

# US University Applications

## Guide to CommonApp



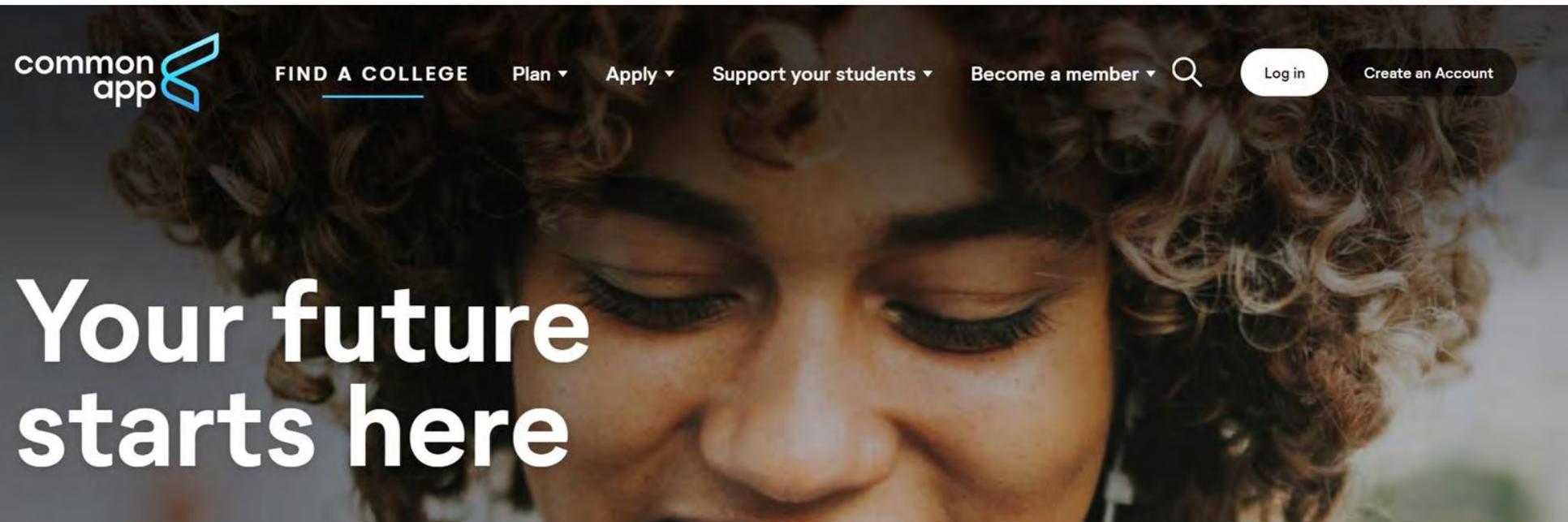
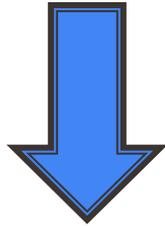
# Contents

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

# Contents

No.	Subject	
15.	Writing	
16.	<b>Additional Information</b>	
17.	<b>Courses and Grades Section (C&amp;G) (where applicable)</b>	
18.	Searching for and Selecting Universities	
19.	<b>Nominating your Counselor</b>	
20.	<b>Inviting Counselor and Teacher Evaluators</b>	
21.	Assigning Other Recommenders	
22.	Assigning Teacher Advisor (Ms. Joanne Tan)	
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 2026, or  
Planning to start college in 2027 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 with a top navigation bar containing 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'College Search' tab is active. The main content area displays information for Harvard University, which is highlighted with a dashed blue border. The information includes contact details (phone, email, address), a university logo, an 'Add to My Colleges' button, social media icons, application deadlines for Fall 2023, application fees, standardized test policy, and courses & grades. A right-hand sidebar contains a 'Need help?' search bar and two help articles: 'How do I find colleges that are a good fit for me?' and 'How do I search for a college?'. The sidebar articles include brief descriptions and 'Read more' links.

Dashboard My Colleges Common App College Search Financial Aid Resources

Harvard University

**Contact Info**

Phone: (617) 495-1551  
Email: [college@fas.harvard.edu](mailto: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:**  
Not listed

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 fit.  
[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 navigation menu with options: Family, Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The form fields are: 'Legal first/given name\*' with the value 'Wei Ming John'; 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 the value 'Tan'; and 'Suffix' with a dropdown menu showing '- Choose an option -'. On the right side of the form, there is a vertical panel with text: 'answer', 'You can', 'and chi', 'any qu', 'Comm', 'Read m', 'How ca', 'on my', 'If you r', 'name c', 'App ac', 'within', '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.

## 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

[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 sidebar menu with options: Family (selected), Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main form contains two required questions, each with a red exclamation mark icon and a dropdown menu showing "- Choose an option -".

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

**With whom do you make your permanent home?\***  
- Choose an option -  
Please complete this required question.

Do you have any children?  
 Yes  
 No

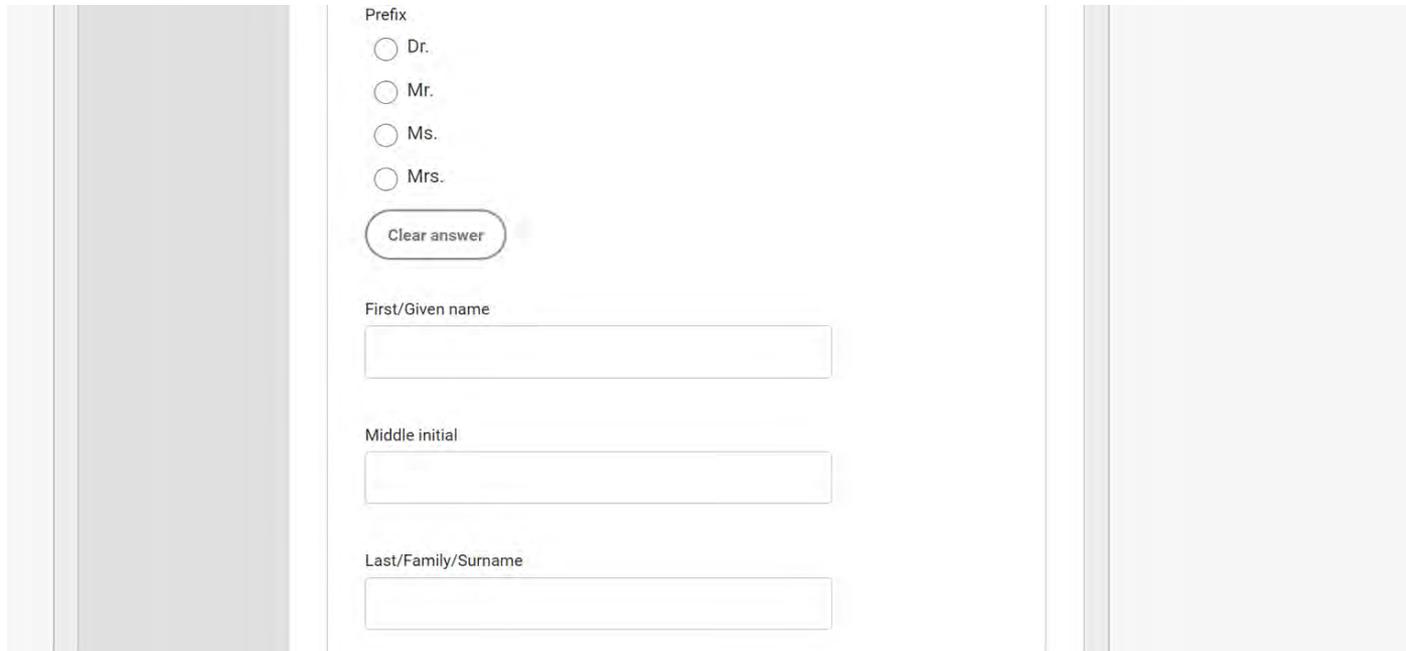
Clear answer

Continue

On the right, a green-bordered box contains the text: "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 has a blue header 'Current or Most Recent Secondary/High School' with a dropdown arrow. Below the header, the form contains the following elements:

- A label 'Current or most recent secondary/high school \*' followed by a 'Find school' button with a magnifying glass icon.
- A label 'Date of entry\*' followed by a date input field with a calendar icon. Below the field is the text 'Date uses "month year" format (e.g. August 2002)'.
- A label 'Is this a boarding school?\*' followed by two radio button options: 'Yes' and 'No'.
- A 'Clear answer' button.
- A label 'Did or will you graduate from this school?\*' followed by 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" with a dropdown arrow. The form contains the following elements:

- A header bar with the text "Other Secondary/High Schools" and a dropdown arrow.
- A paragraph: "If you have attended any secondary/high schools not listed in the previous section, please indicate the number of schools.\*"
- Radio buttons for the numbers 0, 1, 2, and 3. The number 1 is selected.
- A "Clear answer" button.
- A label "Secondary/high school 2 \*"
- A "Find school" button with a magnifying glass icon.
- A label "Secondary/high school 2 from date\*"
- A date input field with a calendar icon.
- A note: "Date uses 'month year' format (e.g. August 2002)".
- A label "Secondary/high school 2 to date\*"
- A date input field with a calendar icon.
- A note: "Date uses 'month year' format (e.g. August 2002)".
- A paragraph: "Please provide details about why you left each of the above secondary/high schools.\*"
- A note: "Press Alt+Opt+F10 from the editor to navigate to the toolbar, or Alt+Opt+0 for a list of [keyboard shortcuts](#)".
- A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Image.
- A text box containing the text: "Graduated after sitting for the GCE 'O' Level Examinations".

On the right side of the form, there is a sidebar with a blue box containing the text: "You can return at any time and change your answer to any question in the Common App task list. [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** v

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<sup>17</sup>**

# 7. Colleges & Universities - for H3 Subjects

Course details

Dual enrollment with high school

Summer program

Credit awarded directly by college

College 1 from date\*

Date uses 'month year' format (e.g. August 2002)

College 1 to date\*

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  
0 college(s) require

**Grades**

Graduating class size (approx.)\*

Class rank reporting

Exact  
 Decile  
 Quintile  
 Quartile  
 None

GPA Scale reporting  
- Choose an option -

For Graduating class size, input

- “432” for the CGxx/24 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\*

Other/Elective

Course 1 name\*

S-C GCE Cambridge H1 General Paper

Course 1 level\*

N/A

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)

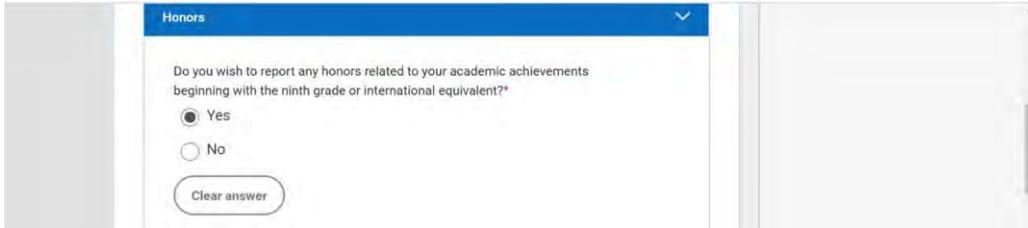
H3 : equivalent to Honors

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?\*

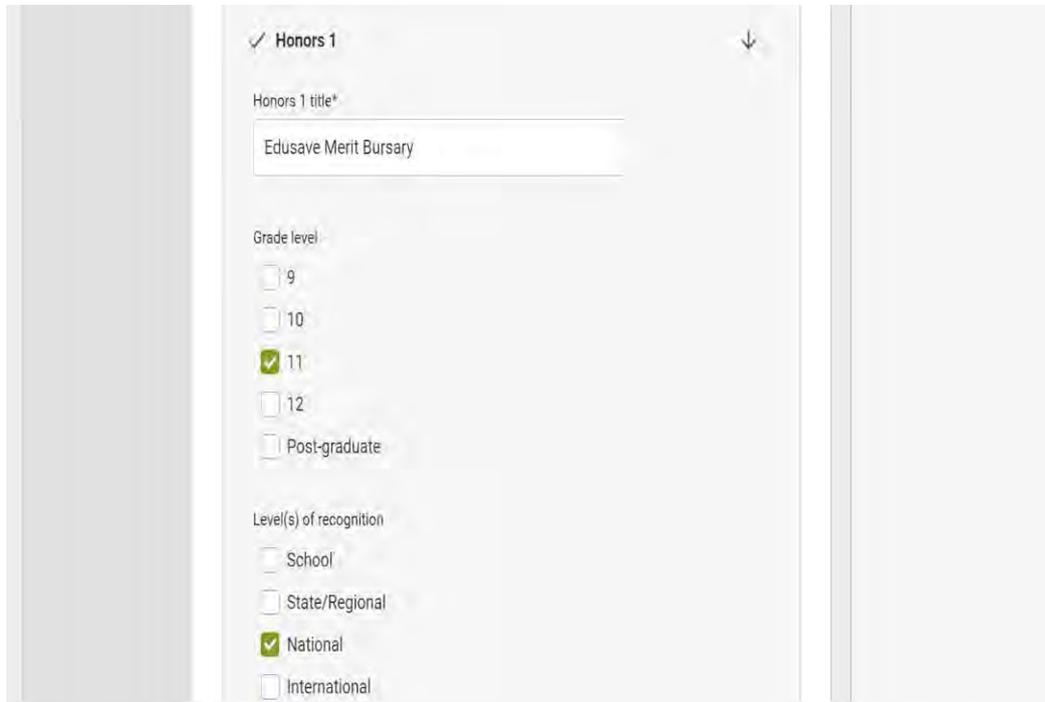
Yes

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

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades  
0 college(s) require

## 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 individual colleges require [Read more](#)

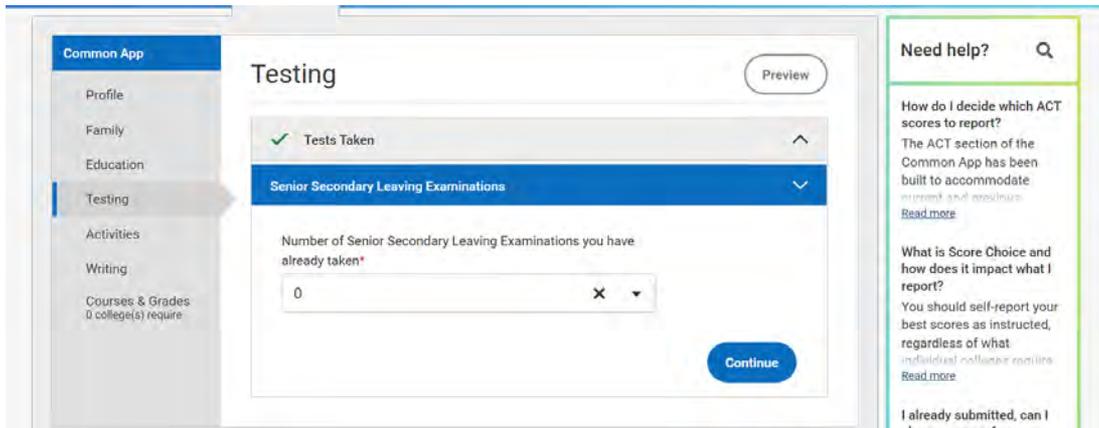
I already submitted, can I change some of my answers?  
You can return at any time and change your answer to any question in the Common App tab for future [Read more](#)

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 'Common App' at the top, followed by 'Profile', 'Family', 'Education', 'Testing' (highlighted), 'Activities', 'Writing', and 'Courses & Grades (0 college(s) require)'. The main content area is titled 'Testing' and has a 'Preview' button. Below the title is a 'Tests Taken' section with a green checkmark and an upward arrow. Underneath is a blue header for 'Senior Secondary Leaving Examinations' with a downward arrow. The text asks for the 'Number of Senior Secondary Leaving Examinations you have already taken\*', with a text input field containing '0' and a dropdown arrow. A 'Continue' button is at the bottom right. On the right side of the page 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...'. Each item has a 'Read more' link.

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 sidebar on the left with navigation options: Family, Education, Testing, Activities (highlighted), Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Activities' and contains the following text and form elements:

Reporting activities can help colleges better understand your life outside of the classroom. Examples of activities might include:

- Arts or music
- Clubs
- Community engagement
- Family responsibilities ([learn more](#))
- Hobbies
- Sports
- Work or volunteering
- Other experiences that have been meaningful to you

Do you have any activities that you wish to report? \*

Yes

No

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 but give priority to the more recent years.

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 lab 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.

The screenshot shows the 'Common App' interface. On the left is a navigation menu with options: Profile, Family, Education, Testing (checked), Activities (checked), Writing (highlighted), and Courses & Grades (0 college(s) require). The main content area is titled 'Writing' and contains a 'Preview' button. Below this is a 'Personal Essay' section with a dropdown arrow. The text reads: 'Some colleges require submission of the personal essay with your Common App. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college.\*' There is a checked checkbox for 'I understand'. Below this is a heading 'Here is the current list of colleges on your Dashboard and whether they require the Personal Essay.' and two boxes: 'Required' (containing 'Harvard University') and 'Not Required'.

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

The screenshot shows the essay writing interface. On the left, a prompt reads: 'The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)' Below this are four radio button options: 1. 'Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.' 2. 'The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?' 3. 'Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?' 4. 'Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?' On the right, a text box is provided for writing. Above the box is a toolbar with icons for Bold (B), Italic (I), Underline (U), Undo, and a color selection tool. Below the box, it says 'Min: 250 / Max: 650' and '0/650 words'. A blue 'Continue' button is at the bottom right.

# 16. Additional information

The screenshot shows the 'Additional Information' section of a Common App application. On the left is a navigation menu with categories: Family, Education, Testing (checked), Activities (checked), Writing (selected), and Courses & Grades (0 college(s) require). The main content area is titled 'Personal Essay' and 'Additional Information'. It contains a paragraph explaining that this space is for describing impacts of COVID-19 and natural disasters on health, safety, family, and education, with a link to the 'COVID-19 FAQ'. Below this are two questions with radio button options: 'Do you wish to share anything on this topic?\*' (Yes/No) and 'Do you wish to provide details of circumstances or qualifications not reflected in the application?\*' (Yes/No). A 'Clear answer' button is also present. On the right, a sidebar provides helpful information: 'COVID-19 had an impact on me?' with a link to 'Read more', 'How can I add more information that isn't covered in the Common App?' with a link to 'Read more', and 'I already submitted, can I change some of my answers?' with a link to 'Read more'.

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)	
			Final	Credits
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.

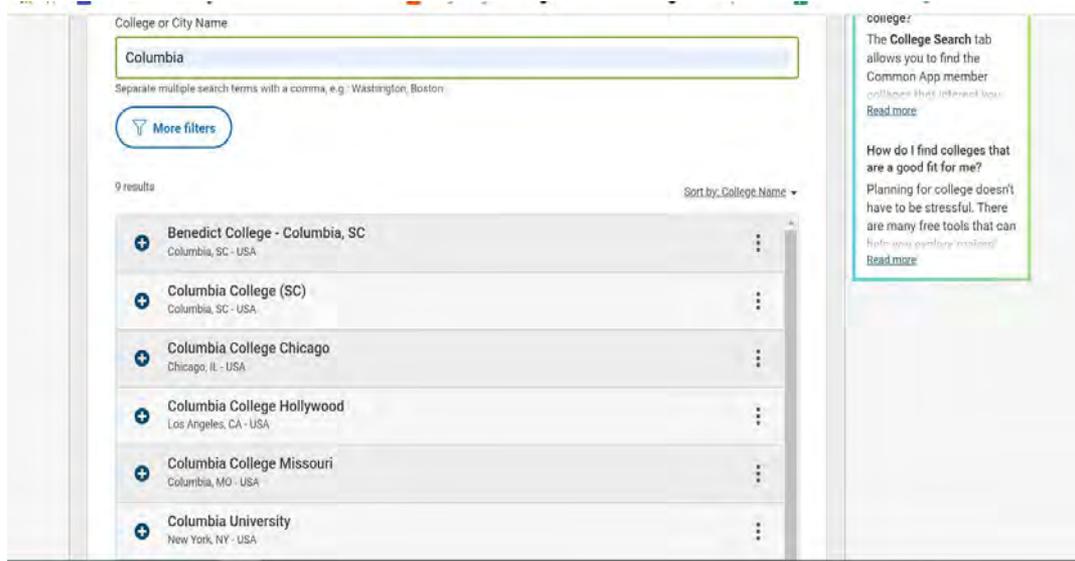
Title your subjects as 'S-C GCE Cambridge H1/H2/H3 XYZ'.

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.

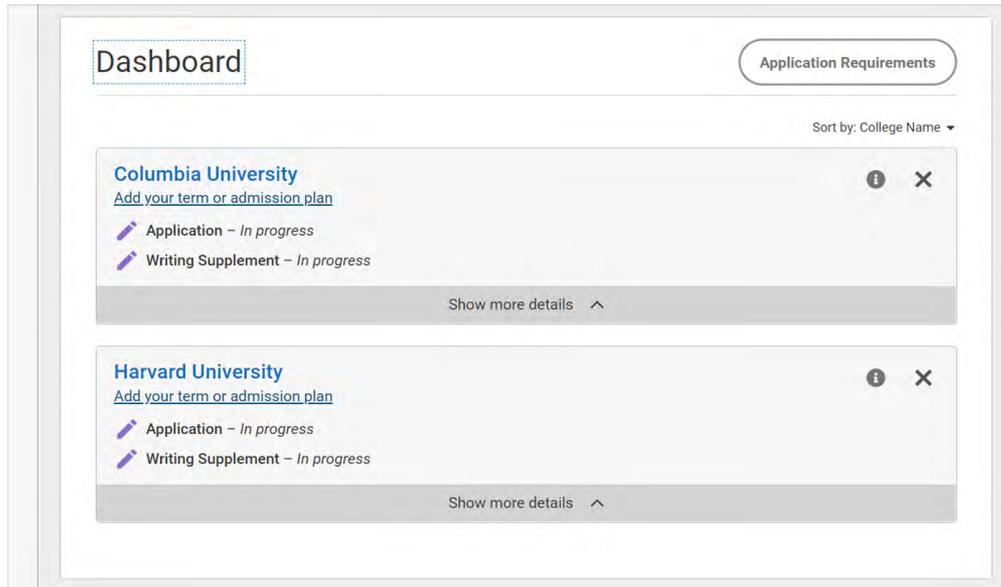
E.g. Columbia University in the City of New York is not the same as Columbia College Chicago.

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 a student. On the left is a navigation sidebar with the following items: 'My Colleges' (with sub-items 'Columbia University' and 'Harvard University'), 'College Information', 'Application' (with sub-items 'Questions', 'Recommenders and FERPA', and 'Review and Submit - Common App'), and 'Writing Supplement' (with sub-items 'Questions' and 'Review and Submit - Writing Supplement'). The 'Recommenders and FERPA' item is highlighted. The main content area is titled 'Recommenders & FERPA' and contains a warning icon and the text 'FERPA Release Authorization'. Below this is a paragraph explaining that the user must complete the FERPA release authorization process before inviting counselors. A link 'Learn more about FERPA' is provided. Two blue buttons are present: '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 acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*

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.**\*

**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 \*

Date uses "month/day/year" format (e.g. August 1, 2002)

**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 screenshot shows a sidebar on the left with navigation options: Application, Questions, Recommenders and FERPA (highlighted), Review and Submit - Common App, Writing Supplement, Questions (with a 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 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 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 is the text 'Required: 2 Optional: 1' and a blue button labeled 'Invite Teacher'.

The screenshot shows 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 the option '- Choose an option -'), 'First Name \*' (text input), and 'Last Name \*' (text input). At the bottom right of the form 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. On the left is a navigation menu with options: Application, Questions, Recommenders and FERPA (highlighted), Review and Submit - Common App, Writing Supplement, Questions (checked), and Review and Submit - Writing Supplement. The main content area is titled 'Invite Recommenders' and contains three sections: 'Invite Recommenders' with a blue button, 'Counselor' with a blue button, and 'Teacher' with a blue button. Each section includes a warning icon, a title, a description, and requirements for the number of required and optional invitees.

**Invite Recommenders**  
Recommenders are people who will submit forms and information to colleges on your behalf.  
[Invite Recommenders](#)

**Counselor**  
You must invite a school Counselor who will complete the School Report and other forms for you.  
[Invite Counselor](#)

**Teacher**  
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.  
Required: 2    Optional: 1  
[Invite Teacher](#)

### ⚠ Teacher

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.

Required: 2    Optional: 1

<b>Sasha Dhillon</b> English Assigned on 06/20/2022	 
Teacher Evaluation	Not Started

[Invite Another Teacher](#)

**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](#)

How do I...

Why am I an Other Recommender at a school? You will only be able to assign an Other Recommender if you are allowed to. [Read more](#)

What happens if I waive my recommendation? Under the Family Educational Rights and Privacy Act (FERPA), you may choose to waive your recommendation. [Read more](#)

Can I submit a recommendation for a college application if I have not been invited to do so?

Invite Other Recommender

Email Address

Relationship \*  
Arts Teacher

Title  
- Choose an option -

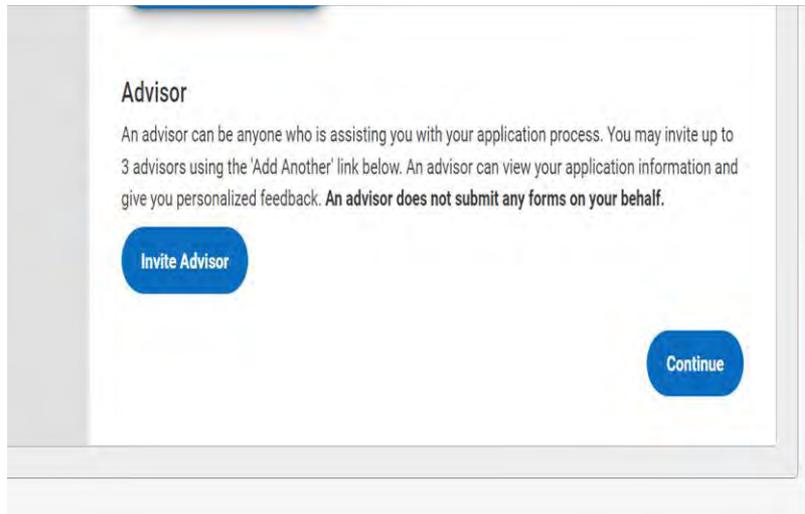
First Name \*

Last Name \*

Cancel Invite

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. Joanne Tan ([tan\\_siu\\_hwei\\_joanne@moe.edu.sg](mailto:tan_siu_hwei_joanne@moe.edu.sg)), Ms Ng Lay Ling ([ng\\_lay\\_ling@moe.edu.sg](mailto:ng_lay_ling@moe.edu.sg)) and Mr Koh Rui Yang ([rui\\_yang\\_koh@moe.edu.sg](mailto: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 `apply.commonapp.org/mycolleges/116/3152/9543`. The page title is "Questions" and it features a "Preview" button. The left sidebar is titled "My Colleges" and lists "Columbia University" and "Harvard University". Under "Harvard University", the "Writing Supplement" section is expanded, showing "Questions" as the selected option. 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

**My Colleges**

**Columbia University** ▲

College Information

**Application**

Questions

Recommenders and FERPA

Review and Submit - Common App

**Writing Supplement**

Questions

Review and Submit - Writing Supplement

## Writing Supplement Submission

In order to begin the submission process, you must complete the following items:

- [The Common App must be submitted to Columbia University](#)
- [All required questions on the Columbia University Writing Supplement](#)

Once all required components are completed, you will see the option to Review and Submit your Writing Supplement on this screen.

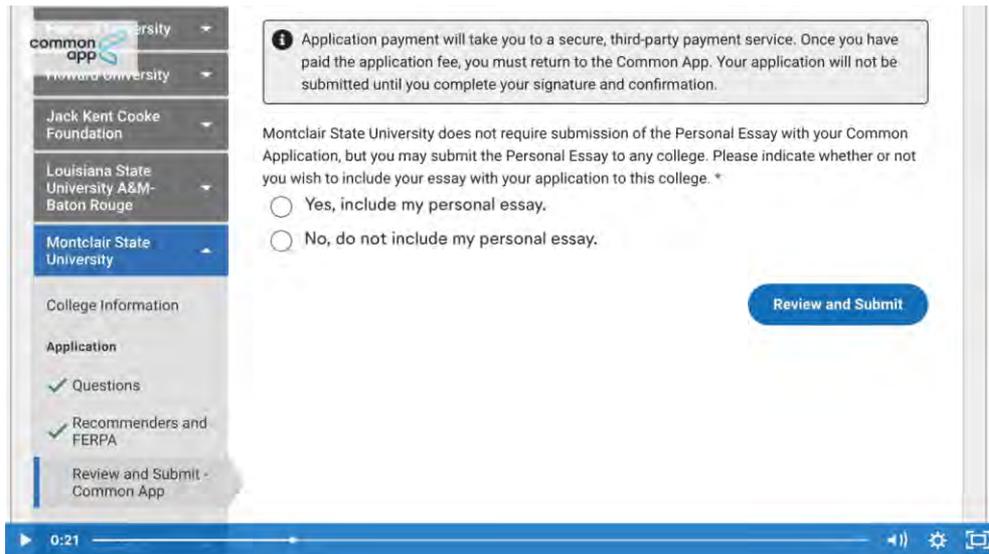
**Need help?** 🔍

What is the min/max word count for the essays on the Questions page or Writing Supplement?

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).**

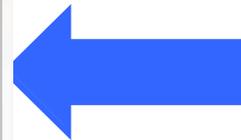
## 25. Submitting your Application - Review



The screenshot shows the Common App interface for the 'Review and Submit' stage. On the left is a navigation menu with the following items: 'College Information', 'Application' (with sub-items 'Questions' and 'Recommenders and FERPA'), and 'Review and Submit - Common App'. 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. \*' This is followed by two radio button options: 'Yes, include my personal essay.' and 'No, do not include my personal essay.'

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 logo

Guerrero Ayala, Isabella  
FY RA Fall 2021 10/21/2002 CEEB: 460224 CAID: 27167676  
FERPA: Waived

**Profile**

**Personal Information**

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

**Contact Details**

Email, Phone msinotskycloud@gmail.com, +1-711-555-9193, Mobile, No other telephone  
Permanent Address 8802 Fulton St Houston, TX, 77022-2026, USA

**Demographics**

**Language**

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

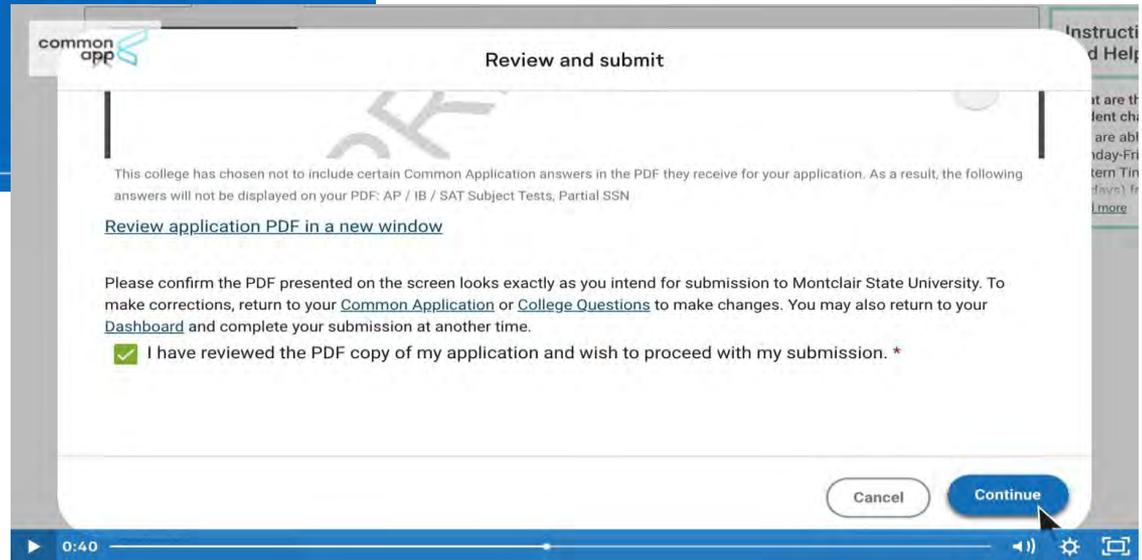
**Geography & Citizenship**

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

0:33



common app logo

**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

0:40

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. Joanne Tan and have been given approval.

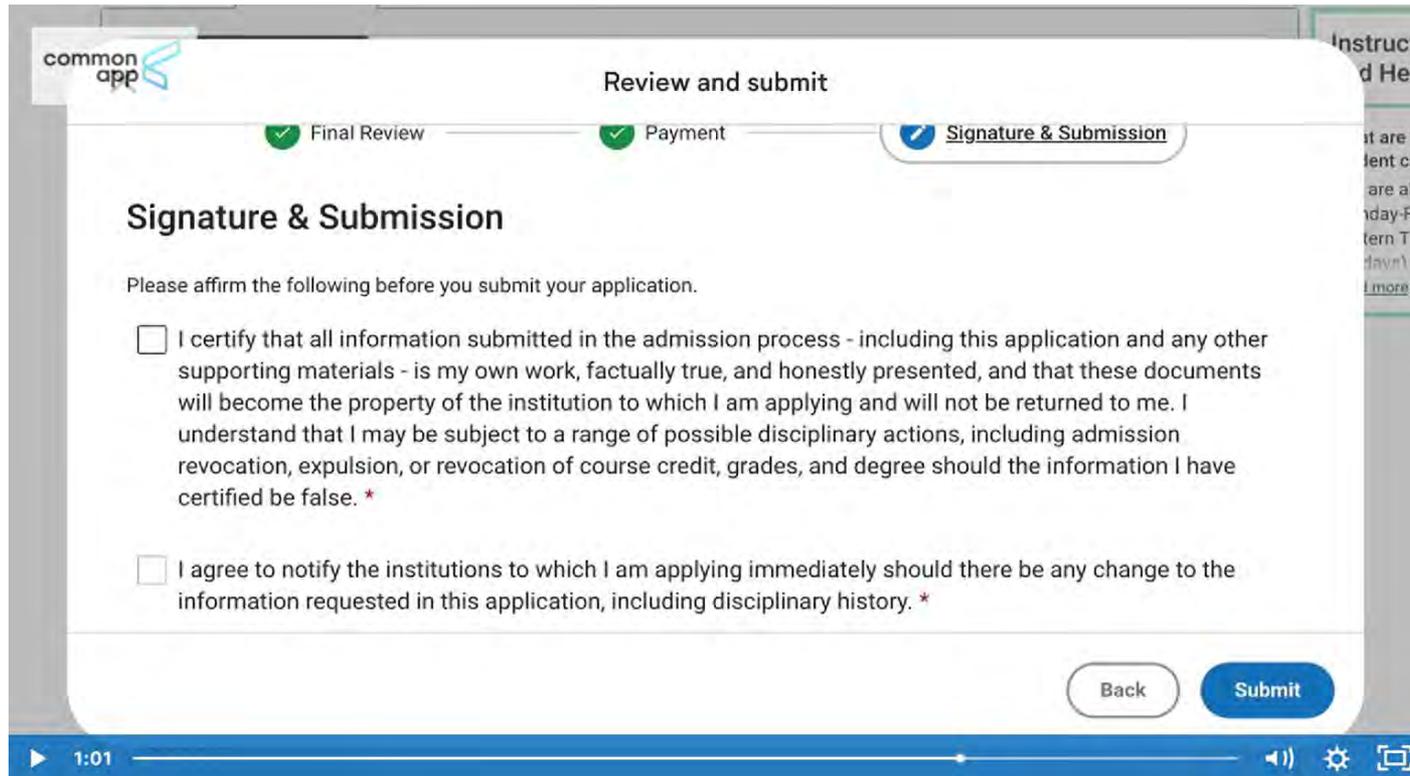
# 26. Submitting your application - pay each university individually

The screenshot shows the Common App payment interface. At the top left is the Common App logo. A dark header bar contains the text "Payment method" with a progress indicator. The main content area is titled "How would you like to pay?". On the left, the "Payment amount" is \$65. Below it, the "Payment method" is selected as "Discover". A dropdown menu shows other options: Discover, Mastercard, and VISA. On the right, the applicant's name "Isabella Guerrero Ayala" is displayed, 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, showing a play button, a progress bar at 0:51, and volume, settings, and full screen icons.

**Input credit card information.**

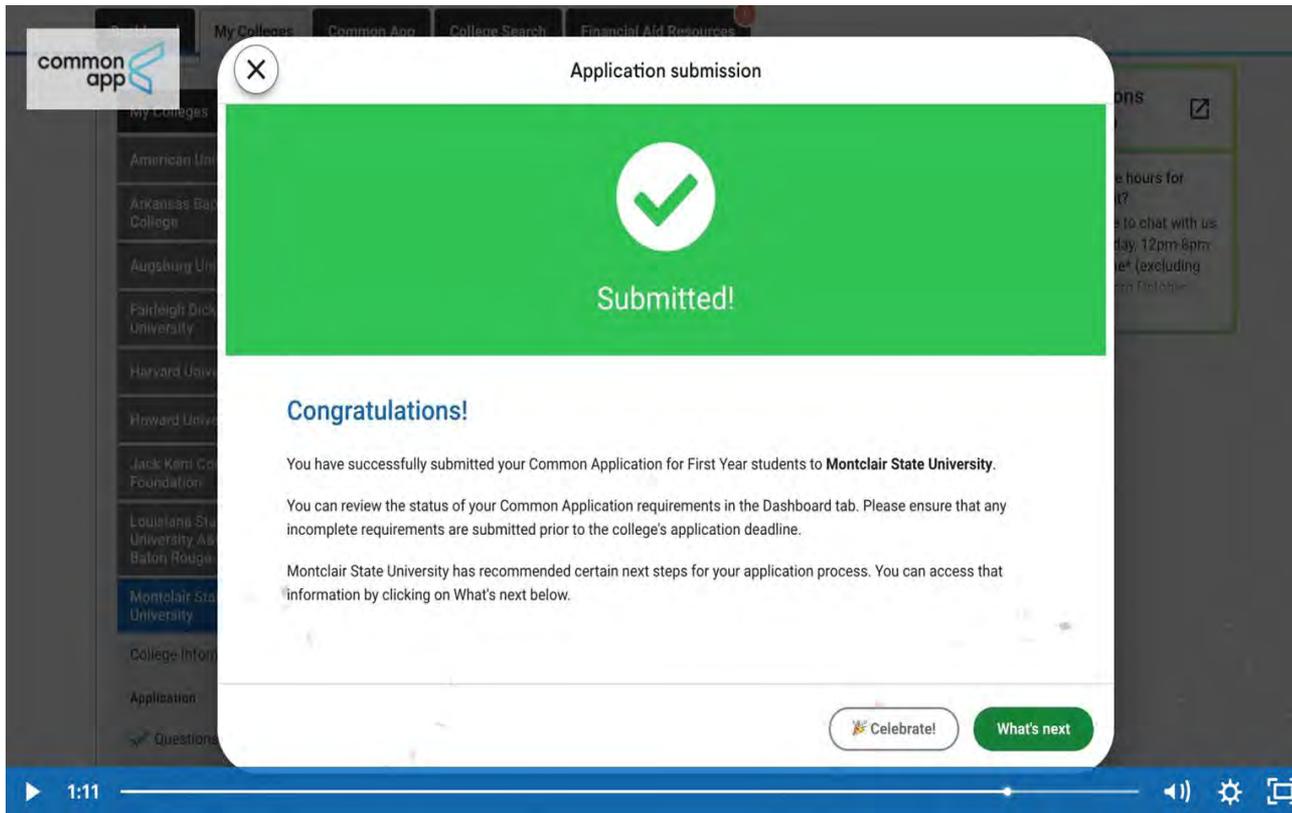
**Do NOT do the above until after your TJC US form has been approved.**

# 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



The image shows a video player interface with a white confirmation modal on top. The modal has a green header with a white checkmark icon and the text 'Submitted!'. Below this, the text reads 'Congratulations!' in blue, followed by a congratulatory message and instructions for next steps. At the bottom of the modal are two buttons: 'Celebrate!' and 'What's next'. The video player controls at the bottom show a play button, a progress bar at 1:11, and icons for volume, settings, and full screen.

Application submission



Submitted!

**Congratulations!**

You have successfully submitted your Common Application for First Year students to **Montclair State University**.

You can review the status of your Common Application requirements in the Dashboard tab. Please ensure that any incomplete requirements are submitted prior to the college's application deadline.

Montclair State University has recommended certain next steps for your application process. You can access that information by clicking on What's next below.

[Celebrate!](#) [What's next](#)

1:11

# 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>