

# COMMON APP AND CIALFO FOR STUDENTS

HIGHER EDUCATION OFFICE  
RAFFLES INSTITUTION  
AUGUST 2022



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## *Before you go further, words of counsel*

- Good US apps take **months** of time, effort and work. It also involves others who spend time to help you to your desired destinations: Be considerate thus. The next slide shows the relevant timeline to adhere to.
- For Y6s, consider well what you can cope with during the A-levels. HEO's recommendation is 5-8 schools, so that quality of writing is not compromised.
- HEO closes **2 Dec**. Any requests after that to open CIALFO accounts will **not** be accepted. Students reading this only in Dec are strongly advised against applying. This is as meaningful applications that can yield start months earlier: *Timelines* and the US writing guide was published since May for this reason.

# OVERVIEW OF TIMELINE

7 OCT	<b>Last day</b> for Early applicants to request for recommendations from teachers on CIALFO
18 OCT 1700hrs	<b>Last day</b> 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 OCT - 30 NOV	UC application period on UC portal
18 NOV 1700hrs	<b>Last day</b> for Regular applicants to request for recommendations from teachers on CIALFO
2 DEC	HEO closes for the year to process applications
16 DEC 1700hrs	<b>Last day</b> 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).

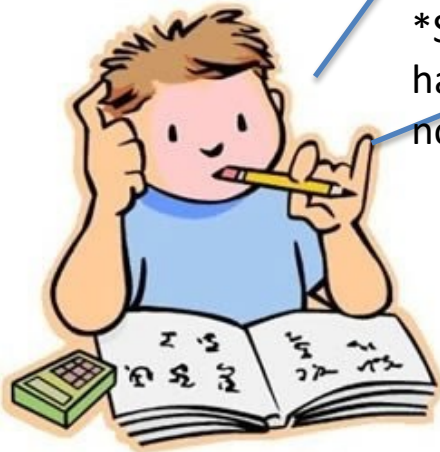
# COMMON APP AND CIALFO

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

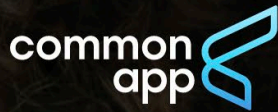


Request  
recommendations

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.

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 2<sup>nd</sup> 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 2023.

# COMMON APPLICATION ACCOUNT (CA)



# COMMON APP ACCOUNT

Creating an account:

Goto [www.commonapp.org](http://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)

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 2022.

# 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

DashboardMy CollegesCommon AppCollege SearchFinancial Aid Resources

Common App

ProfileFamilyEducationTestingActivitiesWritingCourses & Grades0 college(s) require

Profile

Personal Information

First/given name\*

Middle name

Last/family/surname\*

Preview

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](mailto: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: D2022. 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 H2 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 remain 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. If you are choosing to report PW, you will report it here (i.e., '1'; report actual grade).

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

**Senior Secondary Leaving Examinations**

Number of Senior Secondary Leaving Examinations you have already taken\*

0

Continue

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 ‘Recommenders and FERPA’, you need to **sign the FERPA waiver and authorization to release transcripts.**



A screenshot of the Common App website 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 sections for "My Colleges": "Carnegie Mellon University" (with a dropdown arrow), "College Information", "Application", "Questions", "Recommenders and FERPA" (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 "Recommenders &amp; FERPA" and contains a yellow warning icon followed by the heading "FERPA Release Authorization". Below this heading, a paragraph states: "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." A link "Learn more about FERPA" is provided. At the bottom of this section, there is a blue button labeled "Complete Release Authorization". In the bottom right corner of the main content area, there is another blue button labeled "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 1, 2022

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:

<https://forms.moe.edu.sg/forms/vXE3kJ>

ALL former students:

<https://forms.moe.edu.sg/forms/vyMXwv>

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.

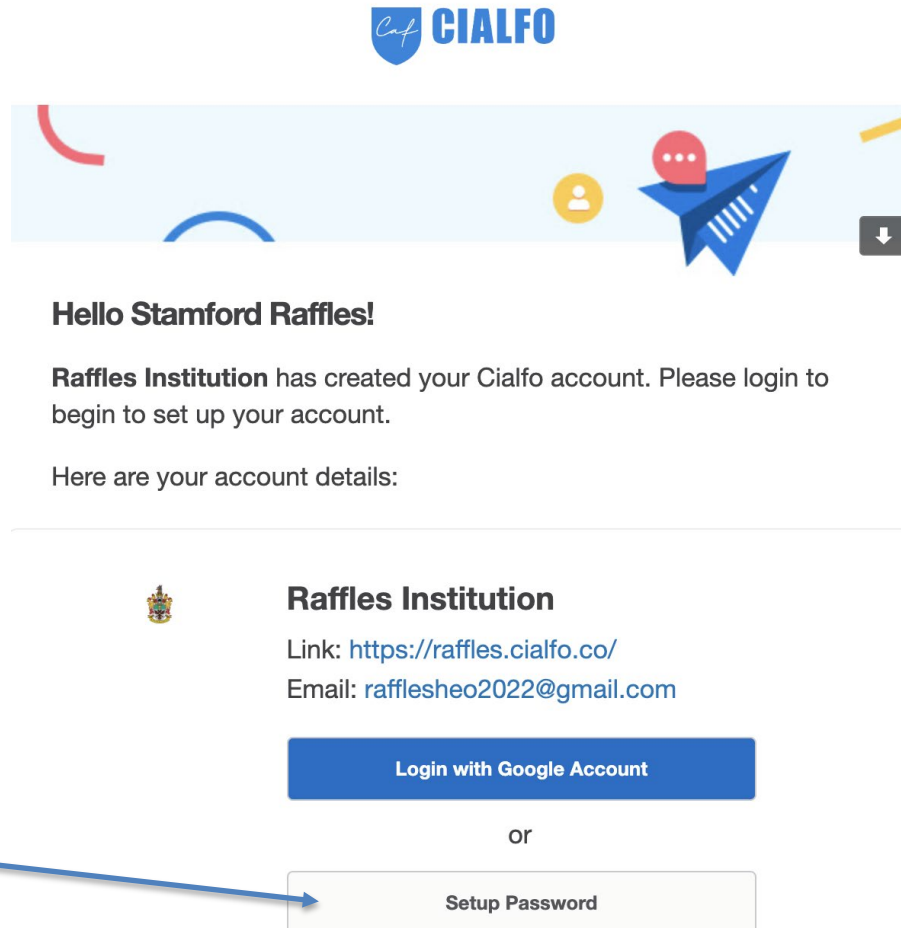
Should you not receive your sign-in credentials within a week, please email Mr Lu at [shangyi.lu@ri.edu.sg](mailto:shangyi.lu@ri.edu.sg)

For ex-students, please email Ms Tan at [joyce.tan@ri.edu.sg](mailto: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

🎉 Almost done!

**Personal Information**

First Name \* Last Name \*

Stamford Raffles

Email \*

rafflesheo2022@gmail.com

Date of Birth \* Graduation Year \*

11/01/2004 2022

Gender \* ☐ Female ☒ Male ☐ Non-binary  
☐ Other

**Address Information**

Address \*

1 Raffles Institution Lane

\*is required fields

# CIALFO ACCOUNT

The old Dashboard will be phased out and you will only see the new dashboard later

## 4. Navigating Cialfo

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

The screenshot displays the Cialfo Dashboard - Beta interface. On the left is a vertical sidebar with the following menu items: Dashboard, Dashboard - Beta (highlighted in light blue), My Profile (circled), Schools (circled), cDocs (circled), Tasks & Assessments, Surveys, Notes, Recommendations (circled), Events, College Visits, Cialfo on iOS, and Cialfo on Android. At the bottom of the sidebar is the Singaporean coat of arms. The main content area is titled 'Dashboard - Beta' and features a 'Universities' tab (active) and an 'Events' tab. Below these is a search bar labeled 'Search universities by name, course or major'. A section titled 'Recommended Universities' with a 'View All' link displays four university cards: Nanyang Technological University (Singapore, QS Ranking 12, QS Country Ranking 2), FLAME University (India), Korea University (South Korea, QS Ranking 74, QS Country Ranking 3), and King's College London (United Kingdom, QS Ranking 35). Each card includes an 'Add to list' button. On the right side, there is a 'Stamford Raffles' section with 'My Settings' and a 'HELP' section with 'Help Center' (circled) and 'Edit for Chrome'. Below these are 'Chat with Cialfo' and 'Log Out' options. At the bottom right is a 'Complete your profile' button. The top right corner contains three icons: a chat bubble, a user profile (circled), and an upward arrow. At the bottom center, there is a 'University Applications' section with a clipboard icon and the text 'Start exploring universities you want to apply to next year.'

# 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 view your application list, indicate which round you are applying for, updating application result, etc

### 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', scroll down to 'Application Details', click on 'Update Application Details' and make sure that the Application Year is set to 2022.

The screenshot displays the CIALFO account dashboard. On the left is a sidebar with navigation links: Dashboard, Dashboard - Beta, My Profile (highlighted with a blue arrow), Schools, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations, Events, College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'My Profile' and contains two primary sections: 'Application Details' and 'Preference Fit'. The 'Application Details' section shows a 40% completion status and a green banner indicating it is incomplete. It lists two tasks: '01 Add Enrollment Year' and '02 Add Application Year'. A blue arrow points to the 'Update Application Details' link. Below this is a table with the following data:

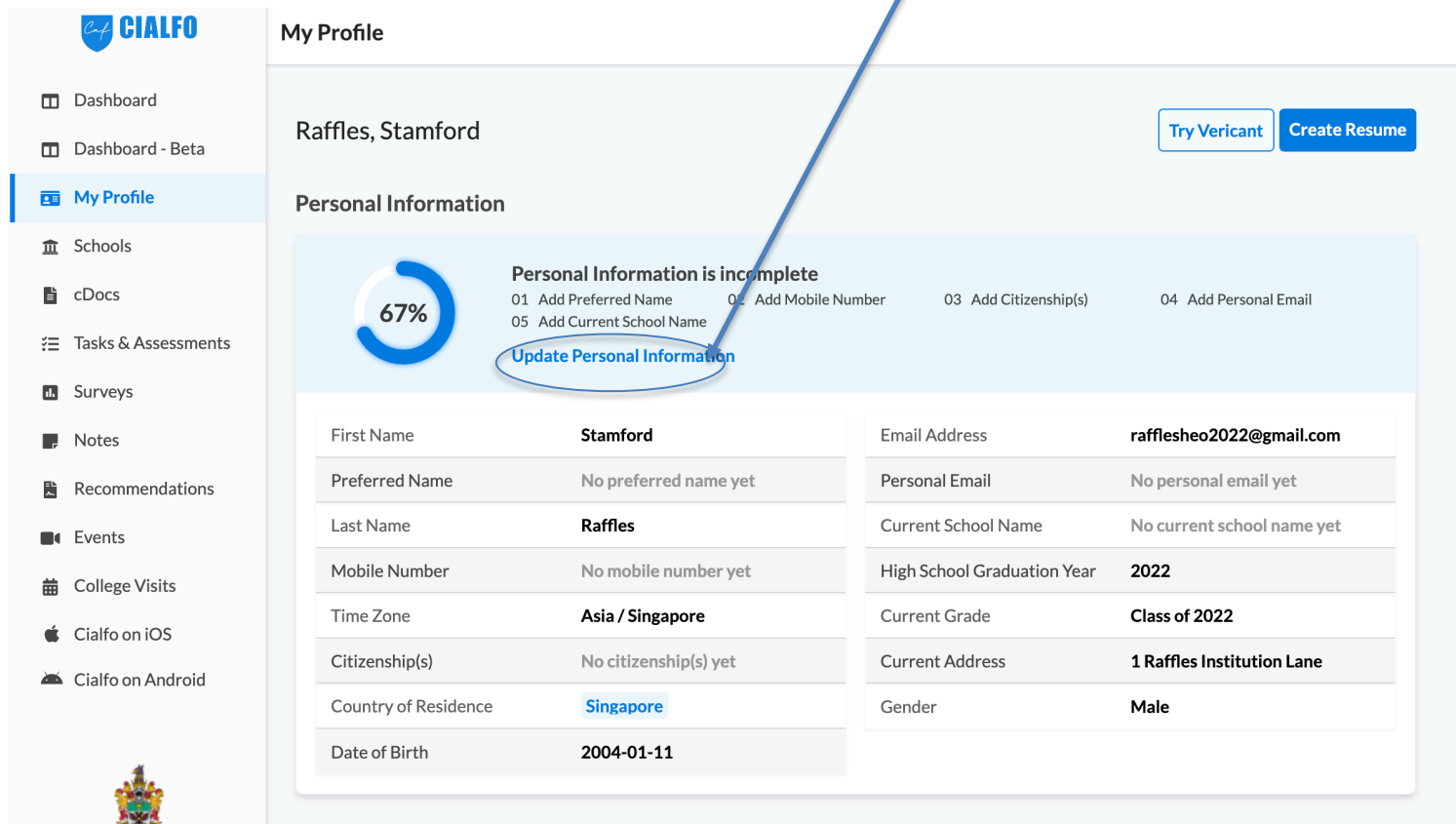
Field	Value
Degree type	Undergraduate
Enrollment Year	No enrollment year yet
Application Year	No application year yet

The 'Preference Fit' section shows a 0% completion status and a blue banner indicating it is incomplete. It lists four tasks: '01 Add Academic', '02 Add Location', '05 Add Facilities', and '06 Add Demographics'. A blue arrow points to the 'Update Preference Fit' link. Below this is a section titled 'Academic' with the text 'Overall university ranking No response. Set now?'. To the right of the 'My Profile' section is a modal window titled 'Edit Application Details'. It contains a 'Degree type' dropdown menu set to 'Undergraduate'. Below this is a section for 'Application Submissions' with a grid of checkboxes: 'Direct Medical (US BA/MD)', 'Coalition Application', 'University of California', 'SUNY', 'Cal State', 'Direct Apply', 'Common Application' (checked), 'Universal Application', 'Apply Texas', 'CUNY', 'UCAS', and 'Concourse'. At the bottom of the modal, there is a 'Year' section with a dropdown menu for 'Application Year' set to '2022' (highlighted with a blue circle and a blue arrow) and another dropdown for 'Enrollment Year' set to 'Select Year'.

# 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.



The screenshot shows the 'My Profile' page in the CIALFO system. The left sidebar contains navigation links: Dashboard, Dashboard - Beta, My Profile (selected), Schools, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations, Events, College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'My Profile' and shows the user's name 'Raffles, Stamford'. There are two buttons: 'Try Vericant' and 'Create Resume'. Below this is the 'Personal Information' section, which features a progress indicator showing 67% completion. A message states 'Personal Information is incomplete' and lists five items: 01 Add Preferred Name, 02 Add Mobile Number, 03 Add Citizenship(s), 04 Add Personal Email, and 05 Add Current School Name. A blue circle highlights the 'Update Personal Information' link. Below this is a table of personal information.

First Name	Stamford	Email Address	rafflesheo2022@gmail.com
Preferred Name	No preferred name yet	Personal Email	No personal email yet
Last Name	Raffles	Current School Name	No current school name yet
Mobile Number	No mobile number yet	High School Graduation Year	2022
Time Zone	Asia / Singapore	Current Grade	Class of 2022
Citizenship(s)	No citizenship(s) yet	Current Address	1 Raffles Institution Lane
Country of Residence	Singapore	Gender	Male
Date of Birth	2004-01-11		



# 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 menu with the CIALFO logo at the top. The menu items are: Dashboard, Dashboard - Beta, My Profile, Schools, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations (highlighted with a blue bar and a blue arrow pointing to it), Ever Recommendations, College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'Recommendations'. It contains a section 'Request letters of recommendations and track their status here' with a 'Request LOR' button. Below this is a table with columns 'Required' and 'Optional', both showing 'N/A'. A yellow note box states: 'Note: You currently don't have any recommenders. When you do they appear here.' Further down is a section 'Common App Account' with two red status boxes: 'Account Not Linked' and 'FERPA Unknown'. Below these is a text box explaining how to link the account, followed by a blue 'Link Account' button. A blue arrow points from the bottom left towards this button.

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 \*

  
  
☐ Show password [Forgot password?](#)

Sign in

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



## Hi, Stamford!

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

The screenshot shows the CIALFO web interface. On the left is a sidebar with navigation links: Dashboard, Dashboard - Beta, My Profile, Schools, cDocs, Tasks & Assessments, Surveys, Notes, and Recommendations (which is highlighted in blue). The main content area is titled 'Recommendations' and contains the text 'Request letters of recommendations and track their status here' with a 'Request LOR' button. Below this is a table with two columns: 'Required' and 'Optional', both showing 'N/A'. A yellow note box states: 'Note: You currently don't have any recommenders. When you do they appear here.' Below the note, under the heading 'Common App Account', there are two green status boxes: '✓ Account Linked' and '✓ FERPA Waived'. At the bottom, a box displays 'Common App ID: 34016411' and 'Email: rafflesheo2022@gmail.com', followed by a message: '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' under Schools**

**2. Search for the school name**

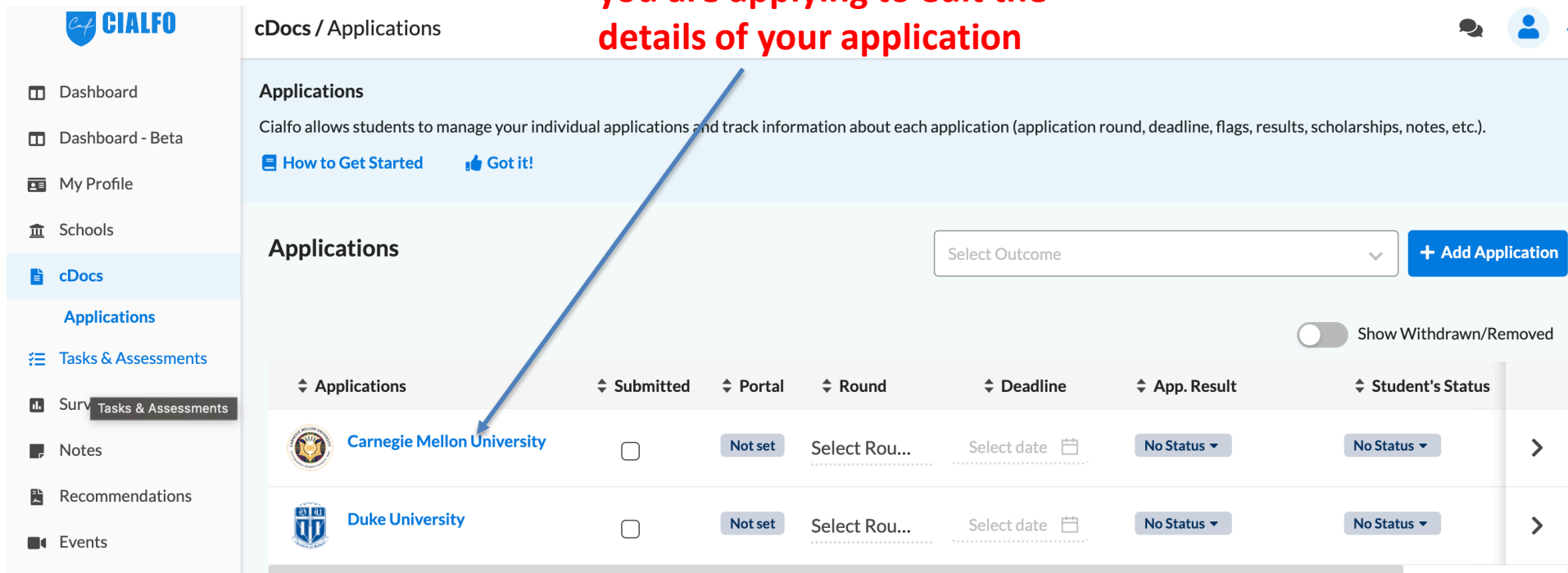
**3. Click on Add to List, and then select 'Applying' to add school to your application list**

The screenshot shows the Cialfo interface. On the left is a sidebar with a menu including Dashboard, Dashboard - Beta, My Profile, Schools, Search, My Lists, Search Classic, cDocs, Tasks & Assessments, Surveys, Notes, Recommendations, Events, and College Visits. The 'Schools' section is highlighted in light blue, and the 'Search' option is highlighted in blue. A blue arrow points from the red annotation 1 to the 'Search' link. The main content area is titled 'Schools / Search'. It features a search bar with the text 'carnegie'. A blue arrow points from the red annotation 2 to the search bar. Below the search bar are several filter buttons: 'Regions 1', 'Entrance Requirements', 'Environment', 'Admission Requirements', '+ More Filters', and a 'Reset' button. The 'Regions 1' button is highlighted in blue, and a blue arrow points from the red annotation 3 to it. Below the filters, there is a section for 'Applied Filters' showing 'University location United States X'. Below that, it says '1 Universities'. A card for 'Carnegie Mellon Univers...' is displayed, showing its location as 'Pennsylvania, United States', its QS Ranking as '53=', and its QS Country Ranking as '19'. At the bottom of the card is a button labeled 'Applying' with a dropdown arrow. A blue arrow points from the red annotation 3 to this button. A red annotation 4, 'You may wish to first restrict the search to US colleges', is placed near the 'United States' filter.

# CDOCS/APPLICATIONS

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

**Click on any of the colleges  
you are applying to edit the  
details of your application**



**CIALFO**

- Dashboard
- Dashboard - Beta
- My Profile
- Schools
- cDocs**
  - Applications**
  - Tasks & Assessments
- Survey Tasks & Assessments
- Notes
- Recommendations
- Events

**cDocs / Applications**



**Applications**

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

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

**Applications** Select Outcome + Add Application

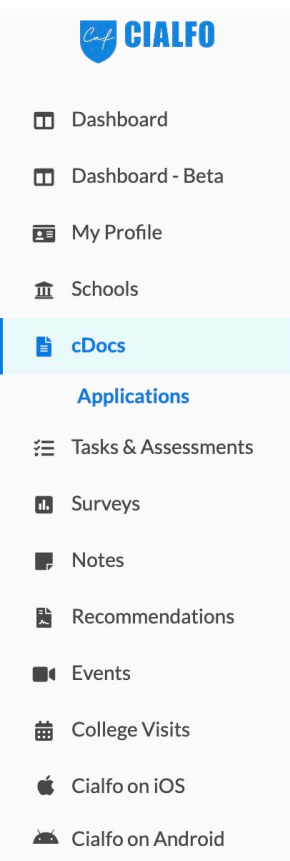
☐ Show Withdrawn/Removed

Applications	Submitted	Portal	Round	Deadline	App. Result	Student's Status
 <a href="#">Carnegie Mellon University</a>	<input type="checkbox"/>	<a href="#">Not set</a>	<a href="#">Select Rou...</a>	<a href="#">Select date</a>	<a href="#">No Status</a>	<a href="#">No Status</a>
 <a href="#">Duke University</a>	<input type="checkbox"/>	<a href="#">Not set</a>	<a href="#">Select Rou...</a>	<a href="#">Select date</a>	<a href="#">No Status</a>	<a href="#">No Status</a>

# CDOCS/APPLICATIONS

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.



cDocs / Applications



Application #1

Application Portal

Please select an application portal

Common Application

Other

Common Application

Select 'Common Application' if available, 'Other' if not

Financial Aid

Please enter a scholarship name and amount

Round

Please select a round

Deadline

Please select a date

Indicate if you are applying Early/Regular/etc here. The deadline will be automatically populated once you select the round

Submitted

# 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)

Only Y56 teachers can write your teacher recommendations: this is to meet the **requirement** for **academic** references.

# 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.

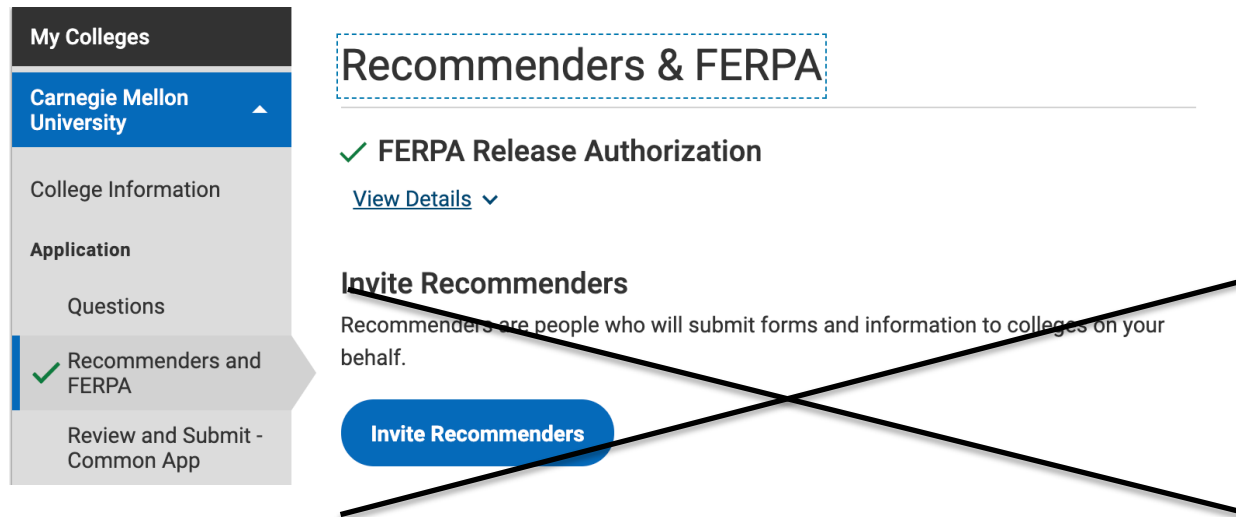
Note that your CT's counselor recommendation does not count as a subject tutor recommendation. You generally require 3 unique teachers to write for you, including your CT. Some colleges only require 2 (1 counselor and 1 subject tutor).

If a school only requires 1 subject tutor recommendation, email us at [collegeadmissions@ri.edu.sg](mailto:collegeadmissions@ri.edu.sg) to let us know which of the 2 ST recommendations you want us to send off. Please refer to the form links in slide 20 as well.

# 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

**STEP 1** → [Request LOR](#)

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

---

Common App Account    [✓ Account Linked](#)    [✓ FERPA Waived](#)

Common App ID: 34016411    Email: rafflesheo2022@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.

**STEP 2** → [Request Recommendation](#) ✕

---

Recommenders 2/3 [+ Add Recommender](#)

Albus Dumbledore ✕    Teacher Demo ✕

**You should see your CT and 2 STs' names here**

---

Survey [Hide questions](#)

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

**B** **I** **S** **Link**    **1** **2** **3** **4**

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

---

**STEP 3** → [Upload](#)

[File](#)    [Google Drive](#)

---

[Send Request](#)

- 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)!

# 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: 34016411

Email: rafflesheo2022@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 recommenders need to specify the A-level subject taught and attest to your attitude and aptitude in a classroom context.

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](mailto: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 7 Oct**

For regular decision: **Request before 18 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 Singapore) 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 2022, 1700hrs.

# 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, scholarships, notes, etc.).

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

Applications	Submitted	Portal	Round	Deadline	App. Result	Student's Status
Carnegie Mellon University	<input type="checkbox"/>		ED (Verifie...	Nov 01, 2022	No Status	No Status
Duke University	<input type="checkbox"/>		RD (US) (V...	Jan 02, 2023	No Status	No Status

# 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 displays the CIALFO cDocs / Applications interface. On the left is a sidebar menu with options: Dashboard, Dashboard - Beta, My Profile, Schools, cDocs (highlighted), Applications, Tasks & Assessments, Surveys, Notes, Recommendations, Events, College Visits, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'cDocs / Applications' and shows 'Application #1'. It contains several form fields: 'Application Portal' (a dropdown menu with 'Please select an application portal' and options for 'Common Application' and 'Other', with 'Common Application' highlighted and a blue arrow pointing to it from the first instruction), 'Financial Aid' (a text input field with 'Please enter a scholarship name and amount'), 'Round' (a dropdown menu with 'Please select a round' and a blue arrow pointing to it from the second instruction), 'Deadline' (a date picker with 'Please select a date'), and a 'Submitted' status at the bottom.

# EARLY VS REGULAR

For early applicants, remember to inform your recommenders by **7 Oct**; and confirm your Early school(s) on Cialfo by **18 Oct, 1700 hrs**.

You cannot make any more changes to your **early** schools after **18 Oct 1700 hrs** as we need a confirmed list to prepare the necessary forms and transcripts to support your application. **Cialfo will be locked\*** after 18 Oct 1700hrs 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 **18 Nov.** The deadline for you to confirm your school list is **16 Dec, 1700 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.

**Ensure you add these schools onto your Cialfo school list so that we can support your applications. This would be necessary at the later stage of offers & acceptances.**

Here are some schools with their own application portals:

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

# NON CA SCHOOLS

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



cDocs / Applications

- Dashboard
- Dashboard - Beta
- My Profile
- Schools
- cDocs**
- Applications**
- Tasks & Assessments
- Surveys
- Notes
- Recommendations
- Events
- College Visits

## ← Applications List



Georgetown University

< 3/3 >

### Overview

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



Application #1

Application Portal

Please select an application portal

Other

Please select a course or major

# 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](mailto: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 2 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 is posted on IVY (current students) as well as the WWW (former students).

(Goto [www.ri.edu.sg](http://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 links for "Contact Us", "Visit Us", and a "Login" button are on the right. A navigation bar below the header contains the following tabs: "About Us", "Admissions", "Learning", "School Life" (highlighted in green), "Alumni", "Giving", and "Highlights". A search icon and the word "Search" are on the far right of the navigation bar. Below the navigation bar, a central menu lists various school activities: "Co-Curricular Activities", "Houses", "Sports", "Arts", "Raffles Guidance Centre", "Raffles Leadership Institute", "Higher Education Office" (highlighted in green), "RI Boarding", and "Uniforms & Books". To the left of this menu is a large banner image showing a group of students in uniform on a green field. To the right is another banner image showing a group of students in uniform on a green field. At the bottom of the page, a green banner features the text "Celebrati Birthday!" and "Check out the school's National Day Celebrations here!". A "MORE" button with a green arrow is also visible.

Raffles Institution  
FOUNDED 1823

Contact Us Visit Us Login

About Us ▾ Admissions ▾ Learning ▾ **School Life ▾** Alumni ▾ Giving Highlights ▾ Search

- Co-Curricular Activities
- Houses
- Sports
- Arts
- Raffles Guidance Centre
- Raffles Leadership Institute
- **Higher Education Office**
- RI Boarding
- Uniforms & Books

**Celebrati Birthday!**  
Check out the school's National Day Celebrations here!

MORE

# Reminders

- US applications are **not** a necessity. Thoughtful applications that can yield take **months** of work: they should **not** be initiated on an impulse thus.
- For Y6 students: your priority is the A-levels, so take on what you can manage, in a timely manner. For those applying, HEO's recommendation is 5-8 schools: refer to our US writing guide for advice.
- **Be on time with all deadlines:** Avoid being last minute, especially considering there are months, from Aug to Dec, to do this. Be aware that apps require not just work from you, but your teachers. It is good manners to give others time to help *you* with *your* dreams.
- **Boys with NS:** you should **only be applying for what, if offered, you would definitely accept**. US schools often have binding regulations, so you will mostly **not** be allowed to hold places to reapply elsewhere the following year. Be measured in approach thus, avoid being a hog! It's so **not** cool.

Do all things in a measured, proper and healthful way.



*All the best!*

Higher Education Office,  
Raffles Institution 2022