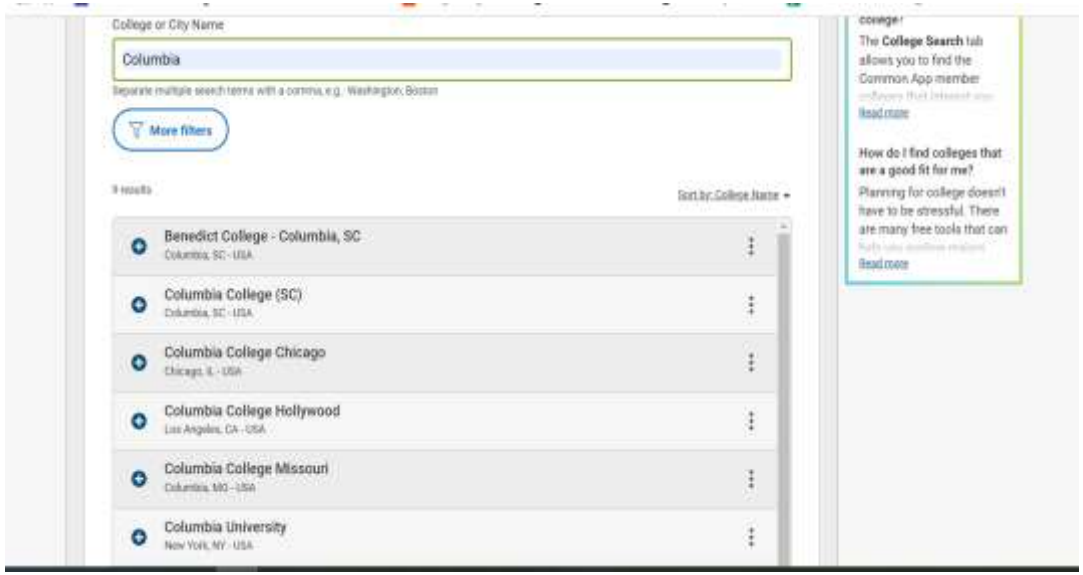
Subject	Course Name	Level	Grades (A-F) Final	Credits Final
HIST	S-C GCE Cambridge H2 History	AP	A	N/A
OTH/ELE	S-C GCE Cambridge H2 Economics	AP	A	N/A
OTH/ELE	S-C GCE	AP	A	N/A

PREVIEW

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



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

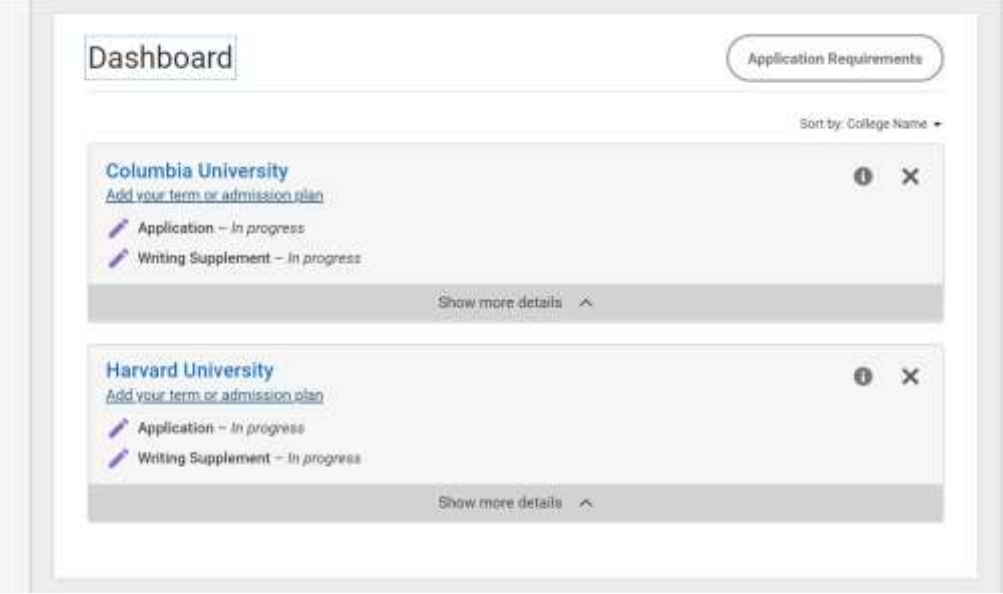
Go to the College Search tab and select the universities that you intend to apply to. Do cross-check the names for accuracy.

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.

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.

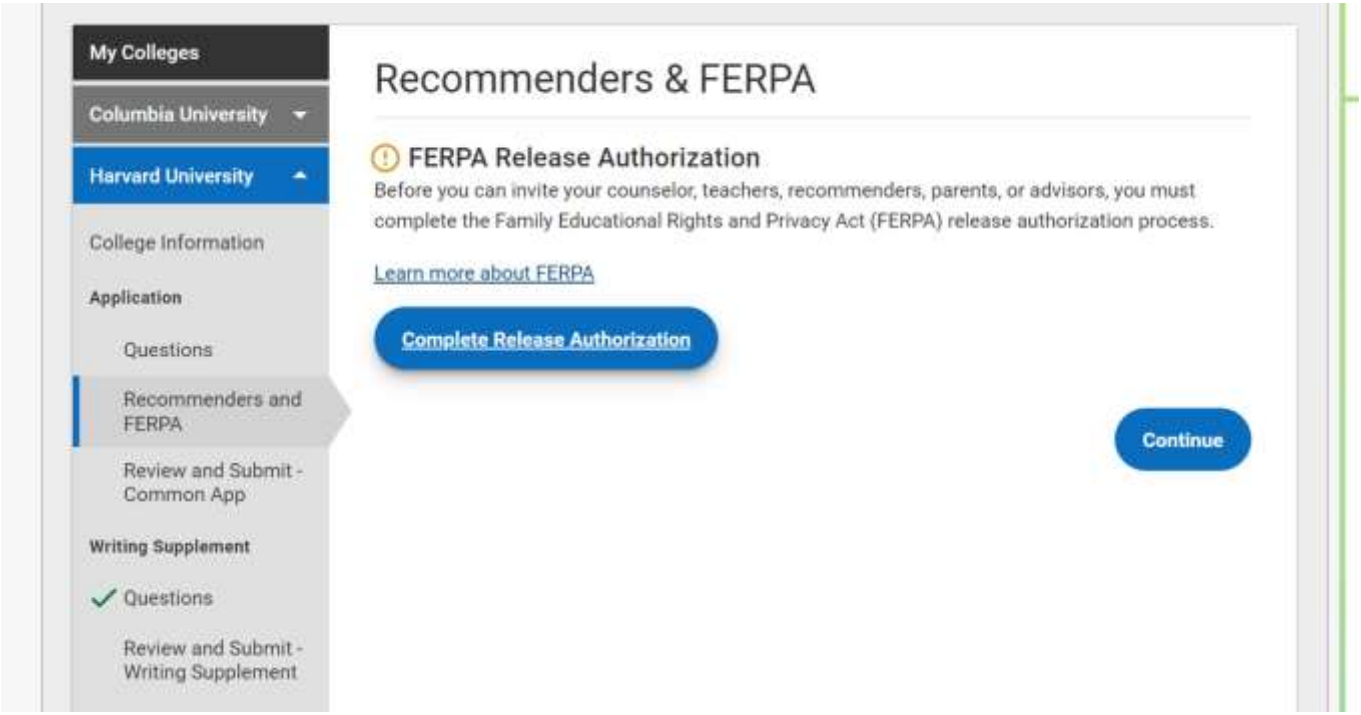
Your teacher can accept or decline your request.

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.

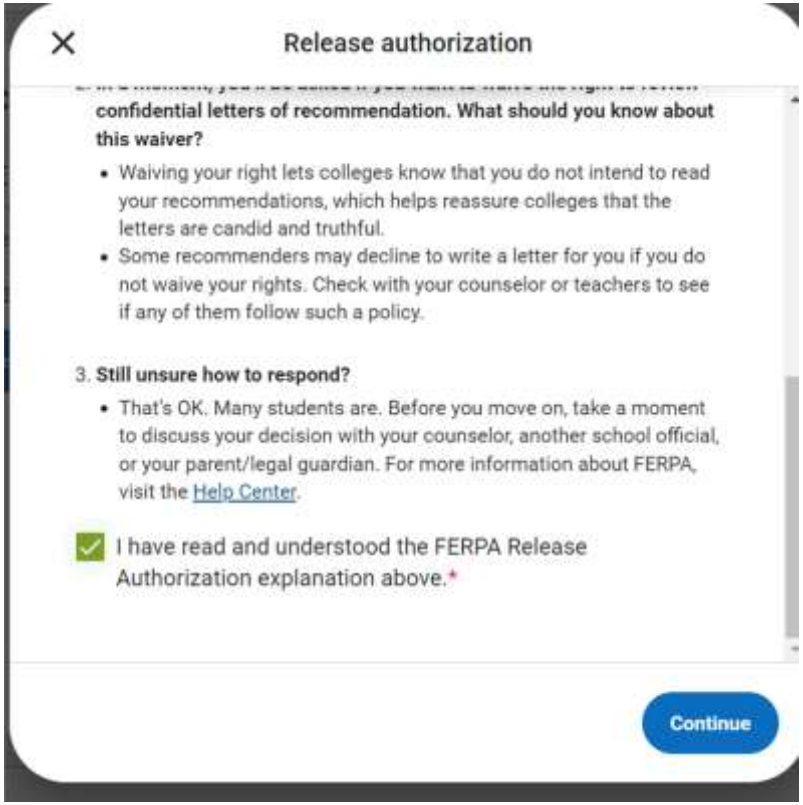
Go to your dashboard and click on the NAME of the University.

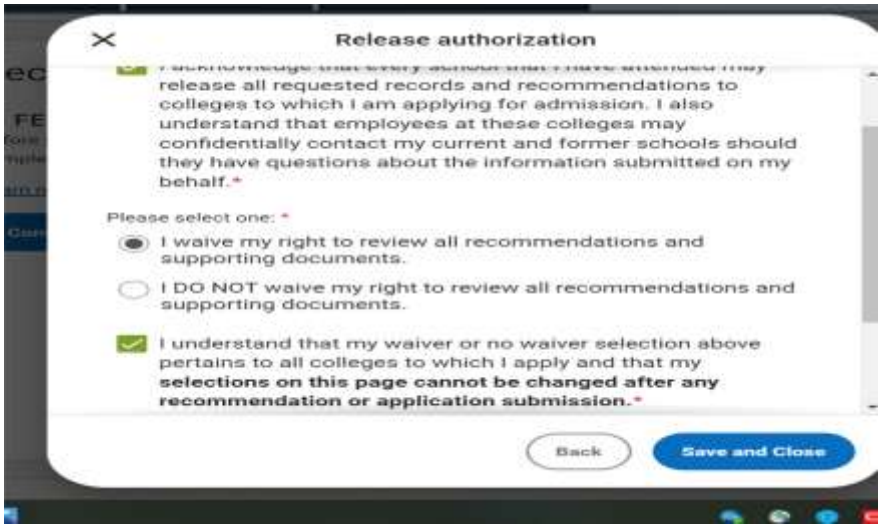
Once directed, click on the Recommenders and FERPA tab.

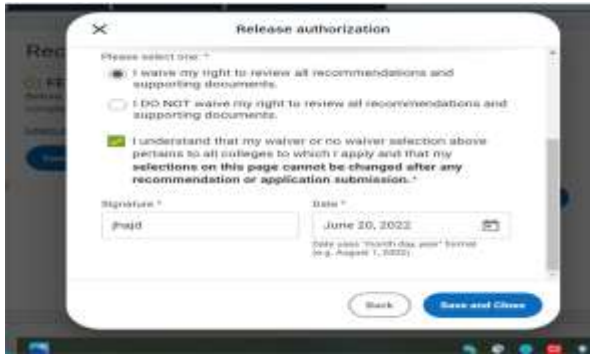
19. Nominating your Counselor: Complete the FERPA Release Authorisation



19. Nominating your Counselor: Complete the FERPA Release Authorisation



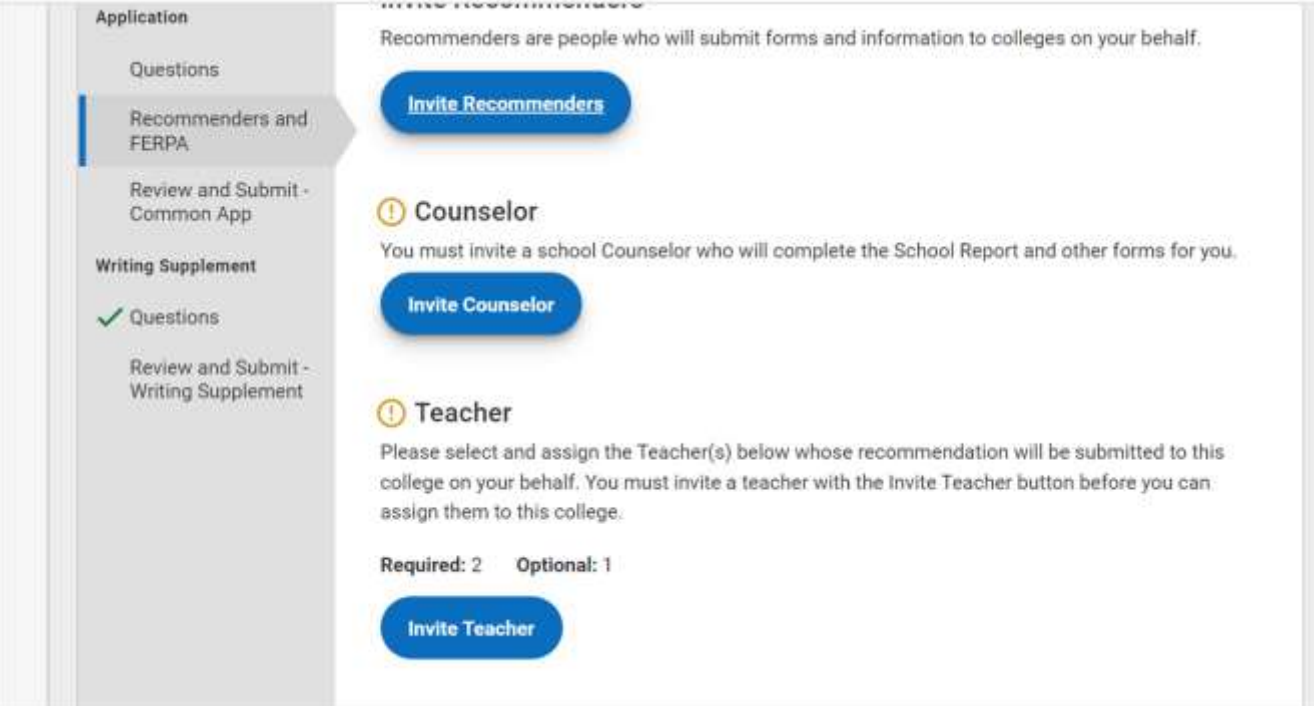


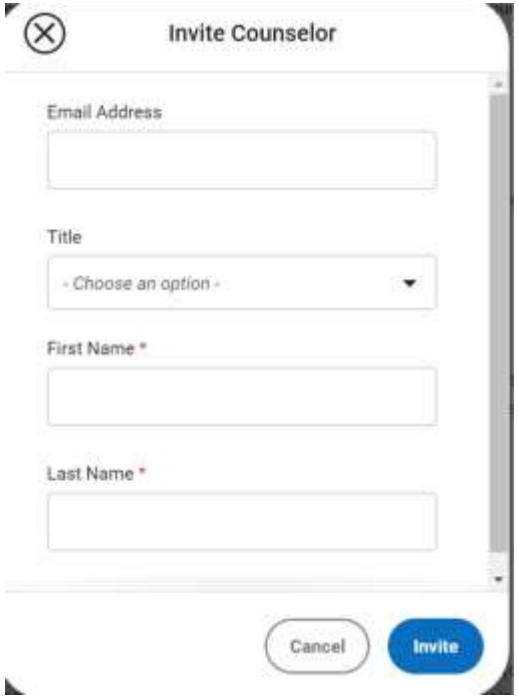


Select 'I authorize', and 'I waive my right'.

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





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.

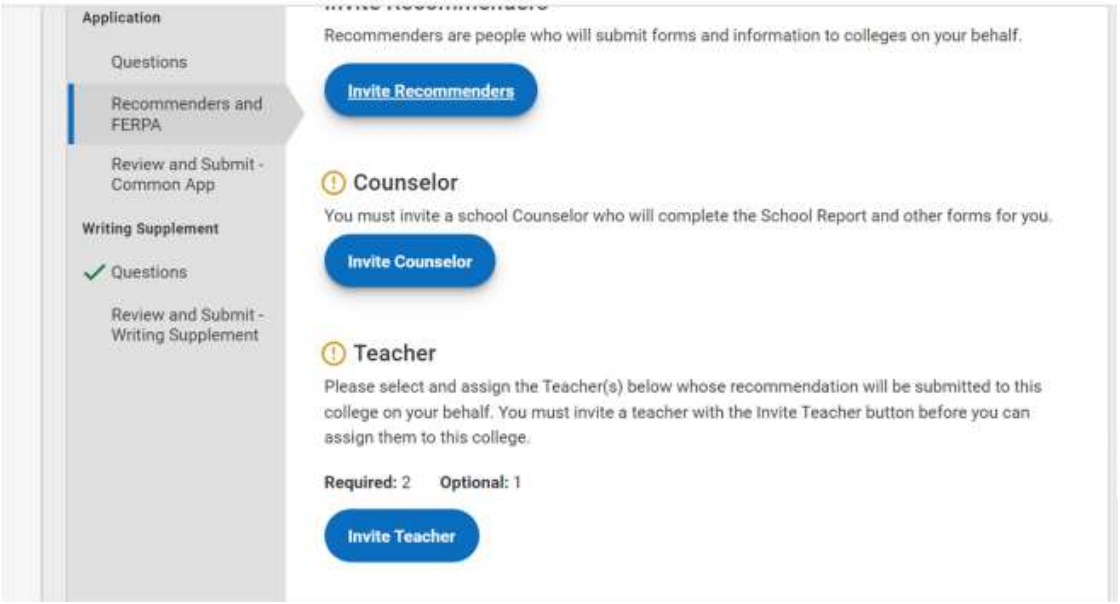
20. Reminder: Inviting Counselor and Teacher Evaluators

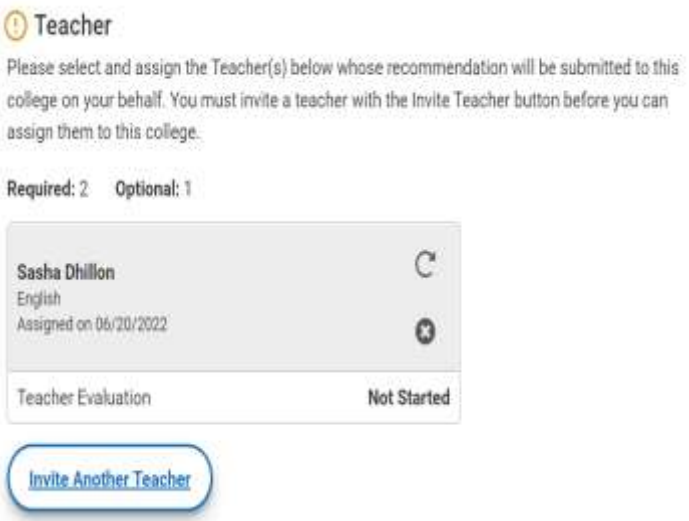
You should first approach a TJC staff member who knows you the best holistically, e.g. CT or co-CT, to see if he/she can help with a recommendation for you and to complete your school report.

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

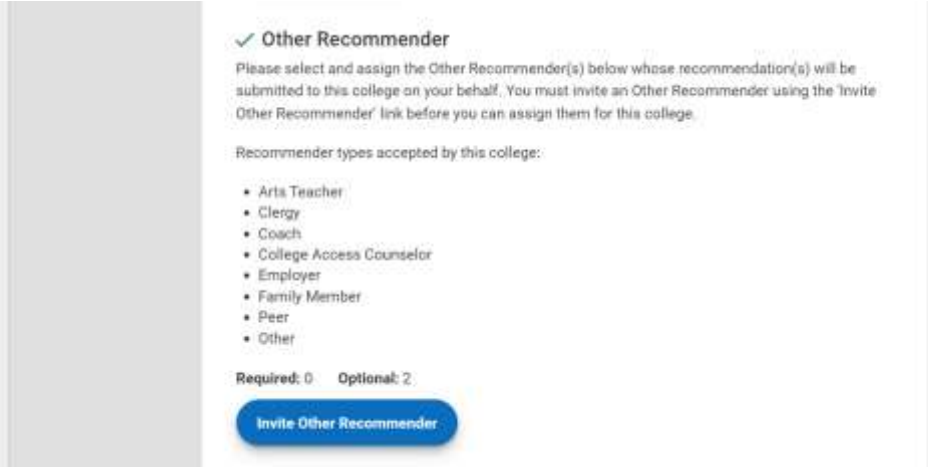


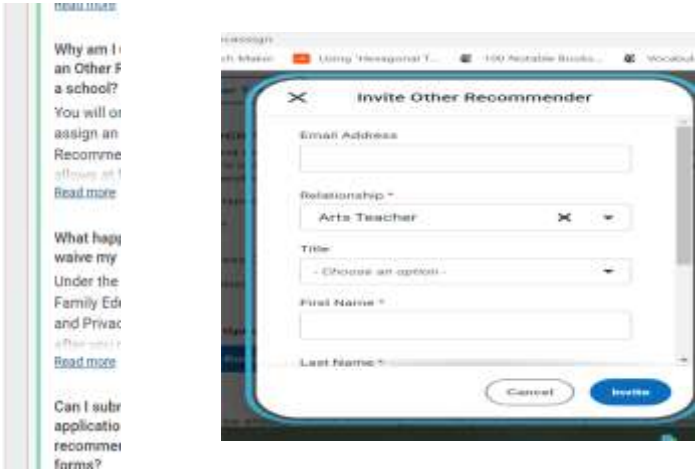


Personally approach two subject tutors who have taught you in an academic subject or H3 university tutors or SRP/HSSRP mentors to be your two teacher evaluators. You may have already issued email invitations to teachers, but you still have to choose which teachers' recommendation will be made available 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).

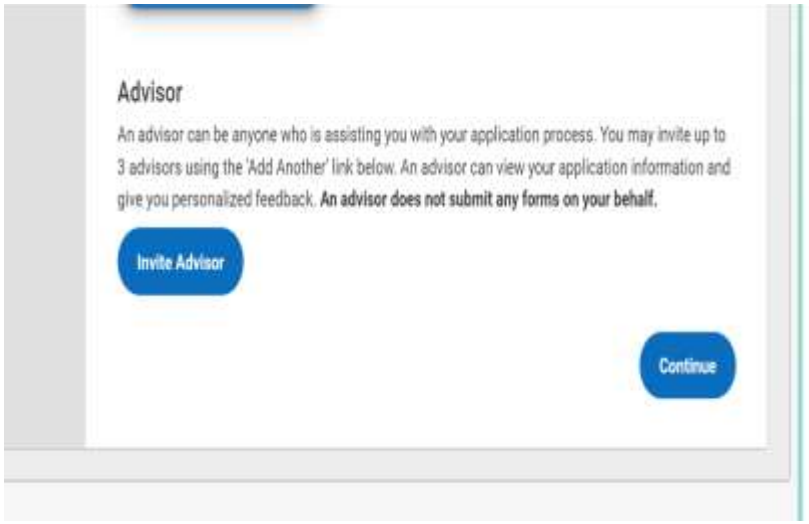
21. Assigning other Recommenders





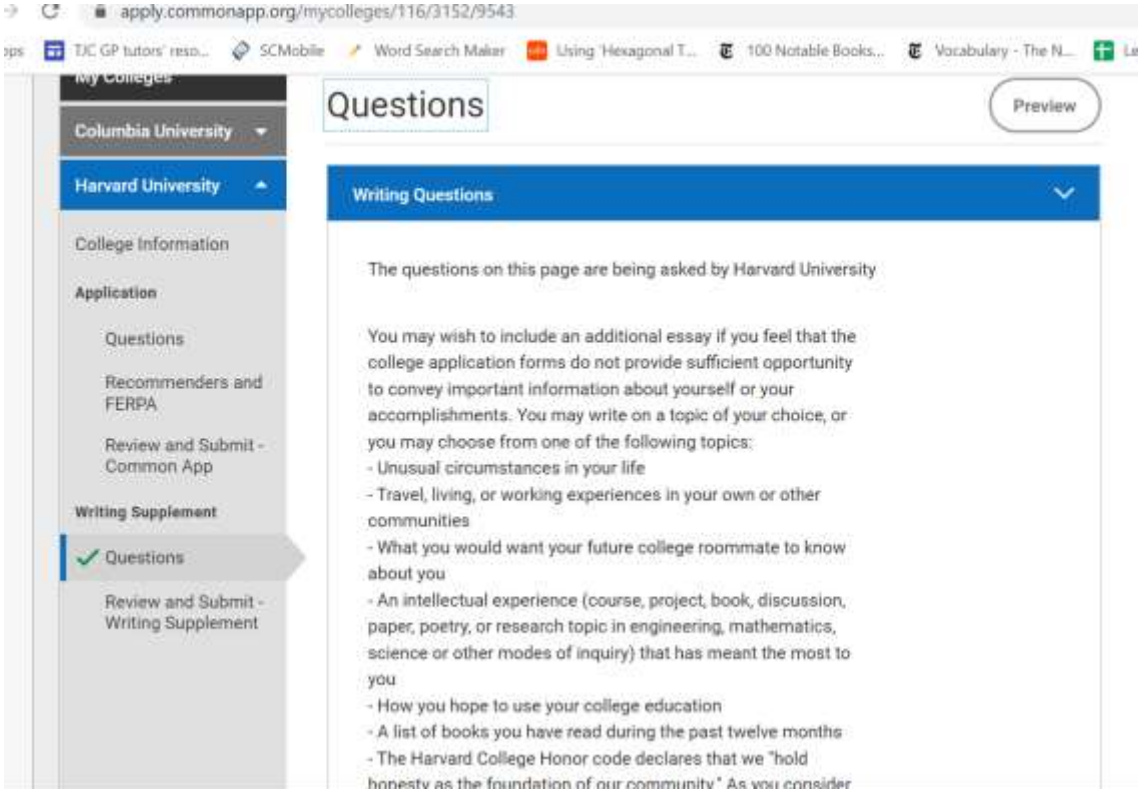
You may also select up to two other recommenders (optional) to complete a recommendation for your university application. Similarly, please select recommenders' recommendation will be made available to the university.

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

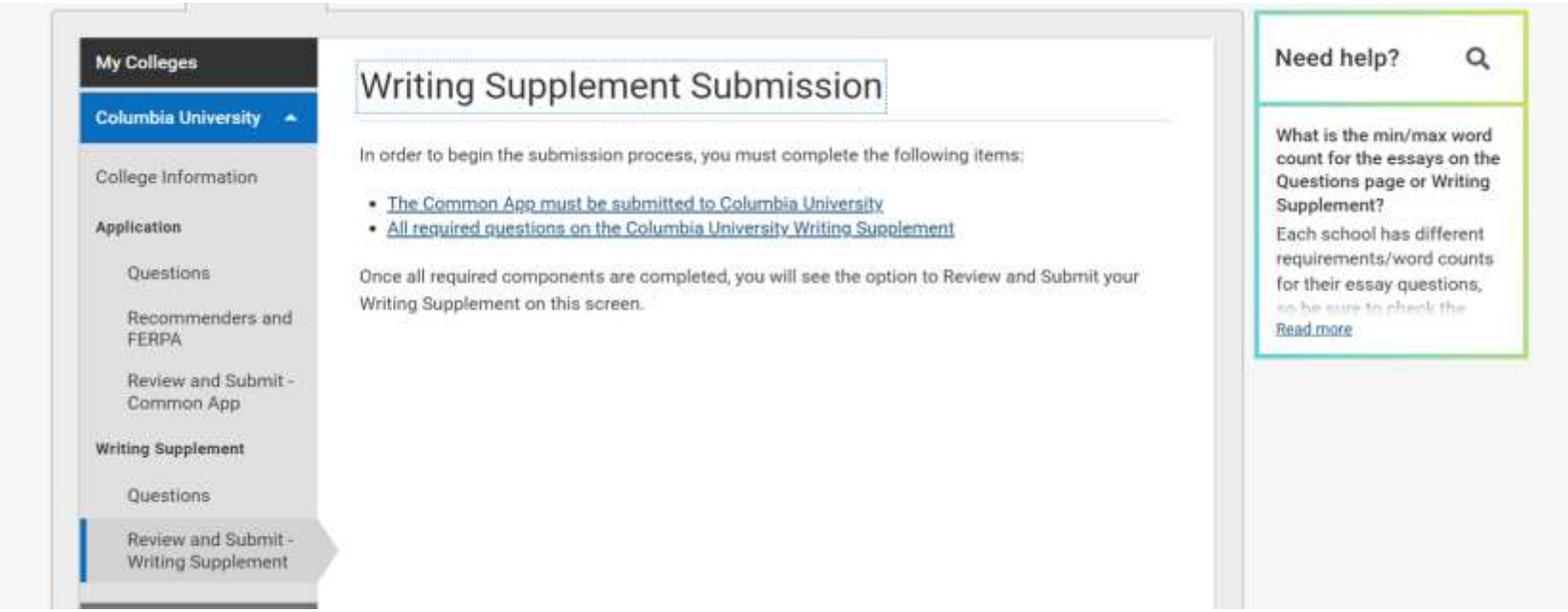


These questions are university-specific.
If you have any queries, contact the University's admissions office directly.

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

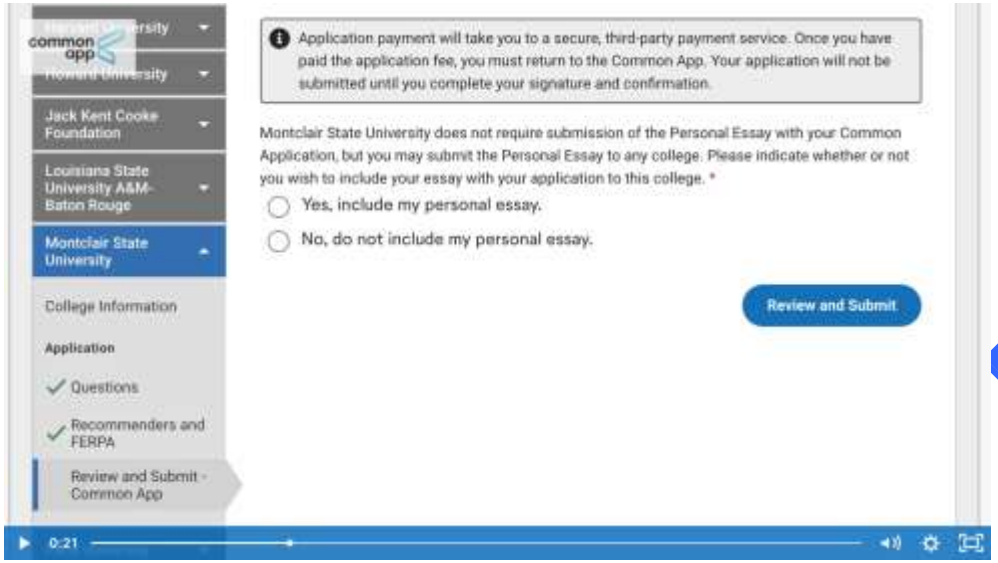
Tailor your answer carefully to the university-specific question as this is NOT a one-size-fits-all-universities essay. It is unlike the earlier admissions essay which was sent to all universities.

24. Individual Universities' Writing Supplement



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).

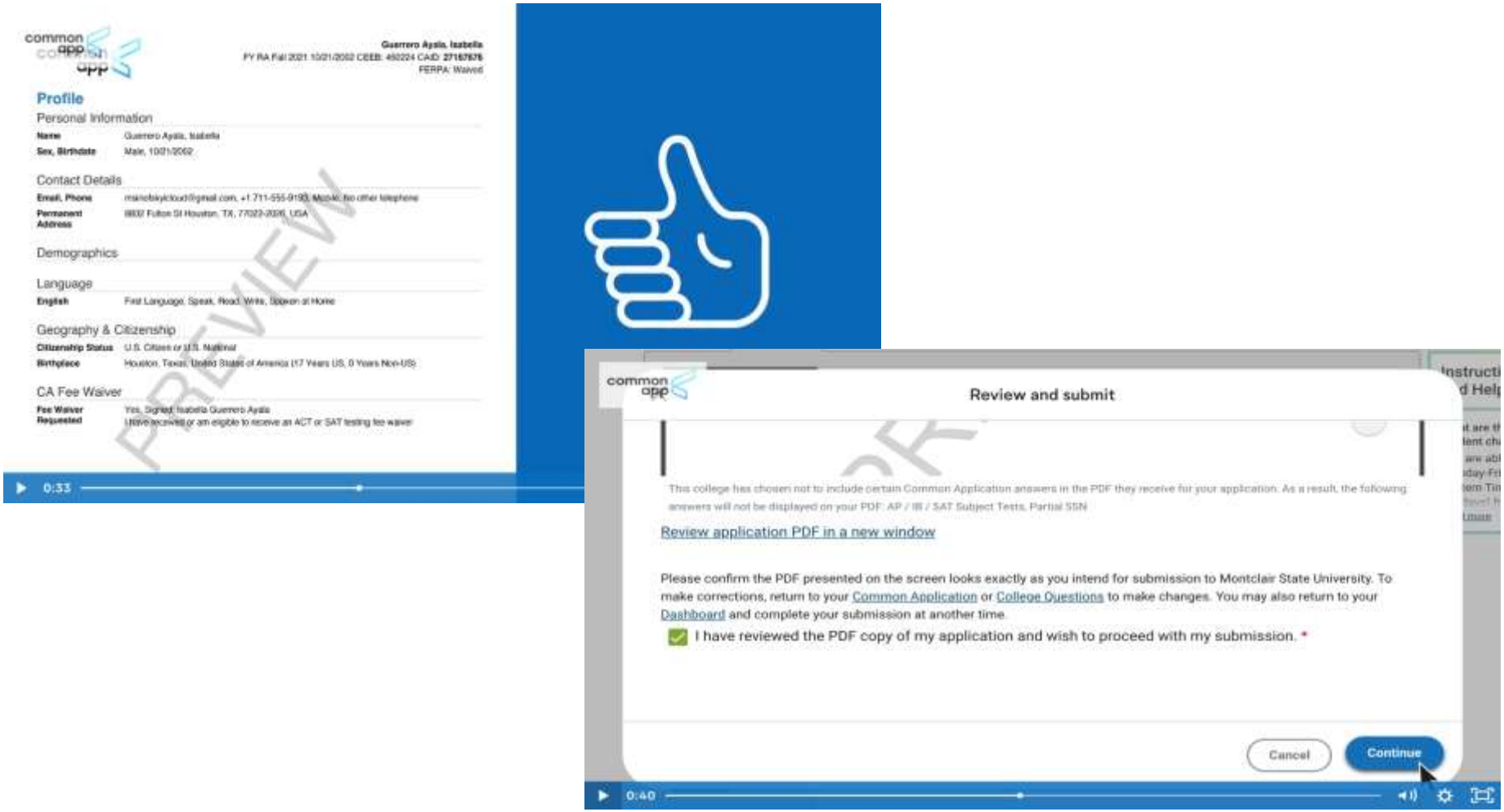
25. Submitting your Application - Review



Submission is a three-step process:
1) Reviewing your application.
2) Paying the application fee (if applicable).
3) Submitting your application.

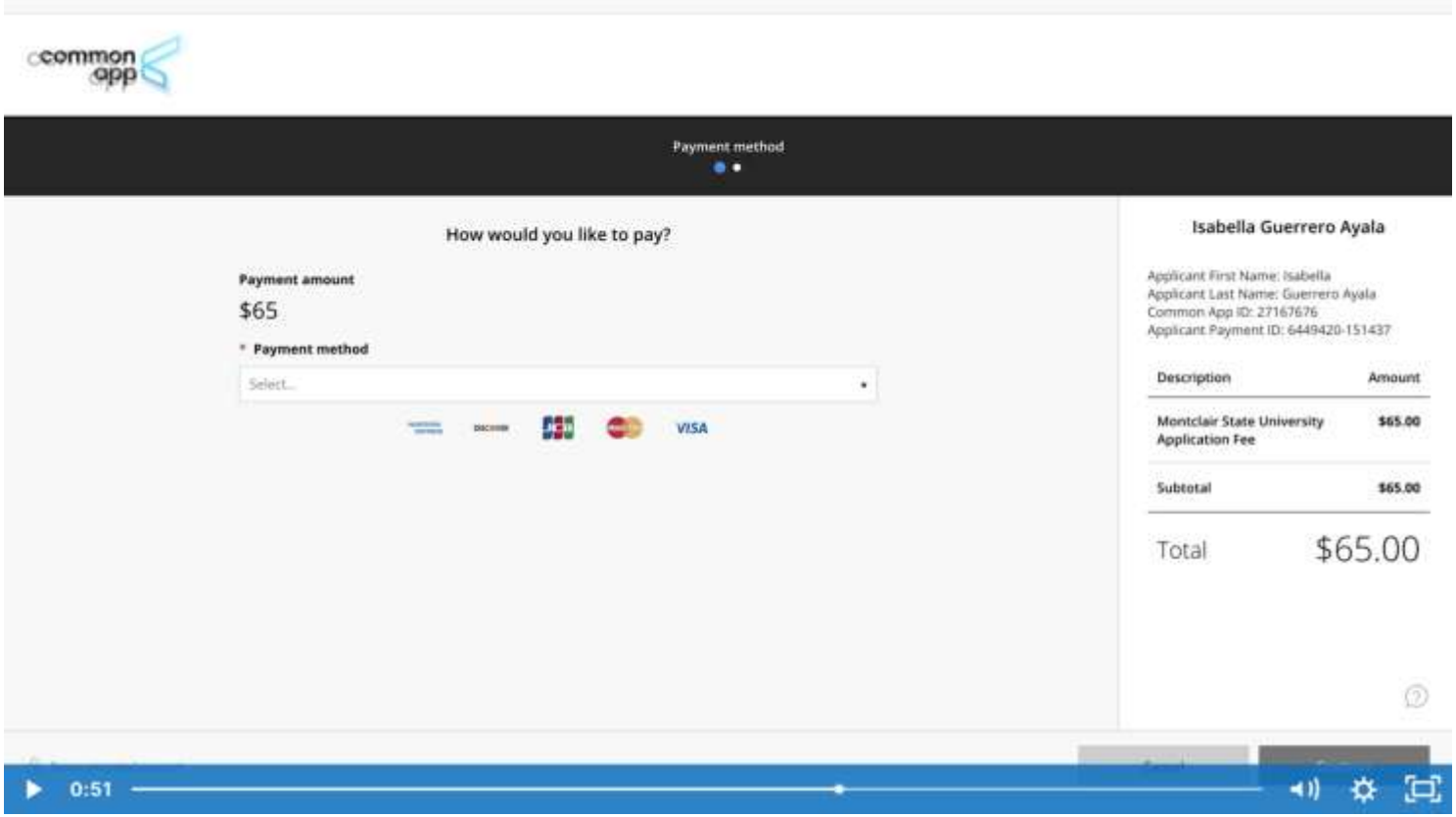
Do NOT click on "Start Submission" until after your TJC US Form has been approved.

25. Submitting your application - Review



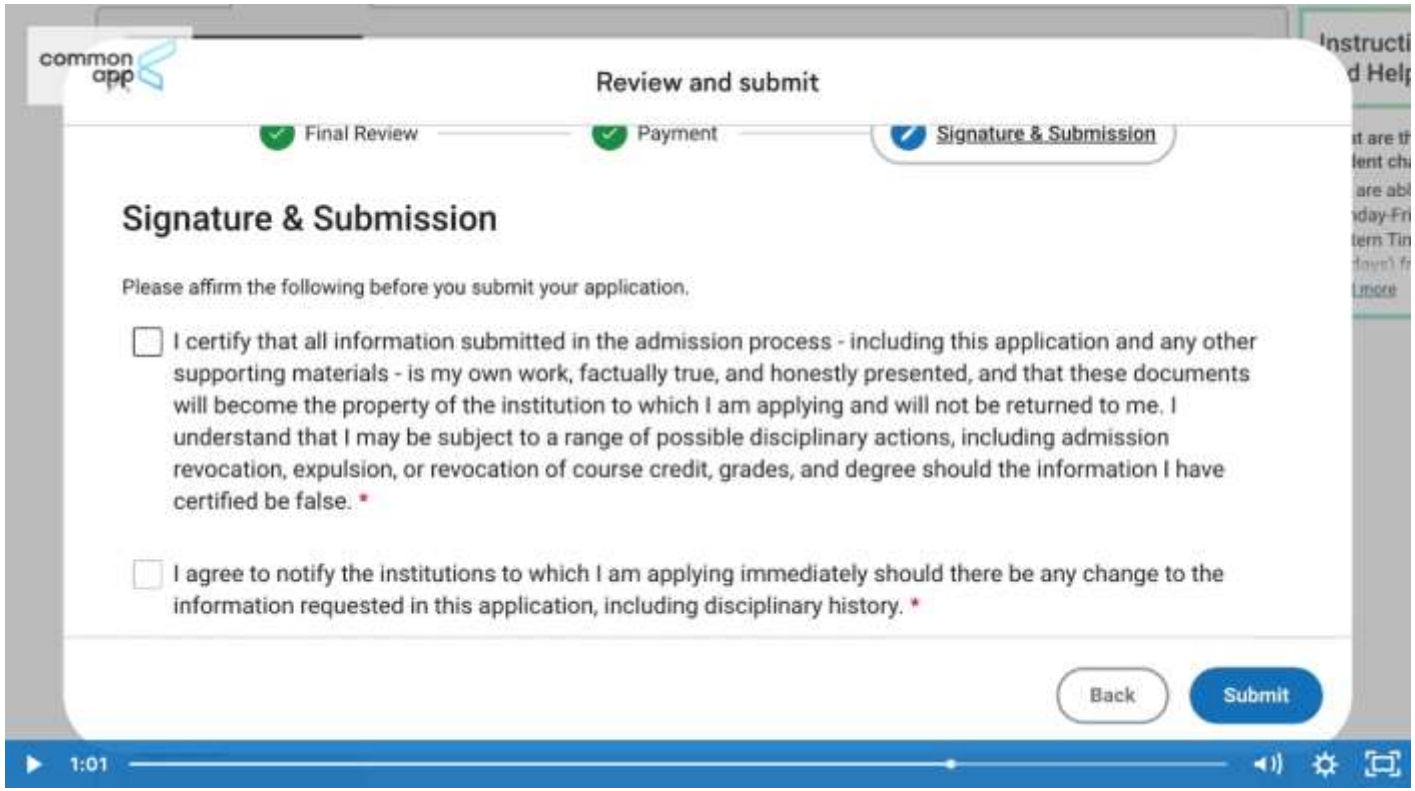
Scroll through the page and verify that all information is correct.
If necessary, click 'back' and make any amendments via 'Common App'.
Do NOT do above until after you have submitted the TJC US Form to Ms. Jane Lin have been given approval.

26. Submitting your application - pay each university individually



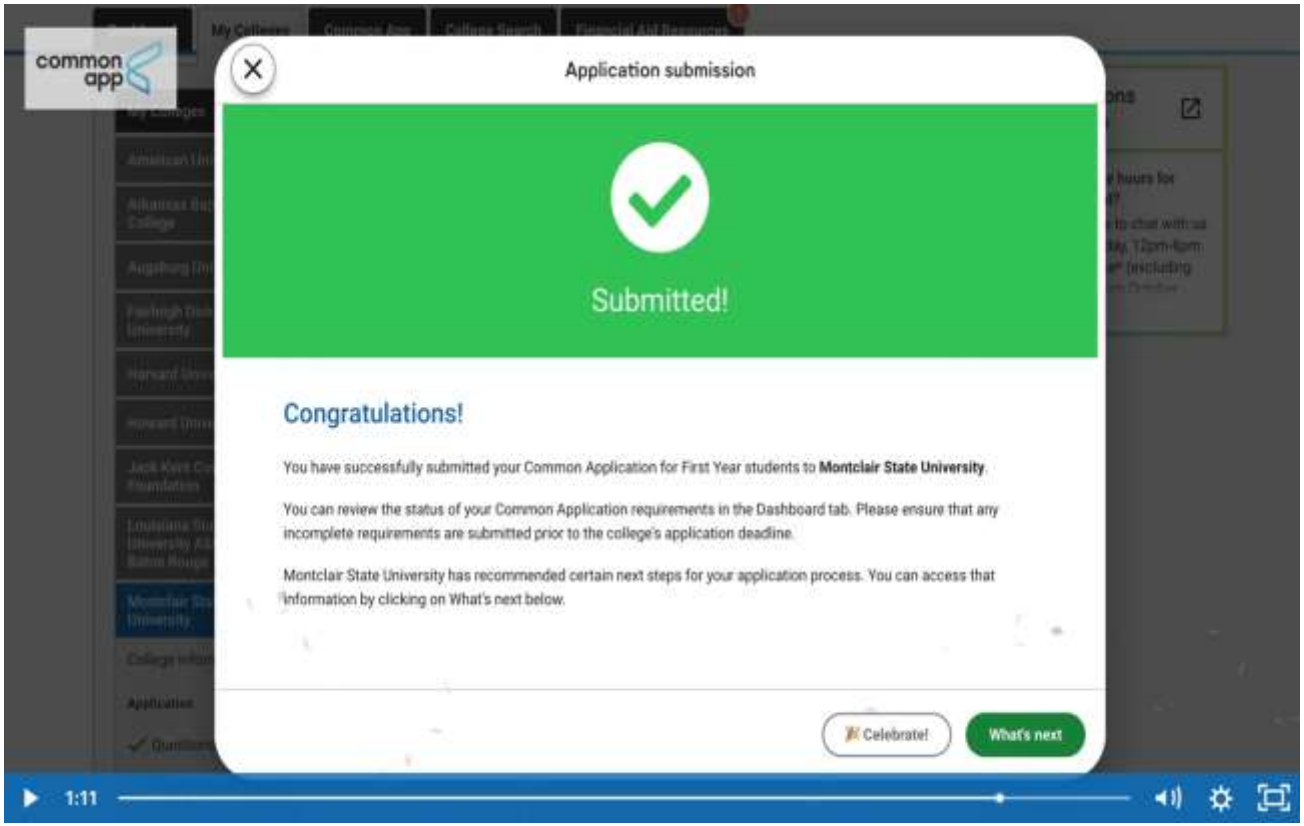
Input credit card information.
Do NOT do the above until after your TJC US form has been approved.

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