

COMMON APP AND CIALFO FOR STUDENTS

HIGHER EDUCATION OFFICE
RAFFLES INSTITUTION
AUGUST 2021



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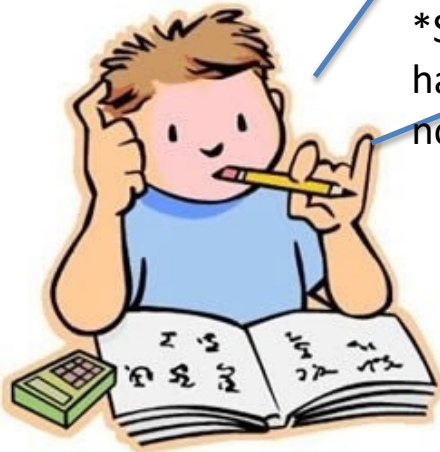
COMMON APP AND CIALFO

common
app



Your apps are sent
once payment is
made

Submit applications
(educational info, PS,
activities and honors)



*Some colleges like MIT and UCs
have a separate portal that does
not use CA and Cialfo



Your transcripts and
evaluations are sent by
the Higher Ed Office



CIALFO

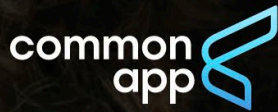


Request
recommendations

Deposits
recommendations
and evaluations

COMMON APPLICATION

It is an undergraduate college admission application portal that you will use for applying to its member colleges (mainly US, although it also includes some Canadian, European, Japan and HK schools).



FIND A COLLEGE Plan for college ▾ Apply to college ▾ Support your students

Sign in

Create an account

Your future starts here

Apply to college for the first time or transfer to complete your degree. Navigate your entire college application journey with Common App.



It is another undergraduate college admission application portal. However, we cannot support the transmission of your transcripts and teacher recommendations over Coalition at the moment.

For schools with a choice of CA/Coalition, you should choose CA.

Important: For coalition-only schools, inform us in advance of the specific materials required, and the postal address we can send them to. We will deliver your transcripts and recs via post. **As the office will be closed from 3rd Dec, you are to inform us before this date if any documents are required to be sent on your behalf.** All late requests will only be processed when school reopens in Jan 2022.

COMMON APPLICATION ACCOUNT (CA)

COMMON APP ACCOUNT

Creating an account:

Goto www.commonapp.org

Do note that you will need to be very clear about the following two terms:

- **First Name** (what people call you by, follow your IC/passport please)
- **Last Name** (this is your surname)

as they have to match with that of Cialfo for matching purposes.

You should also use your PERSONAL EMAIL ADDRESS for both Common App and Cialfo. This ensures that colleges can reach you via email after your graduation in Dec 2021.

COMMON APP ACCOUNT

Once you have created your account and you have logged in, you will need to fill up some personal information under the "Common App" tab.



Welcome, Raffles!

CAID :
@gmail.com



Sign Out

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades

0 college(s) require

Profile

Preview

Personal Information

First/given name*

Cabbage

Middle name

Last/family/surname*

Ng

Need help?

What are the hours for student chat?

You are able to chat with us Monday-Friday, 12pm-8pm Eastern Time* (excluding holidays) from October - [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](#)

COMMON APP ACCOUNT

"PROFILE" and "FAMILY"

Pretty self-explanatory.

Note that some questions are not compulsory. Respond to the compulsory questions truthfully, for example, questions pertaining to your parents' education level, degree and year of obtaining the degree(s). Your application may be voided/rescinded if you are found to have provided false information.

For financial assistance in application, check with Ms Joyce Tan at joyce.tan@ri.edu.sg on your eligibility for the Common App Fee Waiver.

COMMON APP ACCOUNT

"EDUCATION"

Current or Most Recent School: School CEEB Code: 687241

Graduation Date: 12/2021. Amend the year according to your year of graduation from RI.

Counselor's first name/last name: Your CT's first name/last name.

Grades:

- Class rank reporting: None
- Graduating class size: 1200
- GPA: Leave this blank as we do not calculate GPA

Current or Most Recent Year Courses:

- Course Title, etc: List all H1, H2, H3 subjects. For example, GCE Advanced Level Higher 2 Mathematics, GCE Advanced Level H3 Economics, etc.

Course Level: N/A, as none of the options are applicable

Course schedule: Full Year

Honors: Refer to supplementary materials on IVY (current students) or WWW (alumni).

COMMON APP ACCOUNT

"TESTING"

Self-report SAT/ACT/TOEFL scores. (Only where relevant and available, as many colleges are test optional this year).

Then request for the official score report to be sent to the universities **via the Collegeboard website, on your own**, before the universities' application deadline.

For "Is promotion within your educational system based on standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board?", select **"Yes"**.

COMMON APP ACCOUNT

"TESTING"

For Y6s, key in "0" as you have Yet to take your A Level Exams.

Senior Secondary Leaving Examinations

Number of Senior Secondary Leaving Examinations you have already taken*

0

Continue

For alumni, key in the same number of courses as listed in your "Education" section.

Date taken*

November 2018



Date should be entered in the Month Year format.

Examination board*

GCE A-levels

Academic subject*

H2 Mathematics

Score*

A

Score type*

☒ Actual

☐ Predicted

COMMON APP ACCOUNT

"ACTIVITIES" AND "WRITING"

Refer to supplementary materials on IVY (current students) or WWW (alumni).

COMMON APP ACCOUNT - FERPA WAIVER

Under “My Colleges” section in CA, add at least one college you are applying to in order to be able to match your CA account with Cialfo.

You also need to complete the ‘Current or Most Recent Secondary/High School’ question in the Education section of your Common App.

You can add colleges via “college search”.

FERPA WAIVER

Once you have added a school, under the “My Colleges” tab, under ‘Recommendors and FERPA’, you need to sign the FERPA waiver and authorization to release transcripts.



A screenshot of the Common App user interface. At the top, there is a navigation bar with five tabs: "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The "My Colleges" tab is selected. Below this, a sidebar on the left lists various actions for a selected college, "Carnegie Mellon University". The sidebar items are: "College Information", "Application", "Questions", "Recommendors and FERPA" (which is highlighted with a blue bar and a right-pointing arrow), "Review and Submit - Common App", "Writing Supplement", "Questions", and "Review and Submit - Writing Supplement". The main content area is titled "Recommendors & FERPA" in a dashed blue box. Below the title, there is a yellow warning icon followed by the heading "FERPA Release Authorization". The text below 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." There is a blue link that says "Learn more about FERPA". Below this, there is a large blue button that says "Complete Release Authorization". In the bottom right corner of the main content area, there is a blue button that says "Continue".

FERPA WAIVER

Your teachers will only complete the recs after you have waived your right. Confidential recommendations are viewed by admission officers as more candid and carrying more weight than open letters. Tick the boxes carefully as you will not be able to change the FERPA status once it is submitted.

×

Release authorization

some key information before you respond. We encourage you to learn about FERPA by [reading our FAQ](#). We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

1. How does FERPA relate to your college application?

- FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In a moment, you'll be asked if you want to waive the right to review 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

FERPA Form

☒

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 once I sign and click Save below.***

Signature *

Type your Name

Date *

August 9, 2021

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

Back

Save and Close

FERPA WAIVER & RECOMMENDERS

Do not fill in this section. We submit all our teacher recommendations on Cialfo, not Common App. Refer to the following section for instructions.

My Colleges

Carnegie Mellon University ▲

College Information

Application

Questions

✓ Recommenders and FERPA

Review and Submit - Common App

Recommenders & FERPA

✓ FERPA Release Authorization

[View Details](#) ▼

~~Invite Recommenders~~

~~Recommenders are people who will submit forms and information to colleges on your behalf.~~

~~Invite Recommenders~~

CIALFO ACCOUNT



CIALFO ACCOUNT

It is a college guidance platform which we use to send off your teacher recommendations and transcripts to the colleges you are applying to.

Note that Cialfo and CA are separate entities.

Syncing the two accounts allows us to send off your transcripts correctly.

When adding/deleting specific colleges, you will need to do it on both platforms.



CIALFO ACCOUNT

Activate your Cialfo account by filling up the following form. Please wait a week for your request to be processed. You will receive an email with sign-in details:

Current Year 6 students:

http://forms.ri.edu.sg/CialfoActivation_2021

ALL former students:

https://forms.ri.edu.sg/Exstudent_Cialfo_Activation_2021

Former students who already have an existing Cialfo account from the previous cycle:

1. You must still submit the activation form above for your account to be updated and synced rightly.
2. Thereafter, log into your Cialfo account without having to wait for new sign-in details. Simply use the 'forget password' feature if you have forgotten your password.

CIALFO ACCOUNT ACTIVATION

1. Activate your account (Y6 students and former students who had not activated your Cialfo account before)

Look for your onboarding email, please note this may be in your Spam/Junk folder.

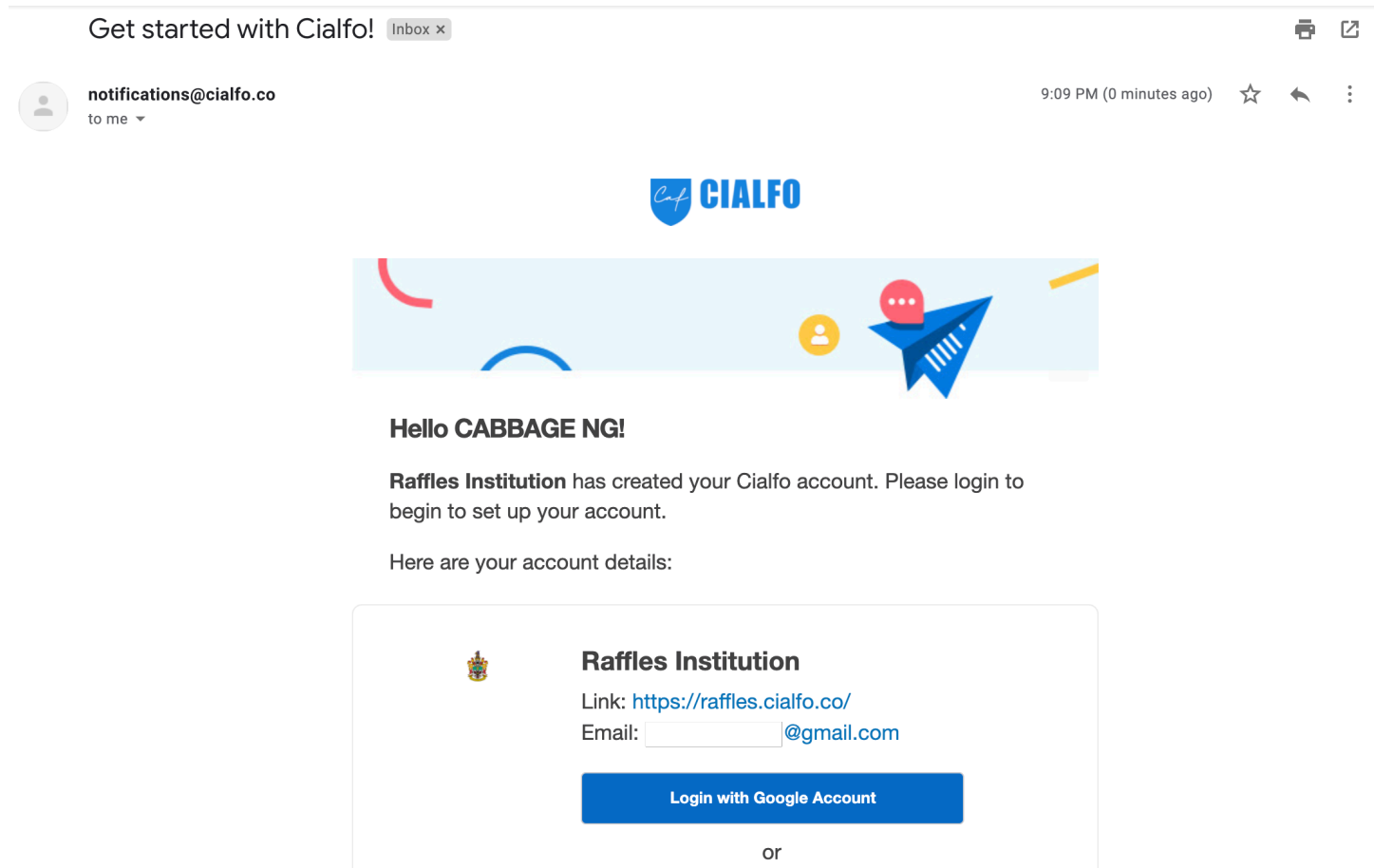
Should you not receive your sign-in credentials within a week, please email Mr Lu at shangyi.lu@ri.edu.sg

For ex-students, please email Ms Tan at joyce.tan@ri.edu.sg

CIALFO ACCOUNT

2. Create your account Password

Click on the 'Setup Password' button in your email. This will take you to a webpage to create your password. Your username will be your personal email address.



CIALFO ACCOUNT

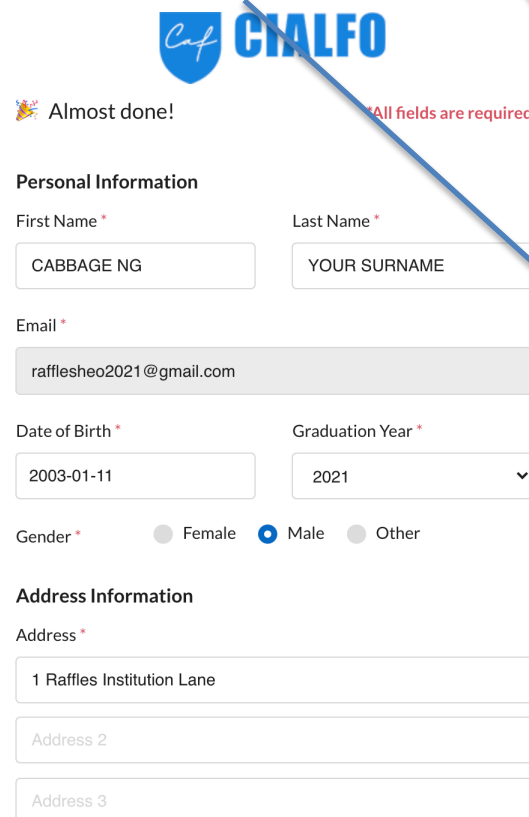
3. Update your Personal Information

You will be able to update your Personal Information after setting and confirming your new password. Your Last Name has been set to 'YOUR SURNAME' by default. Please change it to your surname. Your First Name has been set to your full name by default. Please change it accordingly. Please also update your graduation year accordingly.

IMPORTANT

Make sure that your entries for the following are identical for Common App and CIALFO:

- Last and first names
- Personal email address
- Date of Birth



CIALFO

Almost done! *All fields are required

Personal Information

First Name * CABBAGE NG

Last Name * YOUR SURNAME

Email * rafflesheo2021@gmail.com

Date of Birth * 2003-01-11

Graduation Year * 2021

Gender * ☐ Female ☒ Male ☐ Other

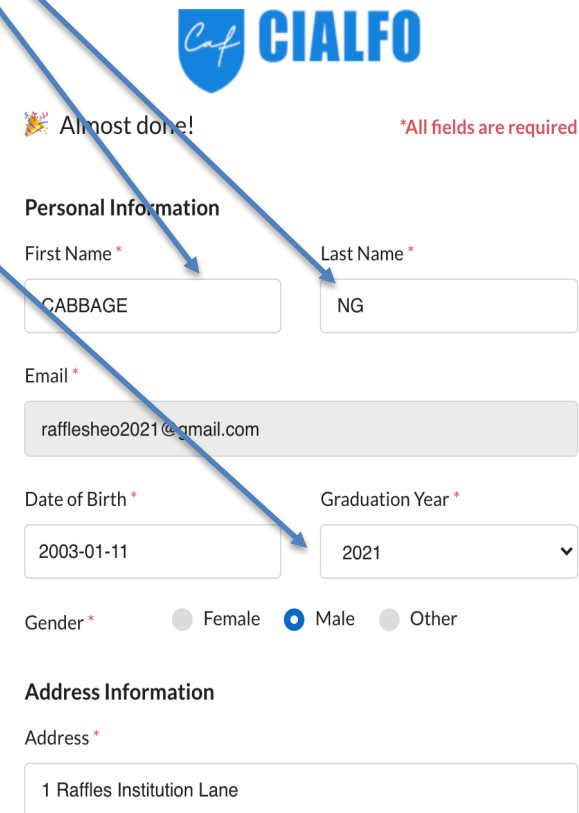
Address Information

Address * 1 Raffles Institution Lane

Address 2

Address 3

Annotations: Blue arrows point from the text 'Your Last Name has been set to YOUR SURNAME' and 'Your First Name has been set to your full name' to the respective input fields. Another blue arrow points from 'Please also update your graduation year' to the graduation year dropdown.



CIALFO

Almost done! *All fields are required

Personal Information

First Name * CABBAGE

Last Name * NG

Email * rafflesheo2021@gmail.com

Date of Birth * 2003-01-11

Graduation Year * 2021

Gender * ☐ Female ☒ Male ☐ Other

Address Information

Address * 1 Raffles Institution Lane

Annotations: Blue arrows point from the text 'Your Last Name has been set to YOUR SURNAME' and 'Your First Name has been set to your full name' to the respective input fields. Another blue arrow points from 'Please also update your graduation year' to the graduation year dropdown.

CIALFO ACCOUNT

4. Navigating Cialfo

Once you log into Cialfo, you will be greeted with the Dashboard which contains most information regarding your application process. The tabs which are of interest to you are circled as shown.

CIALFO

Dashboard

CABBAGE NG

Create Resume

Register for: TOEFL IELTS SAT ACT

Personal Information

Email rafflesheo2021@gmail.com	Phone Number +6531415926	Gender Male
Date of Birth 11 Jan 2003	Citizenships Not Set	Country/Region/Territory Singapore
City of Residence Singapore	Ethnicity Not Set	Place of Birth Singapore, Singapore
Preferred Name Not Set	Personal Email Not Set	Middle Name Not Set
State Not Set	Address 1 1 Raffles Institution Lane	Zip/Post Code 575954

CABBAGE NG

My Settings

HELP

Help Center

Chat with Cialfo

Logout

Recommendations

Events Coming Soon

College Visits

Cialfo on iOS

Cialfo on Android

Application Details

CIALFO ACCOUNT

4. Navigating Cialfo

Your Profile

- Where you can edit your personal information

Schools

- Where you can shortlist schools, choose which schools you are applying to

cDocs

- Where you can specify which round (Regular/ED/etc) you are applying for

Recommendations

- Where you can request for recommendations

At the top right hand corner, click on the blue user icon to bring up 'Chat with Cialfo/Help Center' - where you can look for FAQs and guides as well as video tutorials for other technical features of Cialfo

CIALFO ACCOUNT

5. Setting up your personal information

From your dashboard, you can now update your personal information, but the following is the most important: Under **'Your Profile'**, **'Application Details'**, make sure that the Application Year is set to 2021 (it should be by default), and set the Enrolment Year to the best of what you know. You can further communicate this with the colleges separately.

CIALFO

Dashboard

Your Profile

Personal Information ...

Application Details ...

Tests

Extracurriculars

Contacts

Schools

cDocs

Tasks & Assessments

Surveys

Notes

Recommendations

Events **Coming Soon**

College Visits

Your Profile / Application Details

Application Details

Degree Type * Undergraduate

Years

Application Year 2021

When applications will be submitted. Required for deadlines in Schools & Tasks.

Enrollment Year 2022

When you will begin studying.

Academic Interests

Select your academic interests

Financial Aid ☐ Required

Save

CIALFO ACCOUNT

5. Setting up your personal information

Under 'Personal Information', make sure the compulsory information are consistent with the information in your Common App account. Do change your preferred name (default is your CT group), leaving it empty if you wish to.

CIALFO

Dashboard

Your Profile

Personal Information...

Application Details

Tests

Extracurriculars

Contacts

Schools

cDocs

Tasks & Assessments

Surveys

Notes

Recommendations

Events **Coming Soon**

College Visits

Cialfo on iOS

Your Profile / Personal Information

Personal Information

Profile Picture **Upload** **Remove**

Name **CABBAGE** **NG**
(Required)

Middle Name **Middle Name**

Preferred Name **21S06X**

Email Address **rafflesheo2021@gmail.com**
(Required)

Personal Email **Personal Email**

Phone Number **31415926**
(Required)

Citizenships **Citizenships**

Regions I am Interested In **United States**

Save

LINKING CA AND CIALFO

The next thing you need to do is to link your Common App and Cialfo accounts. Only by doing so, your transcripts can be sent to the colleges you are applying for.

To link, first go to 'Recommendations' on the left tab:


The screenshot shows the CIALFO web interface. On the left is a sidebar with a menu: Dashboard, Your Profile, Schools, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations (highlighted), Events (marked 'Coming Soon'), College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'Recommendations' and contains the following elements:

- A header: 'Request letters of recommendations and track their status here'
- A table with two columns: 'Required' and 'Optional', both showing 'N/A'.
- A yellow note box: 'Note: You currently don't have any recommenders. When you do they appear here.'
- Another yellow note box: 'Note: Your school has disabled the ability for students to request recommendations.'
- A section for 'Common App Account' with two status boxes: 'Account Not Linked' and 'FERPA Unknown'.
- A text box explaining that users with a Common App account should enter email and password, while those without should create one after clicking 'Link Account'.
- A blue 'Link Account' button, which is pointed to by a blue arrow.

Click on "Link Account". You will be brought to CA.

LINKING CA AND CIALFO

You will be prompted to login to your CA account, and finally, click on Connect to link CA and Cialfo



Connect your Common App

First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.

* Indicates required fields.


Email *

Password *

[Forgot password?](#)

Sign in

Need help?
[Visit the Applicant Solutions Center.](#)



Hi, Cabbage!

By checking the box below you will enable Cialfo to access certain information from your Common App account that is necessary for integration and processing.

If you authorize this connection, you will be granting permission to Cialfo to:

- See the status of your applications and recommendations
- View additional Common App data in order to support submitting recommendations on your behalf

☒ I agree *

Cancel **Connect**

LINKING CA AND CIALFO

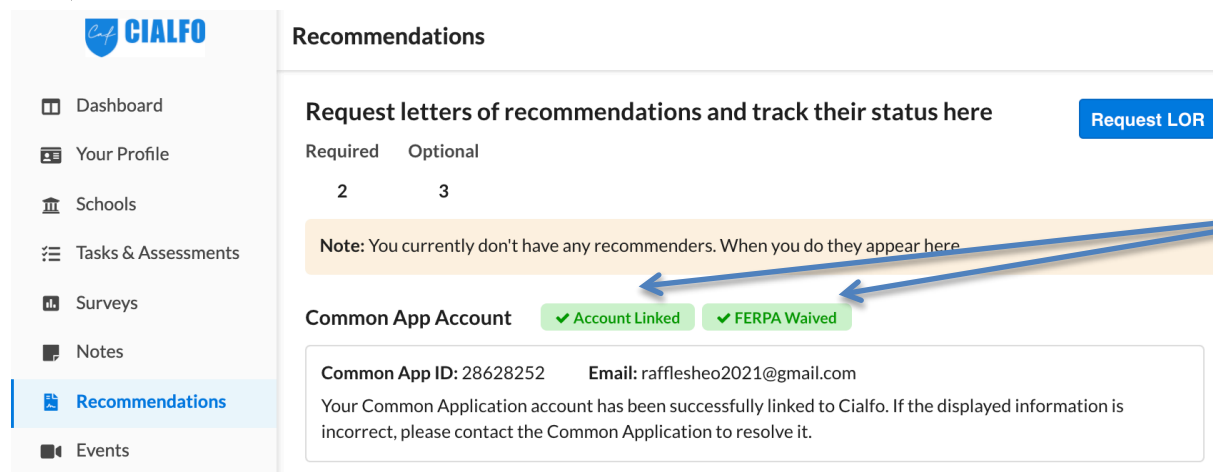
To successfully match CA and Cialfo, you must ensure:

On CA side:

- 1) Your CA account is created (make sure DOB is correct)
- 2) Signed the CA FERPA
- 3) Completed the Education section in CA
- 4) Included at least one college you are applying to in CA

On Cialfo side:

- 1) Key in correct email address of your CA account
- 2) Last name matches with CA
- 3) DOB matches with CA



The screenshot shows the CIALFO web interface. On the left is a sidebar with navigation links: Dashboard, Your Profile, Schools, Tasks & Assessments, Surveys, Notes, Recommendations (highlighted), and Events. The main content area is titled 'Recommendations' and contains a section for requesting letters of recommendation. It shows a table with 'Required' (2) and 'Optional' (3) counts. Below this is a note stating that no recommenders are currently listed. At the bottom, the 'Common App Account' status is shown as 'Account Linked' and 'FERPA Waived', both with green checkmarks. A box at the bottom provides the Common App ID (28628252) and email (rafflesheo2021@gmail.com), along with a message confirming the successful link.

CIALFO

Dashboard
Your Profile
Schools
Tasks & Assessments
Surveys
Notes
Recommendations
Events

Recommendations

Request letters of recommendations and track their status here [Request LOR](#)

Required	Optional
2	3

Note: You currently don't have any recommenders. When you do they appear here

Common App Account ✓ Account Linked ✓ FERPA Waived

Common App ID: 28628252 Email: rafflesheo2021@gmail.com

Your Common Application account has been successfully linked to Cialfo. If the displayed information is incorrect, please contact the Common Application to resolve it.

SUCCESS!
(It may take time
for FERPA Waived
to be reflected)

SCHOOL LIST

You need to add the schools you are applying to in Cialfo as well. Make sure they are the same as your CA school list as we can only send your transcripts to the schools listed on your Cialfo school list.

1. Go to 'Search classic/Search' under Schools. (Arrow points to the 'Search Classic' link in the left sidebar)

2. Search for the school name (Arrow points to the 'School Name' search input field containing 'uiuc')

3. Click on Add, and then select 'Applying' (Arrow points to the '+ Add' button for the University of Illinois at Chicago)

You may wish to first restrict the search to US colleges (Arrow points to the 'United States' selection under 'Regions Available')

The interface shows the 'Schools / Search Classic' page with a sidebar on the left containing links like Dashboard, Your Profile, Schools, Search, My Lists, Search Classic, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations, Events (Coming Soon), College Visits, and Cialfo on iOS. The main content area includes a search bar with 'uiuc' entered, a list of results showing 'University of Illinois at Chicago' and 'University of Illinois at Urbana-Champaign', and a 'Filter Results' section with 'Regions Available' set to 'United States'.

SCHOOL LIST

Under 'Applications' in the 'cDocs' tab, click on any of the colleges you have added to edit the details of your application.

cDocs / Applications

Applications







Cialfo allows students to manage your individual applications and track information about each application (application round, deadline, flags, results, scho

[How to Get Started](#) [Got it!](#)

Applications

Select Outcome ▼ [+ Add Application](#)

☐ Show Withdrawn/Removed

Applications	Result	Portal	Round	Deadline
 Amherst College	No Status	common app	RD (Verifi...	Jan 3, 2022
 Carnegie Mellon University	No Status	common app	ED (Verifi...	Nov 1, 2021
 Duke University	No Status	common app	RD (Verifi...	Jan 4, 2022
 Georgetown University	No Status	Other	RD (Verifi...	RD (Verified)
 University of Chicago	No Status	common app		
 University of Illinois at Urbana-Champaign	No Status	Other		

SCHOOL LIST

You should set the Application portal to Common Application whenever possible. For schools without the Common Application option, choose Other.

Refer to the section on non Common App schools for more information.

The screenshot shows the CIALFO cDocs / Applications interface. The left sidebar contains navigation links: Dashboard, Your Profile, Schools, cDocs, Applications (highlighted), Tasks & Assessments, Surveys, Notes, Recommendations, Events (Coming Soon), College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'cDocs / Applications' and has tabs for 'Overview' and 'Activity'. The 'Overview' tab is active, showing a 'Details' section for a school application. The 'Common App' dropdown is set to 'Common Application'. Below it is a 'Notes' text area. At the bottom, there is a section for 'Application #1' with an 'Application Portal' dropdown menu. The dropdown menu is open, showing three options: 'Common Application', 'Coalition Application', and 'Other'. A blue arrow points to the 'Common Application' option in the dropdown menu. A red text box on the right side of the screen says: 'Select 'Common Application' if available, 'Other' if not'.

TEACHER RECOMMENDATIONS

TEACHER RECOMMENDATIONS

For US schools, you will generally need

- 1) **Counselor Recommendation** from your Civics Tutor
 - Classes with 2 CTs, your CTs will tell you who to list. Note that your CT is your 'counsellor' on Cialfo for US applications.
- 2) **2 Subject Teacher Recommendations** from 2 subject tutors
 - Read colleges' admissions websites thoroughly. Some colleges like MIT require contrasting (arts and science) recommendations, while other colleges only require 1 recommendation.
 - In general, you should approach STs who know you better (not necessarily the subject you do better at)

TEACHER RECOMMENDATIONS

The counselor recommendation is required by almost all schools, even if schools do not mention it in their application requirements. i.e., when schools state that they require 2 academic references, it's a given that they are asking for 1 counselor recommendation and 2 subject tutor recommendations.

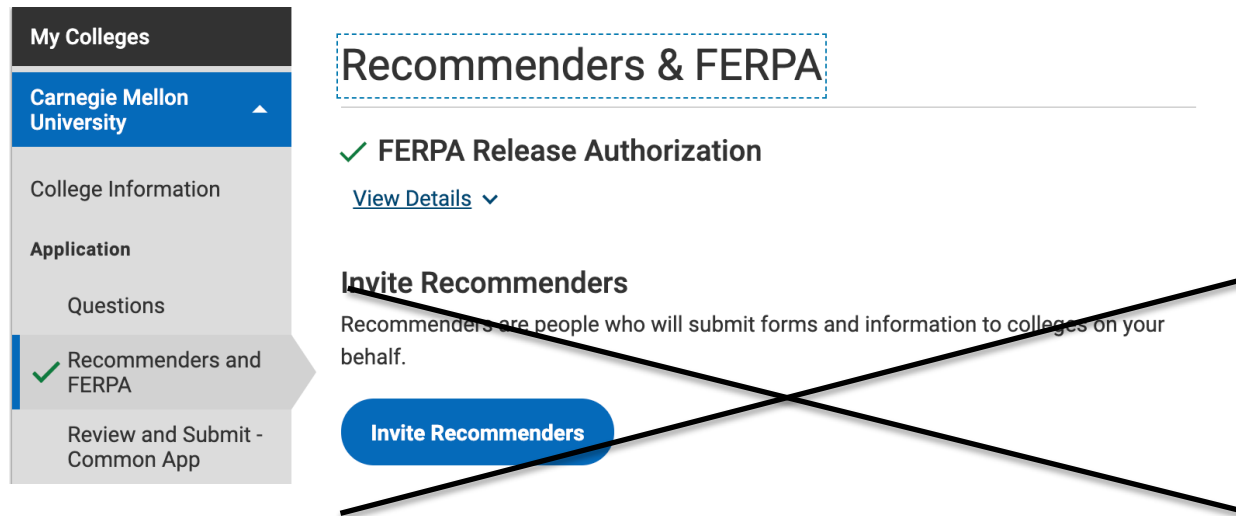
Note that your CT's counselor recommendation does not count as a subject tutor recommendation. You generally require 3 unique teachers to write for you, including your CT. Some colleges only require 2 (1 counselor and 1 subject tutor).

If a school only requires 1 subject tutor recommendation, email us at collegeadmissions@ri.edu.sg to let us know which of the 2 ST recommendations you want us to send off.

TEACHER RECOMMENDATIONS

By default, teacher recommendations are meant for all colleges. Do not invite individual recommendations for each school you are applying to.

We send all our teacher recommendations via CIALFO. Do not fill in the 'Invite Recommenders' section on your Common Application.



TEACHER RECOMMENDATIONS

Once you have approached your tutors, go to Cialfo. Under the left tab, click on "Recommendations" and you should see the following:

Recommendations

Request letters of recommendations and track their status here

Required Optional

2

3

Request LOR

STEP 1

Note: You currently don't have any recommenders. When you do they appear here.

Common App Account

✓ Account Linked

✓ FERPA Waived

Common App ID: 28628252

Email: rafflesheo2021@gmail.com

Your Common Application account has been successfully linked to Cialfo. If the displayed information is incorrect, please contact the Common Application to resolve it.

- 1) Click on Request LOR
 - 2) Then click on 'Add Recommenders'
- You can only add up to 3 (CT + 2 STs)
- 3) Send Request when you are done (You can't edit the list once you send the request)!

Request Recommendation

×

Recommenders 2/3 + Add Recommender

Albus Dumbledore ×




Teacher Demo ×

STEP 2

Survey

Note: Survey questions have not been provided by your counselor.

B I S 

Dear teachers,

This is Cabbage. Thanks so much for agreeing to write references for my university applications for regular decision. You can contact me should you need more information.

You should see your CT and 2 STs' names here

[^ Hide questions](#)

Upload

File

Google Drive

STEP 3

Send Request

TEACHER RECOMMENDATIONS

Recommendations

Request letters of recommendations and track their status here

Request LOR

Required Optional

2

3

Common App Account

✓ Account Linked

✓ FERPA Waived

Common App ID: 28628252 Email: rafflesheo2021@gmail.com

Your Common Application account has been successfully linked to Cialfo. If the displayed information is incorrect, please contact the Common Application to resolve it.

Once you have added 3 tutors, the Request LOR button will no longer be available

Name	Survey	Uploaded : Recommendations & Forms
Albus Dumbledore	✓	None
Teacher Demo	✓	None

If you have already requested from 3 teachers, the Request LOR button will not be available.

Email any supporting documents to your teachers directly, instead of uploading them here.

TEACHER RECOMMENDATIONS

You should only approach your Y5-6 civics/subject tutors as this is an academic reference, ideally from your most recent high school years.

You SHOULD NOT be approaching your Y1-4 teachers, CCA teachers, coaches, external/research mentors, lab staff, etc. This is as your teachers have to specify the A-level subject they taught you, in a classroom context, for the recommendation to be useful.

External H2 teachers (MOELC) can write for you.

1. Approach your external teacher directly to request for a recommendation. Ask for his/her official email address.
2. Email collegeadmissions@ri.edu.sg with your teacher's official email address and we will connect directly.

TEACHER RECOMMENDATIONS

Adhere to our internal timeline to give your teachers time to prepare for your recs:

For early admission programs: **Request before 8 Oct**

For regular decision: **Request before 12 Nov**

Approach them **PERSONALLY** before sending the requests via Cialfo.

Remember not to request via Common App!

EARLY APPLICATION
VS
REGULAR APPLICATION

EARLY APPLICATION VS REGULAR APPLICATION

A college can offer many application programs.

REA: Restrictive Early Action

EA: Early Action

ED1/2: Early Decision

RD: Regular Decision

Early programs means early deadlines (typically 1 Nov, but some schools are 15 Oct). All standardized testing, where necessary, and applications must be completed by then.

Check with individual colleges websites on deadlines for their early programs as well as standardized testing policy.

EARLY APPLICATIONS

BINDING (EARLY DECISION)

ED1/2 (Early Decision 1, 2): These are binding applications which require, if you are accepted, that you attend that particular school. **You must withdraw applications to all other schools (incl. ALL UK Schools and Oxbridge) once accepted and cannot apply to any additional schools in any part of the world.**

You receive admissions decisions and commit to attend the school in December, before RD applications kick in. If you require financial aid, it makes sense to apply during RD in order for you to compare aid packages from various schools.

An ED application cannot be made lightly. You should only apply via ED if a school is your choice school and you are positive you are able to attend if successful.

EARLY APPLICATIONS

BINDING (EARLY DECISION)

You can only apply to one ED school.

You and your parents will have to acknowledge and send the ED Agreement on Common App before your application can be processed. Note that there are consequences from the US schools if you break the ED Agreement.

By our internal timeline, all ED applicants (current and former students) are to indicate your ED school in Cialfo by 18 Oct 2021, 2359hrs.

EARLY APPLICATIONS

NON-BINDING

EA (Early Action) : Offers early decisions, but you do not need to commit until May

SCEA (Single Choice Early Action)/REA (Restrictive Early Action): **You cannot apply to any other EA/ED programs.** REA is less restrictive, and allows you to apply to some other state school EAs. Check with college websites.

Similar to EA, you get early decisions, but you do not need to commit.

EARLY VS REGULAR (IMPORTANT)!

From 'cDocs' on the left tab, go to Applications.
Please make sure in CA (and Cialfo), your apps are listed correctly (EA/REA/ED/RD), and that the submission method is listed correctly (Common App).

This is to ensure your apps are sent off correctly!

Applications

Cialfo allows students to manage your individual applications and track information about each application (application round, deadline, flags, results, etc.)

[How to Get Started](#) [Got it!](#)

Applications

Select Outcome

Do check the round you are applying for is correctly reflected

Ensure the portal is reflected as Common App

+ Add Application

Show Withdrawn/Removed

Applications	Result	Portal	Round	Deadline
Amherst College	No Status	common app	RD (Verifi...	Jan 3, 2022
Carnegie Mellon University	No Status	common app	ED (Verifi...	Nov 1, 2021

EARLY VS REGULAR (IMPORTANT)!

When you click on the individual schools, you will be able to edit the application details. You will need to

1. Ensure that the Application Portal is set to Common Application
2. The Round is correctly reflected (ED/EA/RD/REA, etc)

1. Always set to CA for all schools with CA Set to Other otherwise

2. Set to ED/EA /REA/RD

The screenshot shows the CIALFO cDocs / Applications interface. On the left is a sidebar menu with options: Dashboard, Your Profile, Schools, cDocs (selected), Applications, Tasks & Assessments, Surveys, Notes, Recommendations, Events (marked 'Coming Soon'), College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'cDocs / Applications' and shows 'Application #1'. It contains several dropdown menus: 'Application Portal' set to 'Common Application', 'Course or Major' (empty), 'Scholarship' (empty), 'Round' set to 'ED (Verified)', and 'Deadline' set to '2021-11-01'. Two blue arrows point from the red text annotations to the 'Application Portal' and 'Round' dropdowns respectively.

EARLY VS REGULAR

For early applicants, remember to inform your recommenders by **8 Oct**; and confirm your Early school(s) on Cialfo by **18 Oct, 2359 hrs**.

You cannot make any more changes to your **early** schools after **18 Oct** as we need a confirmed list to prepare the necessary forms and transcripts to support your application. **Cialfo will be locked*** after 18 Oct and will reopen after 3 Nov for regular decision)

When we say the system is locked, it means you cannot edit your school list or request for recommendations on Cialfo. You can, however, still work on your application materials on CA. You submit your CA portion to the colleges directly by their stated application deadlines.

EARLY VS REGULAR

For regular decision, remember to request your recs by **12 Nov.** The deadline for you to confirm your school list is **17 Dec, 2359 hrs.**

After this deadline, Cialfo will be locked* for the year, for us to prepare and send off transcripts. No new schools can be added nor new US applications initiated.

When we say the system is locked, it means you cannot edit your school list or request for recommendations on Cialfo. You can, however, still work on your application materials on CA. You submit your CA portion to the colleges directly by their stated application deadlines.

NON COMMON APP SCHOOLS

NON CA SCHOOLS

Some schools have their separate systems. If you are applying, follow their instructions on applying and requesting for recommendations via their school portals directly.

You should still add these schools onto your Cialfo school list so that we can support your applications when required.

Here are some schools with their own application portals:

- University of California schools (Note that teacher recommendations are not necessary.)
- MIT
- Georgetown,
- Sciences-Po,
- Etc.

NON CA SCHOOLS

To see which schools you are applying to are not under CA, when you first wish to add the school, you will notice that they do not have the CA icon.

Schools / Search & Lists

SearchColumns

ListAllLonglistShortlistApplying

Search

School Name
chicago

Courses & Majors
Search courses & majors

Filter Results

Expand SearchNEW

Regions Available

Application Countries / Regions / Territories

United States

Add Application Countries / Regions / Territories...

Environment & Location

State

College Size

College Setting

College Type

City Type

Sports & Athletics











40 schools match of 6255

Filters

Expand Search

Matched name: "chicago"

Application Countries / Regions / Territories

School Name	List	Portals	Lil
 The Chicago School of Professional Psychology at Washington DC	+ Add		
 The Chicago School of Professional Psychology at Xavier University of Louisiana	+ Add		
 The Illinois Institute of Art - Chicago	+ Add		
 Toyota Technological Institute at Chicago	+ Add		
 University of Chicago	+ Add	<input type="text"/>	
 University of Chicago Collegiate Scholars Program	+ Add		
 University of Illinois at Chicago	+ Add	<input type="text"/>	
 University Of Illinois Chicago - FAST PROGRAM	+ Add		

CA Icon

NON CA SCHOOLS

When you click on the school under the 'Application' list, you will also see that there is no option for 'Common App' under the Application Portal.

The screenshot shows the CIALFO cDocs / Applications interface. On the left is a sidebar with navigation links: Dashboard, Your Profile, Schools, cDocs (selected), Applications, Tasks & Assessments, Surveys, Notes, Recommendations, Events (marked 'Coming Soon'), College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'cDocs / Applications' and contains two sections. The first section, 'Details', includes a 'Common App' field with a hyphen '-' and a 'Notes' text area. The second section, 'Application #1', features an 'Application Portal' dropdown menu. The dropdown is open, showing 'Other' as the selected option, which is highlighted in light blue. A blue arrow points from the 'Other' option in the dropdown to the red text annotation on the right. A 'Save' button is located at the bottom right of the 'Details' section.

Details

Common App

-

Notes

Notes

Save

Application #1

Application Portal

Other

Other

No 'Common App' Option, only the 'Other' option is available

NON CA SCHOOLS

For all non CA schools, where transcripts are necessary, the Higher Ed Office will have to send in hard copies or via other means, as instructed by the universities themselves. In the event we have to send hard copies, please have a clear headstart on deadlines to factor in extra time for mailing.

Email collegeadmissions@ri.edu.sg at least 3 weeks in advance for us to do the necessary. **All requests for sending of documents should reach us by 3 Dec, after which the Higher Education Office is closed for the year.**

If you are unsure, drop as an email.

WE ONLY USE CIALFO FOR US APPLICATIONS. DO NOT LIST OTHER/UK SCHOOLS OR REQUEST FOR UK RECS VIA CIALFO.

NON CA SCHOOLS: MIT

Students apply directly on the MIT portal.

You request for your counsellor recommendation (which includes the school report and transcript) and 2 subject tutor recommendations directly from the MIT portal. After you have approached your teachers personally, key in your CT and 2 STs' email addresses on the portal. Your teachers will receive notifications directly from MIT and take care of the rest.

Note that MIT requires subject recommendations from contrasting tutors. You need 1 Humanities Tutor and 1 Science/Maths Tutor as your subject recommenders.

Should you be in the situation where your only Humanities/Science and Maths tutor is also your CT, email us at collegeadmissions for instructions on how to proceed. Otherwise, adhere to the same list of CT + 2 subject tutors as in your CIALFO recommenders list.

NON CA SCHOOLS

The Higher Education Office is happy to assist you with your university applications. However, to put in a strong application and to ensure that recommendations and transcripts are sent on time, it is **your responsibility to contact us and your teachers/recommenders well in advance about your applications and to keep track of all internal deadlines.** If the university you are applying to has an earlier deadline, you will need to inform us earlier as necessary.

FURTHER GUIDANCE

All timelines, guidance and materials on how to fill up CA will be posted on IVY (current students) as well as the WWW (former students).

(Goto www.ri.edu.sg, on the top tab, select School Life > Higher Education Office)

The screenshot displays the Raffles Institution website. At the top, the Raffles Institution logo (founded 1823) is on the left, and navigation links for 'Contact Us', 'Visit Us', 'Login' (with a lock icon), and 'Search' (with a magnifying glass icon) are on the right. Below the header is a dark navigation bar with tabs: 'About Us', 'Admissions', 'Learning', 'School Life' (highlighted in green), 'Alumni', 'Giving', and 'Highlights'. The 'School Life' dropdown menu is open, showing a list of options: 'Co-Curricular Activities', 'Houses', 'Sports', 'Arts', 'Raffles Guidance Centre', 'Raffles Leadership Institute', 'Higher Education Office' (highlighted in green), 'RI Boarding', and 'Uniforms & Books'. On the left side of the page, there is a banner for 'Celebrating 198 Years Founder's Day 2021' with a large '198' graphic. A 'Change font size' widget is visible on the left. At the bottom of the banner, it says 'We celebrate 198 y' and 'If you have missed the virtual Founder's D'. A 'MORE' button with a right arrow is located at the bottom right of the page.

OVERVIEW OF TIMELINE

8 OCT	Last day for Early applicants to request for recommendations from teachers on CIALFO
18 OCT 2359hrs	Last day for Early applicants to confirm Early school list and application plan on CIALFO
1 NOV	Deadline to submit your application package for most Early application plans
1 NOV - 30 NOV	UC application period on UC portal
12 NOV	Last day for Regular applicants to request for recommendations from teachers on CIALFO
3 DEC	HEO closes for the year to process applications
17 DEC 2359hrs	Last day for Regular applicants to confirm Regular school list on CIALFO
EARLY JAN	Deadline to submit your application package for most Regular application plans

The detailed timeline is available on IVY (for current students) and our open RI website (for alumni).