

COMMON APP AND CIALFO BRIEFING FOR STUDENTS

HIGHER EDUCATION OFFICE, 2019



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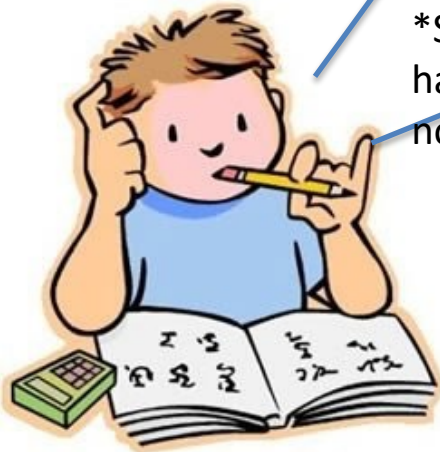
COMMON APP AND CIALFO

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

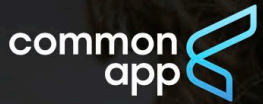
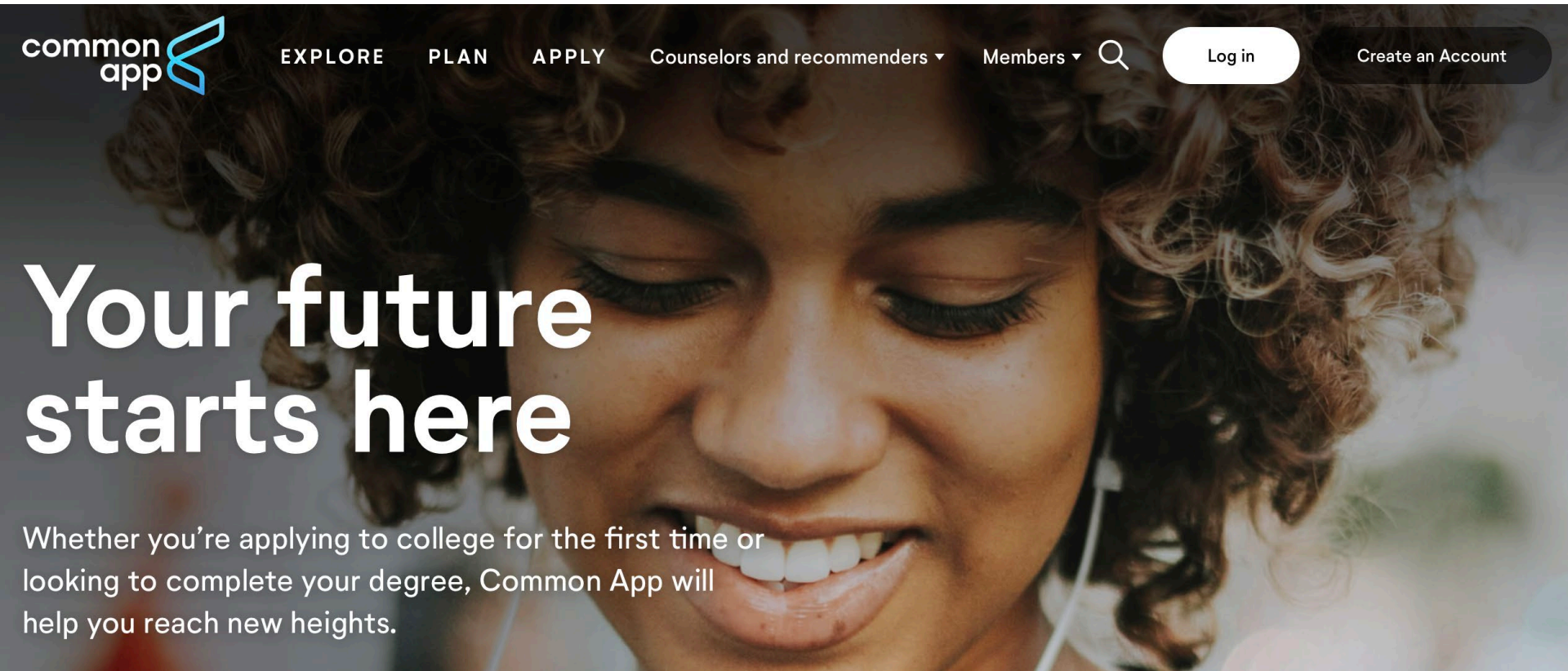


Request
recommendations

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).

[EXPLORE](#)[PLAN](#)[APPLY](#)[Counselors and recommenders](#) ▼[Members](#) ▼[Log in](#)[Create an Account](#)

Your future starts here

Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.

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.

COMMON APP ACCOUNT

Once you have created your account and you have logged in, you will need to fill up some personal information (see document for more information)



Welcome,
CAID



Sign Out

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

Common Application

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades
0 college(s) require

Profile

Video Tutorials

Personal Information

First/given name*

Middle name

Last/family/surname*

Instructions and Help



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
[Read more](#)

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

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.

The screenshot displays the Common App user interface. At the top, a navigation bar contains five tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'My Colleges' tab is active, and a sidebar on the left lists options for 'Carnegie Mellon University': 'College Information', 'Application', 'Questions', 'Recommenders and FERPA' (which is highlighted with a blue arrow), and 'Review and Submit - Common App'. The main content area is titled 'Recommenders & FERPA' in a dashed blue box. Below this title, there is a yellow warning icon followed by the heading 'FERPA Release Authorization'. The text explains that before inviting counselors, teachers, recommenders, parents, or advisors, the user must complete the FERPA release authorization process. A link labeled 'Learn more about FERPA' is provided. At the bottom of the main content area, there is a prominent blue button with the text 'Complete Release Authorization'.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Carnegie Mellon University ▲

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

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

FERPA WAIVER

Note that confidential recommendations are viewed by admission officers as more candid and carrying more weight than open letters, **and your teachers will only complete the recs if the FERPA is waived.**

✕ Release Authorization

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

- ☒ 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 here

Date *

August 5, 2019



Back

Save and Close

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 after the initial sync, you will still need to do it on both platforms.



CIALFO ACCOUNT

You have to activate your Cialfo account by filling up the following form:

http://forms.ri.edu.sg/Cialfo_Activation_2019

Please wait a week for your request to be processed.

For ex-students, please use this instead:

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

You should request for Cialfo activation **before 15 Nov**, as this is the **last day** to add tutors on Cialfo. (Refer to timelines document).



CIALFO ACCOUNT

1. Activate your account

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

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 joyce.tan@ri.edu.sg

2. Create your account Password

Click on the **blue 'Setup Account & Complete Profile'** button in your email. This will take you to a webpage to create your password. Your username will be your email address.

3. Update your Settings and Notifications

You will be able to update your notification preferences for SMS and Email within your 'Settings'.

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.

The screenshot displays the Cialfo Dashboard interface. On the left is a vertical sidebar with navigation options: Raffles, Profile (circled), Task List, Meetings, Inbox, Notes, Schools (circled), Assessments, Recommendations (circled), College Visit, Settings (circled), Chat with Cialfo (circled), Help Center (circled), and Edi Chrome Ext. The main content area has a top navigation bar with tabs: Dashboard (selected), Personal, Application, Contacts, Grades, Tests, Extracurricular Activities, and Questionnaire. Below the navigation bar is a 'Register for:' section with buttons for TOEFL, IELTS, SAT, and ACT. The 'Personal Information' section contains a form with the following fields: Email, Phone Number, Gender (Male), Date of Birth, Citizenships (Not Set), Country of Residence (Singapore), City of Residence (Singapore), Ethnicity (Not Set), Place of Birth (Not Set), Preferred Name (Not Set), Personal Email (Not Set), State (Not Set), Address 1, and Zip/Post Code. An 'Edit Dashboard' button is located in the top right corner. The footer includes the Cialfo logo, a Logout link, and the text 'Application Details'.

Raffles

- Profile
- Task List
- Meetings
- Inbox
- Notes
- Schools
- Assessments
- Recommendations
- College Visit
- Settings
- Chat with Cialfo
- Help Center
- Edi Chrome Ext

Dashboard Personal Application Contacts Grades Tests Extracurricular Activities Questionnaire

Register for: TOEFL IELTS SAT ACT

Personal Information

Email	Phone Number	Gender Male
Date of Birth	Citizenships Not Set	Country of Residence Singapore
City of Residence Singapore	Ethnicity Not Set	Place of Birth Not Set
Preferred Name Not Set	Personal Email Not Set	State Not Set
Address 1	Zip/Post Code	

Application Details

CIALFO Logout

CIALFO ACCOUNT

4. Navigating Cialfo

Profile

- Where you can edit your personal information

Schools

- Where you can shortlist schools, choose which schools you are applying to, as well as which round you are applying under

Recommendations

- Where you can request for recommendations

Settings

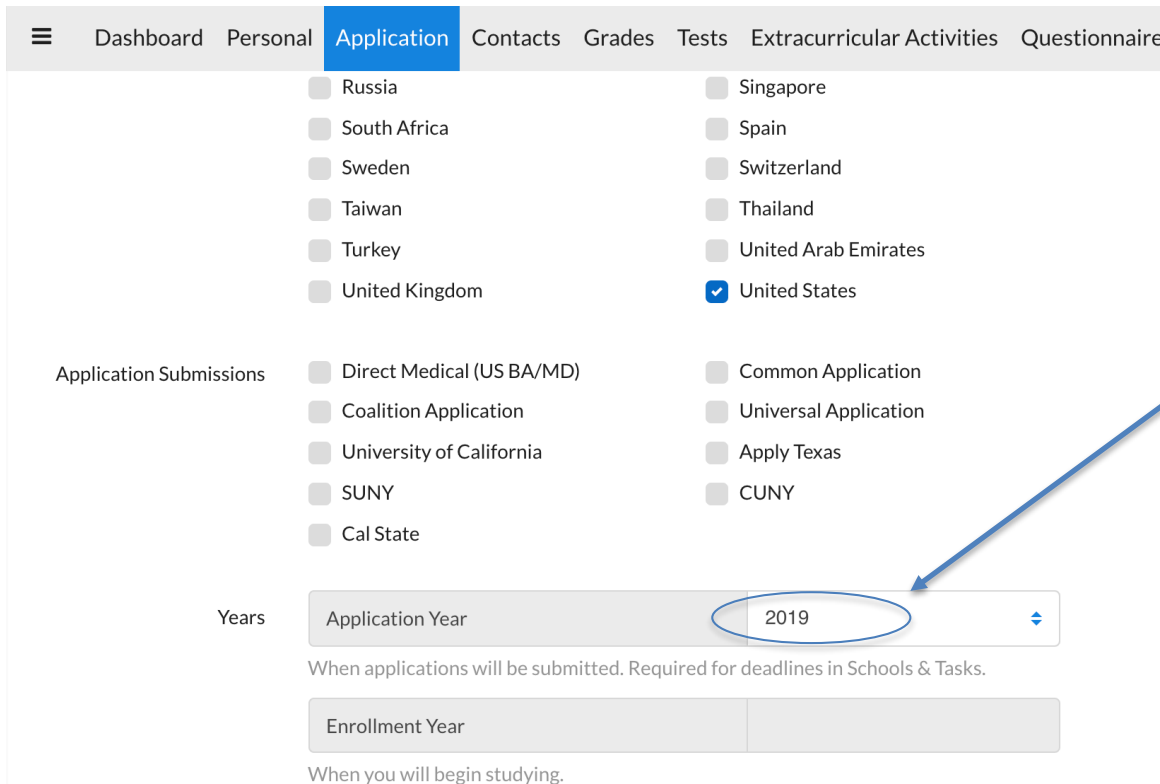
- Change password and notification settings

[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 'Application', make sure that the Application Year is set to 2019.



The screenshot shows the 'Application' tab selected in the top navigation bar. The main content area is divided into two columns of settings. The left column includes 'Application Submissions' with a list of institutions and 'Years' with 'Application Year' and 'Enrollment Year' dropdowns. The right column includes a list of countries and a list of application types. A blue arrow points to the '2019' selection in the 'Application Year' dropdown menu.

Navigation	Application Settings	Application Submissions	Years
Dashboard	<input type="checkbox"/> Russia	<input type="checkbox"/> Direct Medical (US BA/MD)	Application Year: 2019
Personal	<input type="checkbox"/> South Africa	<input type="checkbox"/> Coalition Application	Enrollment Year:
Application	<input type="checkbox"/> Sweden	<input type="checkbox"/> University of California	
Contacts	<input type="checkbox"/> Taiwan	<input type="checkbox"/> SUNY	
Grades	<input type="checkbox"/> Turkey	<input type="checkbox"/> Cal State	
Tests	<input type="checkbox"/> United Kingdom		
Extracurricular Activities	<input type="checkbox"/> Singapore		
Questionnaire	<input type="checkbox"/> Spain		
	<input type="checkbox"/> Switzerland		
	<input type="checkbox"/> Thailand		
	<input type="checkbox"/> United Arab Emirates		
	<input checked="" type="checkbox"/> United States		
	<input type="checkbox"/> Common Application		
	<input type="checkbox"/> Universal Application		
	<input type="checkbox"/> Apply Texas		
	<input type="checkbox"/> CUNY		

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

When you will begin studying.

CIALFO ACCOUNT

5. Setting up your personal information

Under Personal, make sure the compulsory information are consistent with the information in your Common App account.

Navigation: Dashboard, **Personal**, Application, Contacts, Grades, Tests, Extracurricular Activities, Questionnaire

Form Fields:

- Name *
- Preferred Name
- Email Address *
- Personal Email
- Phone Number *
- Citizenships
- Regions I am Interested In
- Timezone *
- Place of Birth
- Date of Birth *

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:

Request letters of recommendations and track their status here

Required Optional

2

3

Common App Account

✕ Account Not Linked

✕ FERPA Unknown

Please link your Common App account with Cialfo. Your recommenders may refuse to provide a recommendation until you have signed the FERPA waiver in the Common App.


Link Account

Email address

Enter your email address (account) for CA in the box and click on "Link Account".

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

* Indicates required fields.


Email *

Password *

[Forgot Password?](#)

Sign In

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



Hi,

Check the box below to share your Common Application information. Cialfo will be able to:

- View any data you've saved to your Common App account
- See the status of your applications and recommendations

☒ 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

Request letters of recommendations and track their status here

Required Optional

2

3

Common App Account

✓ Account Linked

✓ FERPA Waived

SUCCESS!



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 put down.

- 2) **2 Subject Teacher Recommendations** from 2 subject tutors

(some colleges like MIT require contrasting (arts and science) recommendations, some only require 1)

 - In general, you should approach STs who know you better (not necessarily the subject you do better at)

TEACHER RECOMMENDATIONS

Do give your teachers enough time to prepare for your recs:

For early admission programs: Request before 30 Sept
on Cialfo

For regular decision: Request before 15 Nov on
Cialfo

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

Do **NOT** request via Common App!

TEACHER RECOMMENDATIONS

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

The screenshot shows the Cialfo Recommendations interface. On the left, a sidebar has a 'Recommendations' tab and a 'Request LOR' button, with a red '1' and an arrow pointing to it. The main area has a 'Request Recommendation' header with a 'Send Request' button and a red '2' with an arrow pointing to the 'Add Recommenders..' link. Below this is a 'Survey' section with a 'Show Questions' link and a text input field. At the bottom is an 'Upload' section with 'File' and 'Google' buttons, and a list of colleges with green checkmarks.

1

Recommendations Request LOR

Request letters of recommendations and track their status here

Required Optional

2 3

Common App Account ✓ Account Linked ✓ FERPA Waived

Name	Survey	Uploaded : Recommendation
Joyce Tan	✗	7 Recommendations 1
Albus Dumbledore	✓	None

2

Request Recommendation Send Request ✕

Add Recommenders..

Survey Show Questions

B I S Link

Upload

File Google

Which colleges is the request for?

- ✓ Carnegie Mellon University
- ✓ Princeton University
- ✓ New York University
- ✓ Cornell University
- ✓ Washington University in St. Louis

- 1) Click on Request LOR
 - 2) Then click on 'Add Recommenders'
- You can only add up to 3 (CT + 2 STs)

TEACHER RECOMMENDATIONS

Recommendations Request LOR

Request letters of recommendations and track their status here

Required	Optional
2	2

Name	Survey
Albus Dumbledore	✓

Request Recommendation Send Request ✕

[Add Recommenders..](#)

Survey [Show Questions](#)

B **I** **S** **Link** **Bulleted List** **Numbered List** **Indent**

Upload

File **Google**

Which colleges is the request for?

- ✓ Carnegie Mellon University
- ✓ Princeton University

3

3) You may wish to add a note in the text box.

If you have already requested from 3 teachers, the Add Recommenders option will not appear.

TEACHER RECOMMENDATIONS

You should only approach your civics/subject tutors (Year 5-6 tutors) as this is an **academic reference**.

You **SHOULD NOT** be approaching your Y1-4 teachers, CCA teachers, coaches, external/research mentors, lab staff, etc.

They do not teach the H1/2 subjects and their recommendations will be of less weight. There are entire sections they have to leave blank.

External H2 teachers (MOELC) can write recommendations for you. Please inform us at collegeadmissions@ri.edu.sg. Do this by **15 Nov latest**.

TEACHER RECOMMENDATIONS

Do note that by default, the recs are meant for all colleges.

You should not be requesting for individual recommendations for each school you are applying to.

However, if a college only requires 1 recommendation, do drop by the office to let us know which of the 2 recommendations you want us to send off.

EARLY APPLICATION VS REGULAR APPLICATION

A college can offer many application programs. They are namely:

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), and thus all standardized testing must be completed by then.

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

EARLY APPLICATIONS

BINDING

ED1/2 (Early Decision 1, 2): These are binding applications that requires, if you are accepted, that you attend that particular school. **You must withdraw all other applications to other schools (ALL overseas, including UK, Oxbridge) once accepted and cannot apply to any additional schools.**

You can only apply to 1 ED school.

You can only withdraw from your ED school to attend local universities. You and your parents will have to send the ED agreement on CA before your app can be processed. You have to come to the office by 18 Oct (or earlier for schools with earlier deadlines) to sign an additional document as well. **Former students applying this year do not need to sign this additional form.**

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.

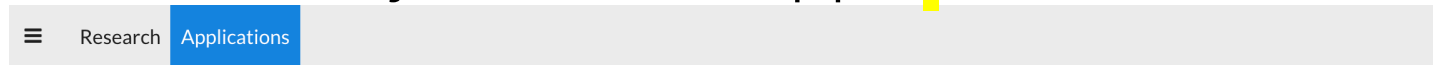
EARLY APPLICATIONS

Non-exhaustive list (please check the programs yourself)

College	Early Decision	Early Action	REA/SCEA
NYU	ED1, ED2	X	X
CMU	ED	X	X
Georgetown	X	EA	X
U Penn	ED	X	X
Duke	ED	X	X
MIT	X	EA	X
Chicago	ED1, ED2	EA	X
HYPS	X	X	REA

EARLY VS REGULAR

From 'Schools' 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).



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

APPLICATIONS WITH RESULTS


ACTIVE APPLICATIONS

- Carnegie Mellon University
- Cornell University
- Duke University
- Georgetown University
- Harvard University
- New York University
- Princeton University
- Washington University in St. Louis

REMOVED APPLICATIONS

Set to ED/EA /REA/RD

Applications ☐ Show Removed

 Carnegie Mellon University

ADDED BY

SUBMISSION
Common Application

Add note

Applications [+ Add](#)

Round ED (Not Verified)


Deadline 2019-11-01


Majors Search

Scholarship USD

Result No Status

Add note

 Delete

 Cornell University

ADDED BY

SUBMISSION
Common Application

Add note

Applications [+ Add](#)

Round Not Set


Deadline Select Date


Majors Search

Scholarship USD

Result No Status

Add note

 Delete

 Duke University

ADDED BY

SUBMISSION
Common Application

Add note

Applications [+ Add](#)

Round Not Set


Deadline Select Date

Majors Search

Scholarship USD

Result No Status

Add note

 Delete

EARLY VS REGULAR

For early applicants, remember to inform your recommenders by **30 Sep**; and register at the office by **18 Oct** (ED only).

You will not be allowed to make any more changes to your **early** schools past **18 Oct** (even though most early deadlines are 1st Nov) as we need to prepare the necessary forms and transcripts. **The system will be locked*** (will reopen on 4 Nov for regular decision)

When we say the system is locked, it means you cannot edit your school list or request for recs on Cialfo. You can, however, still work on your apps on CA.

EARLY VS REGULAR

For regular decision, remember to request your recs by 15 Nov on Cialfo.

The last date for you to make any changes to the school list on Cialfo is 16 Dec. NO changes will be allowed after. The system will be locked* for us to send off transcripts.

*When we say the system is locked, it means you cannot edit your school list or request for recs on Cialfo. You can, however, still work on your apps on CA.

NON CA SCHOOLS

Certain schools have their separate systems, so if you are applying to them, please take note:

- UC schools (Berkeley does not require teacher recs at point of application. However, please let your teacher know when you have submitted as they may still request for them at a later stage in some cases)
- MIT (You have to request for the recommendations via their own portal, **do not request via Cialfo**)
- Georgetown,
- Sciences-Po,
- Etc.

NON CA SCHOOLS

To see which schools you are applying to are not under CA, go to 'Schools' on the left tab, and under 'Research', click on 'Applying'. The schools under CA have the CA icon as shown:

The screenshot shows the Cialfo application interface. At the top, there are tabs for 'Research' and 'Applications'. Below these, there are filters for 'Search', 'Columns', and 'Preferences'. The 'List' tab is selected, showing a list of schools. The 'Regions' section indicates '1 Selected - US'. The 'Search' sidebar on the left includes fields for 'School Name' and 'Courses & Majors'. The 'Filter Results' section includes checkboxes for 'Popular on Cialfo (~200 US Colleges)', 'Entrance Requirements', 'Acceptance Rate', 'Application Round', 'Deadlines', and 'Submission Portal'. The main table displays a list of schools with columns for 'School Name', 'List', and 'Portals'. The 'List' column contains 'Applying' buttons. The 'Portals' column contains icons for various portals, including 'COM APT'. A blue arrow points to the 'COM APT' icon for Carnegie Mellon University.

School Name	List	Portals
Carnegie Mellon University Overview Courses Prompts Notes Reps Cost Scattergram	Applying	
Cornell University	Applying	
Georgetown University	Applying	
New York University	Applying	
Princeton University	Applying	
Washington University in St. Louis	Applying	

NON CA SCHOOLS

For non CA schools, the office will have to send hard copies.

In the event we have to send hard copies, please have a clear headstart on deadlines as you need extra time for mailing.

If you are unsure, drop by the Office or email collegeadmissions@ri.edu.sg

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

QUESTIONS?

Briefing slides as well as document with more information on how to fill up CA will be posted on Ivy as well as the WWW.

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

