

University of California Application Guide

You are advised to read through the UC Admissions webpage (<https://admission.universityofcalifornia.edu/index.html>) before you decide to put in an application.

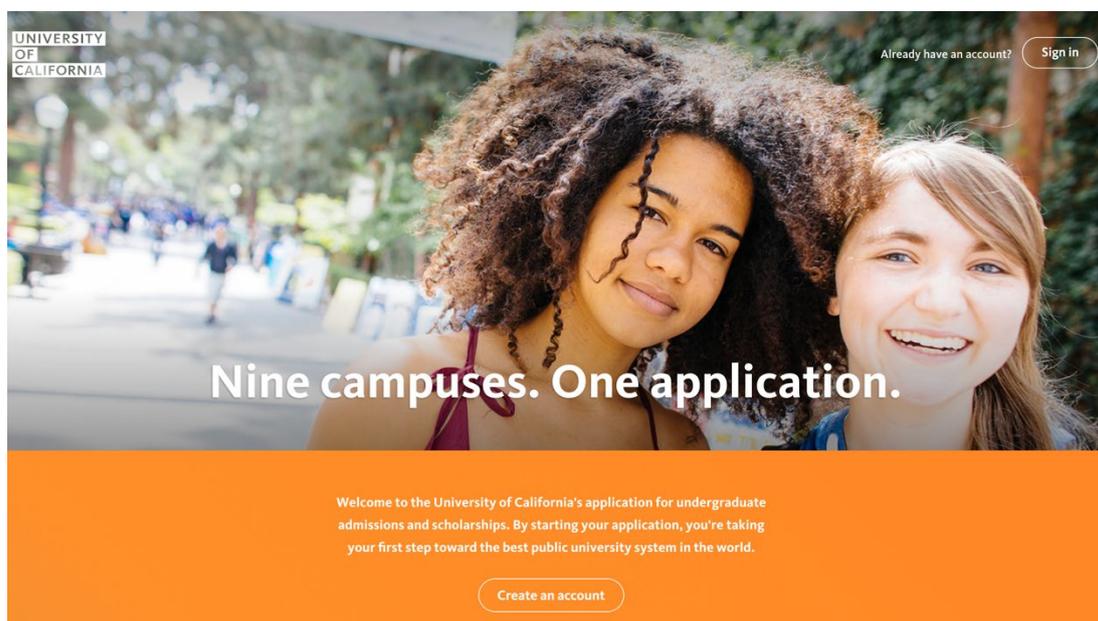
Notes:

- I) This guide is specifically meant to help with the sections that are very different from the Common App. For all sections which are similar and/or obvious (e.g., Personal Information, Activities & Awards), you are expected to be able to complete them on your own.
- II) You do not need to finish the entire application in one session. Click on “save” when you wish to log out.
- III) It is a good idea to research on the different UCs and the majors available, as well as work on the essays, otherwise known as the Personal Insight Questions, beforehand.
- IV) **The filing period for all UC applications is 1 Oct - 30 Nov. The application deadline thus is 30 Nov.** You are responsible for meeting the deadline of the schools. Submission is final: Ensure all sections are completed and you have thoroughly reviewed all information **before** submission.
- V) The different UCs have different policies with regards to deferment. Please check on the specific UC website before applying. Boys with NS: Note that UC Berkeley does **not** hold for boys. As such, you should be applying for Berkeley only in your final year of NS.
- VI) You **do not need transcripts or teacher recommendations at point of application**: you are expected to self-report your grades accurately in the relevant sections, as instructed by the UCs. Transcripts are only necessary at the point of enrolment, after you have been offered a place and you have accepted it. This will be sometime next May. We will help you with your transcripts then.
- VII) **Include the UCs in your CIALFO account thus**. This is to facilitate this later stage of offers & acceptances.

Filling in the UC application

1. Creation of account and initial details:

- a) The UCs have their own portal. Access this at: <https://apply.universityofcalifornia.edu/my-application/login>
- b) When you first create your account: Do so with your **personal email**. Do **NOT** use your RI email as this will be disconnected upon graduation.



Once you have created your account and logged in:

- c) **“When do you hope to start at the University of California”**: Check **“Fall Quarter/Semester 2023”**.
- d) **“Your application level”**: Check **“Freshman”**. This is for all of you who are in Y6 or in NS/gap year and are not attending university currently.
- e) Click **“Save and Continue”**.
- f) On the **next** page, click **“Start Application”**. You will then be prompted to fill in the different sections of the application.

When do you hope to start at the University of California? *

Fall Quarter/Semester 2022

Winter Quarter/Spring Semester 2023

Fall Quarter/Semester 2023

Your application level: *

Freshman

I'm currently in high school.

- OR -

I've graduated from high school, but have not enrolled in a regular session (non-summer) at a college or university. [i](#)

Transfer

I've graduated from high school and am enrolled in a regular session (fall, winter or spring) at a college or university. [i](#)

Other

I already have a degree (B.A. or B.S.) or I'm not working toward a UC degree.

[Save & continue](#)

2. Starting your application:

This is what it will look like. You can see the different sections, from **About You** to **Personal Insight**, of the application on the **right hand column**. The subcategories of each section are the portions in grey: in the example below, you are seeing the **subcategories** in the “About you” section.

About you

Personal information



* required

What is your name?

We'd like to know your legal name - the name that appears on official documents, like your birth certificate, passport or driver's license - and your preferred name, if you have one. A preferred name is the name you wish to be known or identified by that is different than your legal name.

First/Given name *	Middle name	Last / Family / Surname *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --

Preferred first name ?

Have you ever had a different legal name?

For example, a maiden name or a legal name change. We ask this question so we can match your academic records, transcripts and test scores to your application.

No Yes

When were you born?

Month *	Day *	Year *
-- select --	-- select --	-- select --

About you

Personal information

Contact information

Citizenship & residency

Demographics

Your background

Your household

Parent information

Review

> Campuses & majors

> Academic history

> Test scores

> Activities & awards

> Scholarships & programs

> Personal insight

Review & submit

Important notes for the “About You” section:

- Under “**Contact Information**”: Fill in your country and residential address **where they can contact you next year**.
- In “**Is this where we should send mail**”: For most of you, your residential address is your mailing address. In which case, check “**Yes**”.
- If you should have a different address for mailing, especially for next year, check “**no**” and fill in the information accordingly. You will see the screen below if your response is a “No”: fill in the right mailing address information where you can be contacted at then.

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Is this where we should send mail?

UC needs your current mailing address to send mail correspondence about the admissions process.

No Yes

Mailing address

Country *

Country *

Address line 1 *

Example: 1234 Main Street

Address line 2

Example: Apartment, suite, unit, floor, building, etc.

City *

State * ZIP code *

State *

About you
 Personal information
 Contact information
 Citizenship & residency
 Demographics
 Your background
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 Review
 Campuses & majors
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- In “**Citizenship and Residency**”: If you already have a U.S visa, check the category you belong to accordingly. For all Singaporeans and other non-US citizens, you will have to apply for a visa if you do not already have one. The visa type is **F1-Student**. As in the screenshot below:

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Singapore

What will your citizenship status be on the date you submit this application? *

Legal U.S. permanent resident (green card) ⓘ
 Refugee
 Non-immigrant/foreign visa (you have a visa or will be applying for one)

Do you currently have a U.S. visa? *

No Yes

Which type of U.S. visa will you apply for (or have applied for)? *

Visa type *

F1 - Student

About you
 Personal information ✓
 Contact information
 Citizenship & residency
 Demographics
 Your background ✓
 Your household
 Parent information ✓
 Review
 Campuses & majors
 Academic history
 Test scores

- Once you have completed the **About You** section, you can click **Review**. Ensure all information is right before your final submission.

3. The next section is Campuses and Majors:

- a) Note the following screen on the **UC Values**, which is the first subcategory in this section. The Guiding Principles are extremely important to the UCs. You will have to check on **“I acknowledge, value and agree with these guiding principles”** before you can continue. **You are to ensure you read it carefully, responsibly and thoroughly:** you put your name to this. It looks like this:

Campuses & majors
UC values

* required

Now that we've learned a little bit about you, we want to tell you about what's important to us — our community and values.

Community principles

We are a community of people from diverse backgrounds, with diverse identities, abilities, and needs. Everything we do is supported and enriched by an atmosphere of positive engagement and a spirit of cooperation and inquiry.

Each UC campus has committed to Principles of Community that reaffirm each individual's right to dignity and civil discourse. We ask you to agree that, if you become part of the UC community, you will seek to maintain a climate of civility and mutual respect.

The following principles serve as a guide and reflect our passion for critical inquiry and our deep commitment to contributing to a better world:

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We respect the differences as well as the commonalities that bring us together.
- We reject acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political beliefs.
- We are committed to ensuring freedom of expression. We celebrate the expression of individuality and diversity within the bounds of courtesy, sensitivity, and respect.

I acknowledge, value, and agree with these guiding principles.*

Save & continue

- b) In **“Term and Level”**: **reconfirm** that you intend to enrol in **Fall Quarter/Semester 2023**, and are applying as a **freshman**.
- c) In **“Choose campus”**: choose which of the UCs you are applying to. Note that there is an application fee of US\$80 per campus. Similarly, select your majors accordingly in **“choose majors”**, for each of the UC you are applying to. It is a good idea to do your research as to what is available before you select your majors.
- d) Click **“Review”** once you are done, ensure the information is right. You can then proceed to the next section on Academic History.

4. Important Notes for Academic History section:

- a) **Essential to know:** The American high school system refers to Grades 9, 10, 11 and 12. Our **equivalent** is Sec 3, Sec 4, Year 5 and Year 6 respectively.
- b) For **7th and 8th Grade:**
- They ask for **high-school level** maths or other subjects you took in **grades 7 and 8**. In other words, whether you did higher level subjects in Sec 1 and 2. For almost all of you, this will be **“No”**.
 - “Did you take any courses in a language other than English in 7th or 8th grade?” Reflect your Mother Tongue in Sec 1 and 2 here, as well as any 3rd language. For instance, “Year 1 Chinese Language”, “Year 2 Chinese Language”, “Year 1 French”.
- c) In **High schools: Add high schools—**
- **JAE and RGS students:** you need to indicate your secondary school (for grades 9 & 10), as well as Raffles Institution (grades 11 & 12). This means you will have **two** high schools reflected. On **“did you graduate from this high school”** for your secondary school, check **“no.”**
 - **RI students:** indicate Raffles Institution (grades 9 to 12). This means you have **one** high school.

Finding and adding schools: You can see how this looks like in the following **two** screenshots.

The screenshot displays the 'Academic history' section of the University of California application portal. The main content area is titled 'Find high school' and includes instructions: 'You'll need to add information about each high school you attended, one at a time.' and 'First, tell us where your high school is located and enter the name of your high school.' Below this, there are two sections: 'Where did you attend high school?*' with radio buttons for 'In California', 'Outside California (in the U.S.)', and 'Outside the U.S.'; and 'Where is the school located?' with a 'Country*' dropdown menu currently set to 'Singapore'. At the bottom, there is a 'Specialized curriculum' section with checkboxes for 'Home school' and 'Independent study'. On the right side, a sidebar menu is visible with options: 'About you', 'Campuses & majors', 'Academic history' (expanded), 'Introduction', '7th & 8th grade', 'High schools' (expanded to show '9th grade', '10th grade', '11th grade', '12th grade'), 'Colleges attended in high school', 'College courses taken in high school', 'Additional information', 'Review', 'Test scores', 'Activities & awards', 'Scholarships & programs', 'Personal insight', and 'Review & submit'.

- d) **School code:**
- Note that the **school code for Raffles Institution is: 687241.**
 - The code for RGS is **687242.**
 - If in doubt about your school code, **reconfirm by checking your school’s postal code.**

- If nothing shows up (and you cannot find your secondary school on CollegeBoard’s school codes), **key in your secondary school name manually.**
- Select your own secondary school (for Sec 3 & 4) and RI (for year 5 & 6).

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Search for high school

Enter your school's name, city, or the school code.

Raffles Institution Search

Search results for: RAFFLES INSTITUTION

Showing 1 to 1 of 1 entries

School name	City	School code
RAFFLES INSTITUTION	SINGAPORE 575954	687241

SELECT

Can't find your school?

- Make sure you have selected the correct location (In California, Outside California or Outside the U.S.).
- Check for any misspellings.
- Try entering just the unique words in the school name leaving out words such as high school, academy, charter, saint or abbreviated words like ST and HS.
- Use the [College Board](#) site to search for your school code.
- If you are home schooled or in an independent study program, enter the school that would grant your high school diploma.

Academic history

- Introduction
- 7th & 8th grade
- High schools
 - 9th grade
 - 10th grade
 - 11th grade
 - 12th grade
- Colleges attended in high school
- College courses taken in high school
- Additional information
- Review
- Test scores
- Activities & awards

e) **Curriculum and date details:** This is based on **your own** academic history. As follows:

i) For RGS students, Years 3 and 4:

- On “specialised curriculum (if associated with this school)”, check “Other” and fill in “Integrated Prog.”
- “What is this school’s grading system”: check “Other” and fill in “GPA 0-4”
- “What is this school’s term system”: check “Full year (1 final grade per year)”.

You will report your RGS grades in the GPA format, as reflected on your results slips.

ii) For O-level students, Sec 3 and 4:

- On “specialised curriculum (if associated with this school)”, check “Other” and fill in “GCE O-levels”
- “What is this school’s grading system”: check “other” and fill in “A1 to F9”
- “What is this school’s term system”: check “Full year (1 final grade per year)”.

You will report your Sec 3 and 4 grades in the A1 to F9 format, as reflected on your school results slips.

iii) For RGS and JAE students, Years 5 and 6:

- On “specialised curriculum (if associated with this school)”, check “Other” and fill in “GCE A levels”
- “What is this school’s grading system”: check “Other” and fill in “ABCDESU”
- “What is this school’s term system”: check “Full year (1 final grade per year)”.

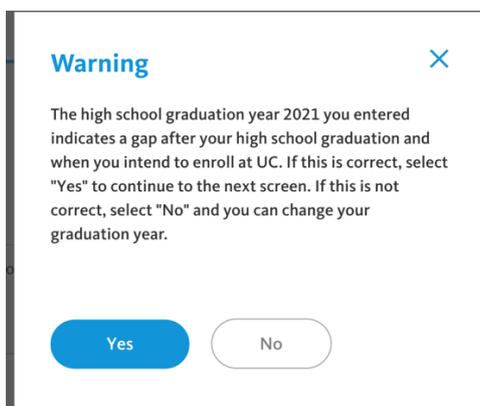
You will report your Y5 overall results and Y6 prelim results in the A-U format.

iv) RI students: You need to reflect Years 3 to 6. Thus:

- On “specialised curriculum (if associated with this school)”, check “Other” and fill in “GCE A levels”
- “What is this school’s grading system”: check “Other” and fill in “GPA 0-4; ABCDESU”
- “What is this school’s term system”: check “Full year (1 final grade per year)”.

You will report your Years 3 and 4 results in the GPA format, and report your Year 5 Overall and Year 6 Prelim results in the A-U format accordingly.

- f) For the parts on “When did you attend this high school”: you should **select your start date as Jan and end date as Dec. Pick the years accordingly.**
- g) In “What grades did you attend this high school”, reflect the years accurately. E.g., Grades 9 and 10 should **both** be 2019-2020 (for current students). Grades 11 and 12 are **both** 2021-2022 (for current students).
- h) The **date you will receive your diploma/certification** is **December 2022** (for current students).
- i) When you click “save and continue” you will be prompted by the following warning. Click “Yes”. (This is as the US system begins in July, while the SG system begins in January).



- j) You will explain this in the final **Additional Information** section, so it’s fine. For a Y1-6 RI current student, the high school information should look like this:

RAFFLES INSTITUTION SINGAPORE 575954, SINGAPORE		Delete	Edit
School code:	687241		
Specialized curriculum:	GCE A Levels		
Grading system:	GPA 0-4,ABCDESU		
Term system:	Full		
Attended:	January 2016 - December 2021		
Grades attended:			
9th grade:	2018 - 2019		
10th grade:	2019 - 2020		
11th grade:	2020 - 2021		
12th grade:	2021 - 2022		
School you will graduate from:	Yes		
Degree, diploma or certificate:	High/Secondary School Diploma		
Date received or to be received:	December 2021		
Language of Instruction:	English		

5. This next important subcategory within Academic History is on Grades:

You will need to fill in **all your final year grades** for Sec 3 & 4, Years 5 & 6. (Grades 9 to 12 respectively).

- Note that **all Sec 3 & 4 courses, and all H1 and H2 subjects** are “**NH—Not Honors**”.
- H3 subjects** can be listed as “**HL—UC approved Honors Level**”. → Whether a specific UC considers it as honours level or not, will be dependent on the UC itself as well as the major you are applying for. So simply record it as such and let the UC decide.
- Important: The UCs operate on the A-G requirement, but you are **evaluated in context of the system you come from**. As such, rather than splitting hairs over which exact subject area/course category your subject falls under (just select a best fit), it is **more important that you record your subjects formally as per your academic record. I.e. formal title, year/level, subject name**.

Examples:

- Sec 3 and 4:** “GCE O level, Sec 3, Elementary Mathematics.” “Integrated Programme, Sec 4, English Language and Literature”. (“Integrated Programme, Grade 10, English Language & Literature” works as well, if that is what your report card states)
- Year 5:** “GCE A-level, H2 Chemistry (Year 5)”
- Year 6:** “GCE A-level, H1 General Paper (Prelims)”

This screenshot gives you an idea of how a GCE O-level grade 9 form can look like.

The screenshot displays the 'UNIVERSITY OF CALIFORNIA' application portal. The main content area shows a form for entering academic history. It is organized into three rows, each representing a course entry. Each row has a 'Subject Area/Course Category' dropdown, a 'Course Name' text field, and an 'Honor Type' dropdown. Below each row is a 'Grade 1' dropdown. The first row is filled with 'English', 'GCE O-level, Sec 3 Engl', 'NH', and 'A1'. The second row is filled with 'Advanced Mathematics', 'GCE O-level, Sec 3 Elen', 'NH', and 'A1'. The third row is filled with 'Physics', 'GCE O level, Sec 3 Phys', 'NH', and 'A1'. There are 'Clear' buttons next to each course entry and a 'Save & continue' button at the bottom. On the right, a sidebar menu is visible under the heading 'Academic history', listing various options like 'Introduction', '7th & 8th grade', 'High schools', '9th grade', '10th grade', '11th grade', '12th grade', 'Colleges attended in high school', 'College courses taken in high school', 'Additional information', 'Review', 'Test scores', 'Activities & awards', 'Scholarships & programs', and 'Personal insight'.

- Important: Year 6 students:** For Grade 12, you should reflect your **prelim results** and indicate that it is Prelims. Your actual A-levels (which are ‘In Progress’) will be reflected in the **next** section on **Test Scores** → **International Exams**.

- e) **Additional Information** section. Use this to explain the O-levels/Integrated Programme and explain the full-year A-level curriculum system plus grading system. This is also a safety catch in case you did not reflect your subjects rightly.

JAE students, write: “I completed Grades 9 and 10 in insert name of secondary school with the GCE O-levels, carrying on to the GCE A-levels in Raffles Institution (Grades 11 and 12). Our school term runs from Jan to Dec annually. I will be taking the GCE A-level examination in Nov-Dec 2022*. This is a full list of my academic subjects taken in Grades 11 and 12:” →and go on to fully list all your H1/H2/H3 subjects. E.g.,

- GCE A level, H1 General Paper
- GCE A level, H2 Economics
- GCE A level, H2 Mathematics
- (and so on)

RGS students, write: “As part of the Integrated Programme, I completed Grades 9 and 10 in Raffles Girls’ School and went on to Raffles Institution in Grades 11 and 12. Our school term runs from Jan to Dec annually. I will be taking the GCE A-level examination in Nov-Dec 2022*. This is a full list of my academic subjects taken in Grades 11 and 12:” →and go on to fully list all your H1/H2/H3 subjects. E.g.,

- GCE A level, H1 General Paper
- GCE A level, H2 Economics
- GCE A level, H2 Mathematics
- (and so on)

RI students, write: “I was a student of the Integrated Programme in Raffles Institution from Grades 9 to 12. In Grades 9 and 10 we used a GPA system (0-4), and in Grades 11 and 12, we used letter grades as per the GCE A-levels (ABCDESU). I will be taking the GCE A-level examination in Nov-Dec 2022*. Our school term runs from Jan to Dec annually. This is a full list of my academic subjects taken in Grades 11 and 12:”→and go on to fully list all your H1/H2/H3 subjects. E.g.,

- GCE A level, H1 General Paper
- GCE A level, H2 Economics
- GCE A level, H2 Mathematics
- (and so on)

***: For alumni, change this to “I have taken the GCE A-level examination in Nov-Dec 20xx”**

6. In Test Scores:

- Fill in your SAT/ACT scores accurately. If you have not done your SATs/ACT and plan to take them, report as such.
- International Exams: “Do you have any international exams to report”**, check “Yes” and add exams: Select “Singapore A levels H1” under “Exam Type”, as well as “Singapore A levels H2”. For those of you with H3s, you will “add exam” and select “Other”, describing it under “exam description” as “Singapore A levels, H3”. Add your H1, H2 and H3 subjects accurately. Under “Score”,
 - For current students**, check “not received”, do not fill in a grade. If you are reporting PW/Mother Tongue, fill in your received grade accordingly and leave the boxes unchecked.
 - For alumni**, fill in your received grades accordingly and leave the boxes unchecked.

Note that you will only be able to do this by exam type. I.e., complete adding in your H1s and check “save and continue”, **before** you can “add exam” and put in your H2s and/or H3.

Your final form should look something like this:

The screenshot displays the 'Test Scores' section of a student portal. It is organized into three main exam categories, each with a 'Delete' and 'Edit' button. The 'Not received' column for all exams is checked.

Singapore A-levels H1 (Grade scale: A-E)				
Date taken	Subject	Score	Predicted	Not received
11/2020	General Paper			✓

Singapore A-levels H2 (Grade scale: A-E)				
Date taken	Subject	Score	Predicted	Not received
11/2020	Physics			✓
11/2020	Chemistry			✓
11/2020	Mathematics			✓
11/2020	Economics			✓

Other: Singapore A-levels H3				
Date taken	Subject	Score	Predicted	Not received
11/2020	Pharmaceutical Chemistry			✓

Add exams

You can enter your exams (including those that you're planning on taking) one at a time by selecting the type of exam and then clicking the "Add exams" button below. You'll be able to enter information about each individual exam in the follow-up

The sidebar on the right contains the following navigation links:

- > About you
- > Campuses & majors
- > Academic history
- ▼ Test scores
 - ACT & SAT
 - SAT Subjects Tests
 - AP exams
 - IB exams
 - TOEFL or IELTS
 - International exams
 - Review
- > Activities & awards
- > Scholarships & programs
- > Personal insight
- Review & submit

7. Activities & Awards:

This is equivalent to the 10 activities & 5 academic honours in the Common App. Fill in the required information as necessary. Remember your aim is to give them an accurate reflection of the person you are—both within the classroom as well as without. Take time to do this well.

If you are unsure about whether a certain activity is an extra-curricular or internship, don't worry too much about this categorisation: focus more on answering the questions instead. The aim is to demonstrate different sides of you, your learning, the rigour you went through, etc.

8. Personal Insight:

- This section is the essay supplements section. You should choose 4 of the 8 questions to do. Word count is 250-350 words. Note: It is a good idea to work on the essays **before** you fill in the form. Always check and double-check your spelling, grammar and spacing before you submit.
- “Additional comments”:** If you have none, leave it blank. It's fine. As stated by the UCs: *...This shouldn't be an essay, but rather a place to explain unusual personal or family circumstances, or anything that may be unclear in other parts of the application.*

9. Review and submit:

When you have completed all your sections, you should see ticks across the board, as per below. **Ensure you review and check everything before starting submission.** Submission is **final**. You can then click on **“Start submission”**, make your payment and send off your application. **Ensure you meet the deadline of 30 Nov.**

Review & submit

Here's your chance to review all of the information you've entered in the application. If you've skipped or missed any required questions, you'll see a "To do" button next to the page below.

Before you submit your application, you should review all the pages and sections below, even if they are marked as complete (indicated with a checkmark). Remember, we want to learn as much about you as possible — so it's a good idea to fill out as much as you can and review all the information you'll be sharing with us.

Fall quarter/semester 2023

[> Expand all](#)
[Print version](#)

> About you	
> Campuses & majors	<input checked="" type="checkbox"/>
> Academic history	
> Test scores	
> Activities & awards	

Once you have paid, confirmed and submitted, you have completed your UC application! Best of luck! 😊

Your counsellors @ the Higher Education Office

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