

COMMON APP AND CIALFO FOR STUDENTS

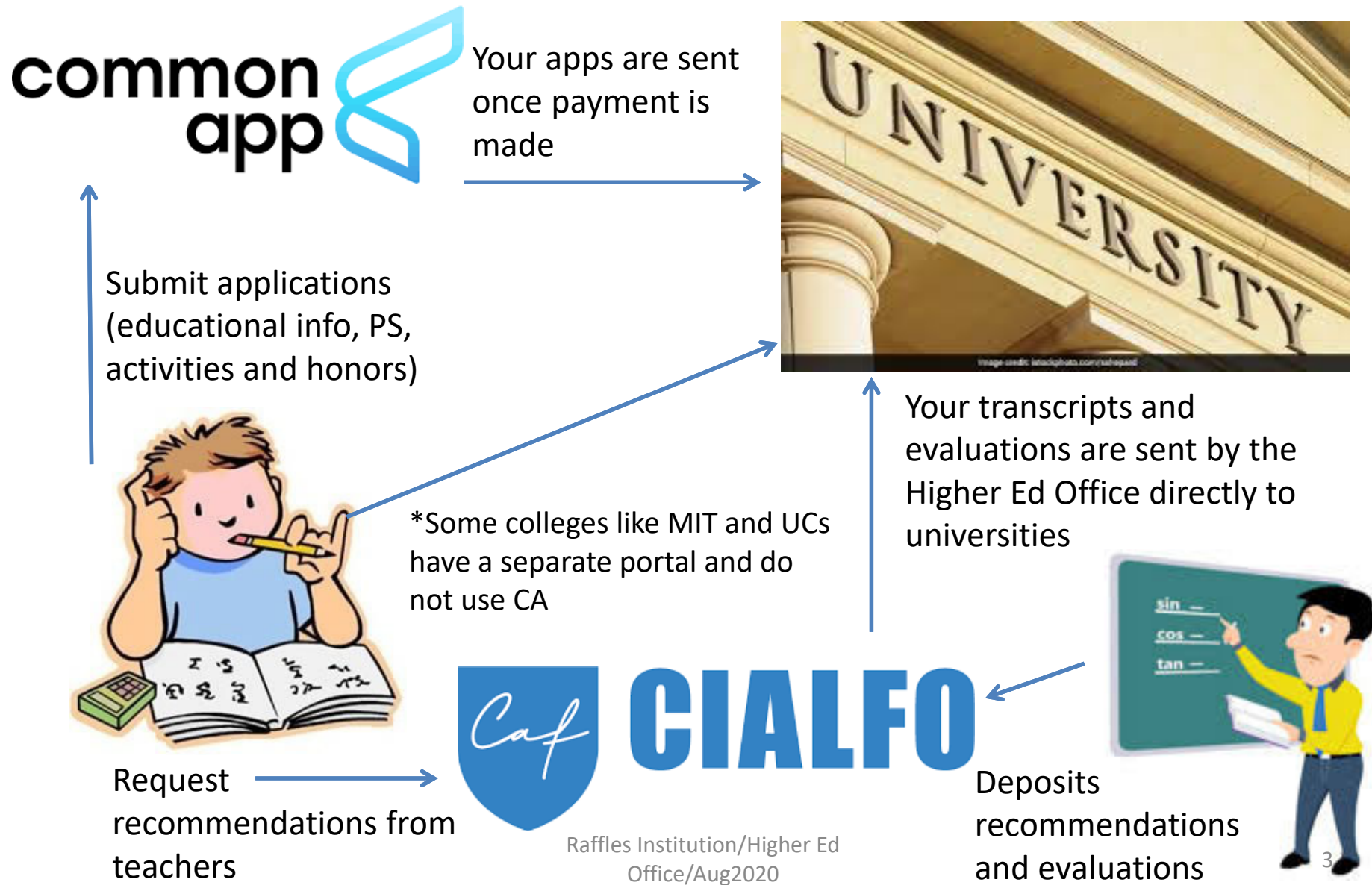
HIGHER EDUCATION OFFICE
RAFFLES INSTITUTION
AUGUST 2020



CONTENT

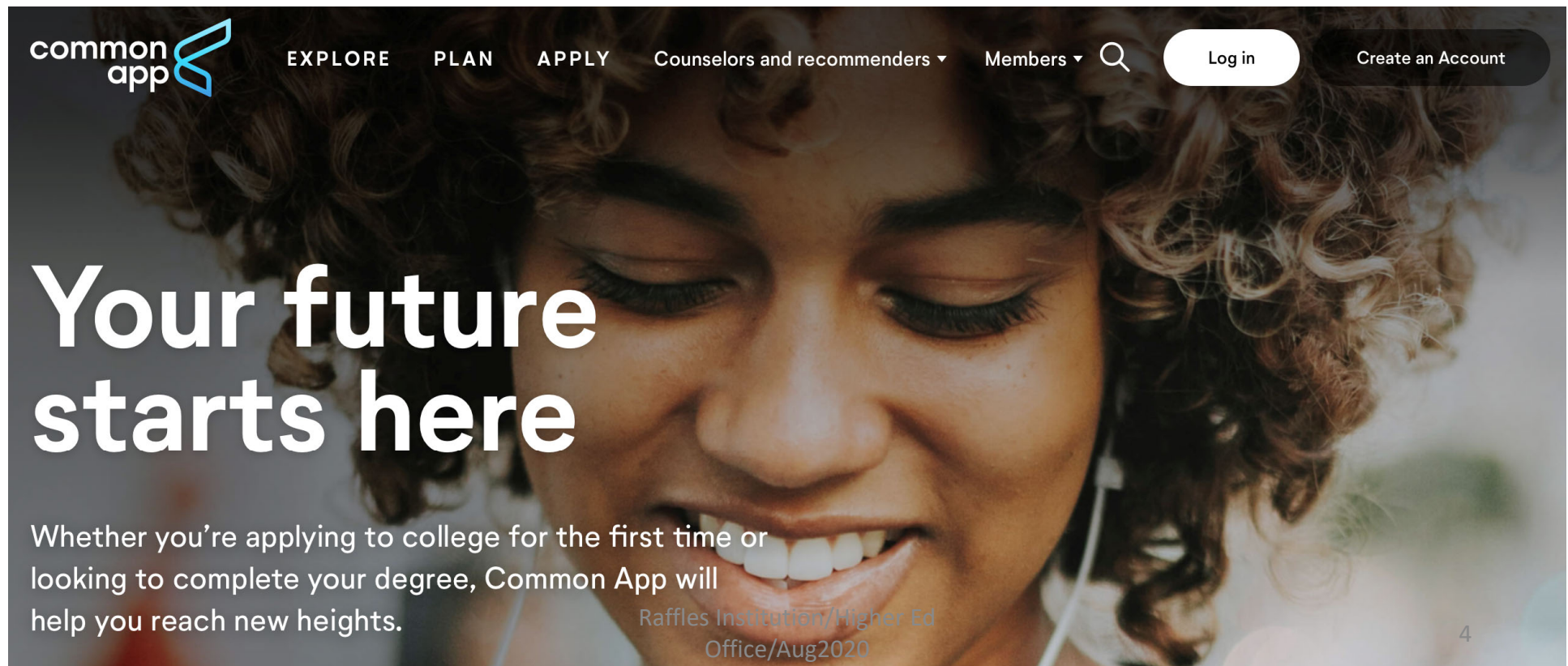
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COMMON APP AND CIALFO



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).



The image shows the Common App website banner. At the top, the 'common app' logo is on the left, followed by navigation links: 'EXPLORE', 'PLAN', 'APPLY', 'Counselors and recommenders' (with a dropdown arrow), and 'Members' (with a dropdown arrow). On the right, there is a search icon, a 'Log in' button, and a 'Create an Account' button. The main text 'Your future starts here' is prominently displayed in white. Below it, a paragraph states: 'Whether you're applying to college for the first time or looking to complete your degree, Common App will help you reach new heights.' In the bottom right corner, there is a small number '4'.

common app

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.

Raffles Institution/Higher Ed Office/Aug2020

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

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

Important: For coalition-only schools, inform us in advance of the specific materials required, and the postal address we can send them to. We will deliver your transcripts and recs via post. As the Office will be closed from 27th Nov, 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 2021.

COMMON APPLICATION ACCOUNT (CA)

COMMON APP ACCOUNT

Creating an account:

Go to www.commonapp.org

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

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

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

You should also use your PERSONAL EMAIL ADDRESS for both Common App and Cialfo. This ensures that colleges can reach you via email after your graduation in Dec 2020.

COMMON APP ACCOUNT

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

The screenshot displays the Common App user interface. At the top left is the 'common app' logo. At the top right, a user is welcomed, and there are links for settings and a 'Sign Out' button. Below this is a navigation bar with tabs: 'Dashboard', 'My Colleges', 'Common App' (which is selected), 'College Search', and 'Financial Aid Resources'. The 'Common App' section is active, showing a left-hand menu with options: 'Common Application' (highlighted), 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades' (with a sub-note '0 college(s) require'). The 'Profile' section is open, featuring a 'Profile' header with a 'Preview' button and a 'View Profile Tutorial' link. Below this is a 'Personal Information' section with a dropdown arrow. It contains two text input fields: 'First/given name*' and 'Middle name'. On the right side of the dashboard, there is an 'Instructions and Help' section with a link icon. It contains two questions: 'What are the hours for student chat?' with an answer about chat hours and a 'Read more' link, and 'I already submitted, can I change some of my answers?' with an answer stating that changes are possible at any time.

common app

Welcome, [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 [Preview](#)

[View Profile Tutorial](#) ▾

Personal Information ▾

First/given name*

Middle name

Instructions and 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

COMMON APP ACCOUNT

"PROFILE" and "FAMILY"

Pretty self-explanatory.

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

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

COMMON APP ACCOUNT

"EDUCATION"

Current or Most Recent School: School CEEB Code: 687241

Graduation Date : 12/2020. Amend the year according to your year of graduation from RI.

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

Grades:

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

Current or Most Recent Year courses:

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

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

Course schedule: Full Year

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

COMMON APP ACCOUNT

"TESTING"

Self-report SAT/ACT/TOEFL scores.

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 upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board?", select **"Yes"**.

COMMON APP ACCOUNT

"TESTING"

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

Senior Secondary Leaving Examinations

Number of Senior Secondary Leaving Examinations you have already taken*

0

Continue

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

Date taken*

November 2018



Date should be entered in the Month Year format.

Examination board*

GCE A-levels

Academic subject*

H2 Mathematics

Score*

A

Score type*



Actual



Predicted

COMMON APP ACCOUNT

"ACTIVITIES" and "WRITING"

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

COMMON APP ACCOUNT - FERPA WAIVER

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

You can add colleges via “college search”.


FERPA WAIVER

Once you have added a school, under the "My Colleges" tab, under 'Recommendors and FERPA', you need to sign the FERPA waiver and authorization to release transcripts.

The screenshot displays a web application interface with a top navigation bar containing five tabs: **Dashboard**, **My Colleges**, **Common App**, **College Search**, and **Financial Aid Resources**. The **My Colleges** tab is active, revealing a sidebar menu on the left with the following items: **My Colleges**, **Carnegie Mellon University** (highlighted in blue with an upward arrow), **College Information**, **Application**, **Questions**, **Recommendors and FERPA** (highlighted with a blue arrow pointing right), and **Review and Submit - Common App**. The main content area is titled **Recommendors & FERPA** (enclosed in a dashed blue box) and features a yellow warning icon followed by the heading **FERPA Release Authorization**. Below this heading, a message 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 blue link [Learn more about FERPA](#) is provided. At the bottom of the main content area is a prominent blue button labeled **Complete Release Authorization**.

FERPA WAIVER

Your teachers will only complete the recs after you have waived your right. Confidential recommendations are viewed 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**

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 *

Date * 

Back Save and Close

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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.

Recommendors & FERPA

✓ FERPA Release Authorization

[View Details](#) ▾

~~Invite Recommenders~~

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

~~Check out our [video about recommenders](#).~~

~~[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 colleges to tag your application and recommendations/transcripts correctly on their end.

When adding/deleting specific colleges after the initial sync, you will need to do it separately on both platforms.



CIALFO ACCOUNT ACTIVATION

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 Y6 students:

http://forms.ri.edu.sg/CialfoActivation_2020

ALL former students:

https://forms.ri.edu.sg/Exstudents_Cialfo_Activation_2020

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 'forgot 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.

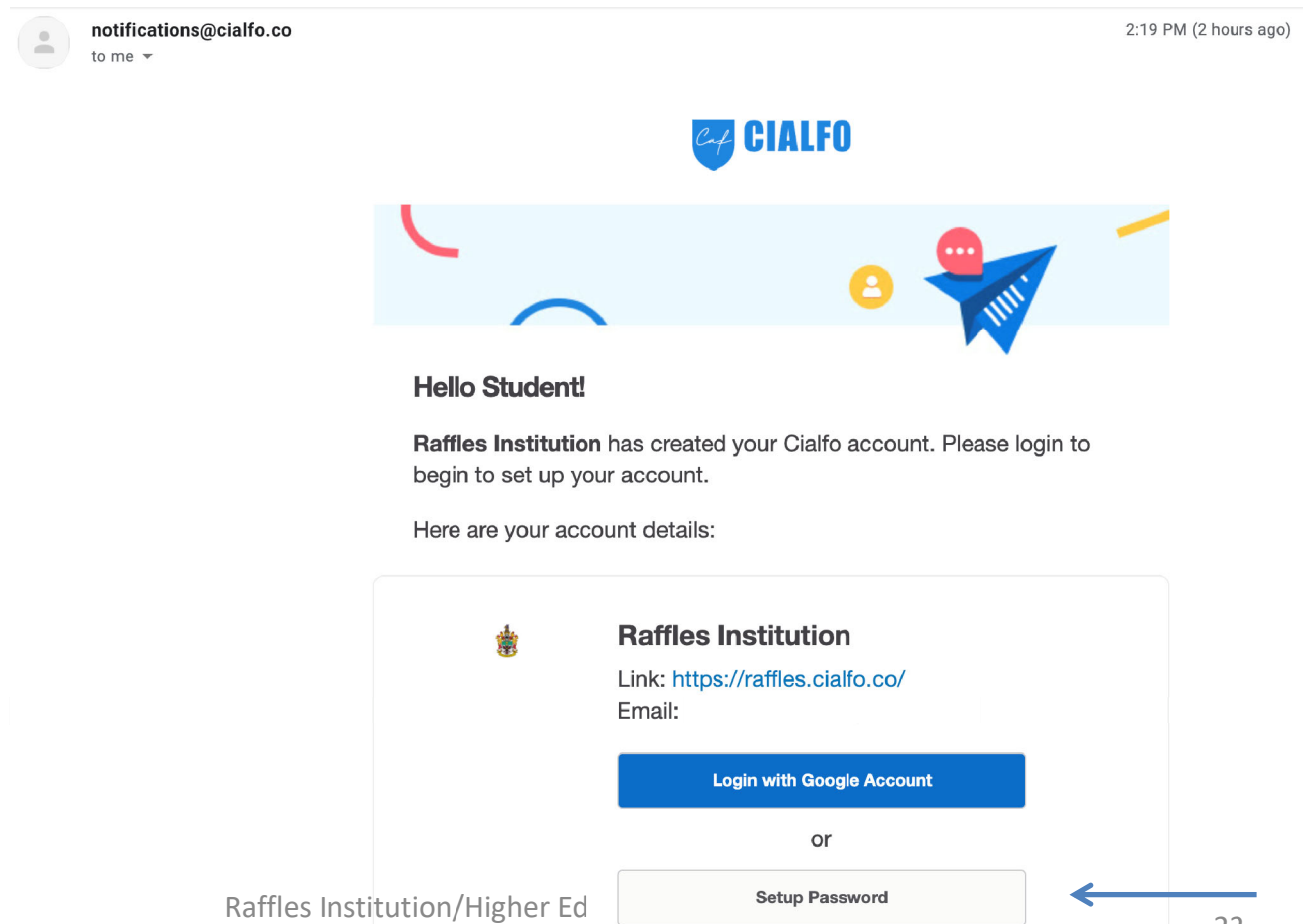
For Y6 students, should you not receive your sign-in credentials within a week, please email Mr Lu at shangyi.lu@ri.edu.sg

For ALL former students, please email Ms Tan at joyce.tan@ri.edu.sg

CIALFO ACCOUNT SET-UP

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 SET-UP


3. Update your Personal Information

You will be able to update your Personal Information after setting and confirming your new password.

IMPORTANT

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

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

 Almost done! *All fields are required

Personal Information

First Name * Last Name *

Email *

Date of Birth * Graduation Year *

Gender * ☐ Female ☒ Male ☐ Other

Address Information

Address *

Address 2

Address 3

Country *

City * Zip & Postal Code *

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.

Dashboard

Student R [Create Resume](#) [Edit Dashboard](#)

Register for: [TOEFL](#) [IELTS](#) [SAT](#) [ACT](#)

Personal Information

Email raffles2020heo@gmail.com	Phone Number +1+6564199242	Gender Male
Date of Birth 11 Jan 2020	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	Middle Name Not Set
State Not Set	Address 1 11 Toh Tuck Road 03-09	Zip/Post Code 596290

Application Details

Degree Type Undergraduate	Enrollment Year Not Set	Application Year Not Set	High School Graduation 2020	Cath from Cialf Hi Student, No little bit differe
Major Not Set	Current School Not Set	Current Grade Class of 2020	Financial Aid Not Required	

HELP

[Help Center](#) [Edi for Chrome](#)

[Chat with Cialfo](#)

[Logout](#)

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, as well as which round you are applying under

Recommendations

- Where you can request for teachers' recommendations

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

CIALFO ACCOUNT

5. Setting up your personal information

From your dashboard, you can now update your personal information, but the following is the most important: Under 'Your Profile', 'Application Details', make sure that the Application Year is set to 2020.

Your Profile

- Personal Information
- Application Details**
- Tests
- Grades
- Extracurriculars
- Contacts
- Questionnaire
- Schools
- Search
- Applications
- Tasks & Assessments
- Task Lists
- Assessments
- Surveys
- Meetings
- Notes
- Recommendations
- College Visits

☐ Oman

☐ Philippines

☐ Portugal

☐ Qatar

☐ Russia

☐ Senegal

☐ Slovakia

☐ Spain

☐ Switzerland

☐ Thailand

☐ United Arab Emirates

☒ United States

☐ Zambia

☐ Pakistan

☐ Poland

☐ Puerto Rico

☐ Romania

☐ Saudi Arabia

☐ Singapore

☐ South Africa

☐ Sweden

☐ Taiwan

☐ Turkey

☐ United Kingdom

☐ Vietnam

Application Submissions

☐ Direct Medical (US BA/MD)

☐ Coalition Application

☐ University of California

☐ SUNY

☐ Cal State

☐ Common Application

☐ Universal Application

☐ Apply Texas

☐ CUNY

Years

Application Year: 2020

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

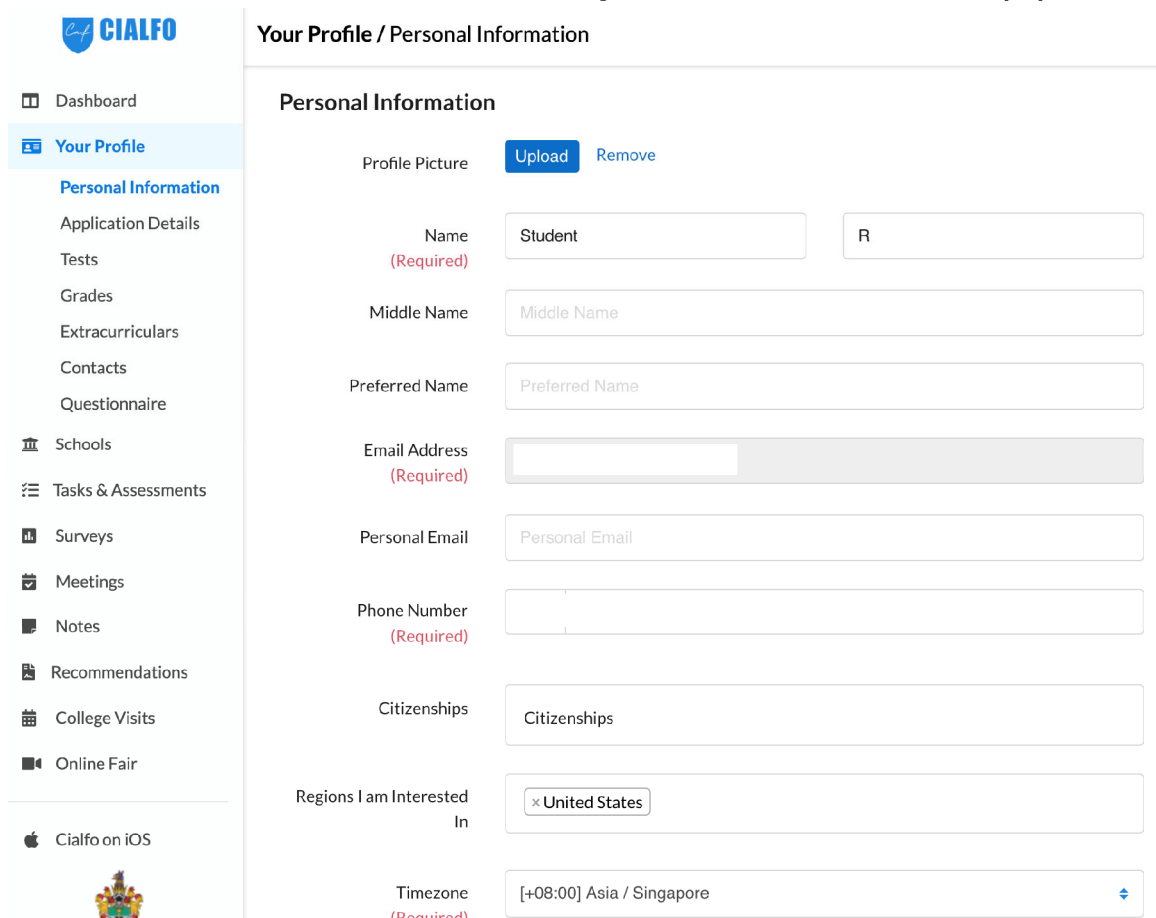
Enrollment Year

When you will begin studying.

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.



CIALFO

Dashboard

Your Profile

Personal Information

Application Details

Tests

Grades

Extracurriculars

Contacts

Questionnaire

Schools

Tasks & Assessments

Surveys

Meetings

Notes

Recommendations

College Visits

Online Fair

Cialfo on iOS

Your Profile / Personal Information

Personal Information

Profile Picture [Upload](#) [Remove](#)

Name
(Required)

Middle Name

Preferred Name

Email Address
(Required)

Personal Email

Phone Number
(Required)

Citizenships

Regions I am Interested In

Timezone
(Required)

LINKING CA AND CIALFO

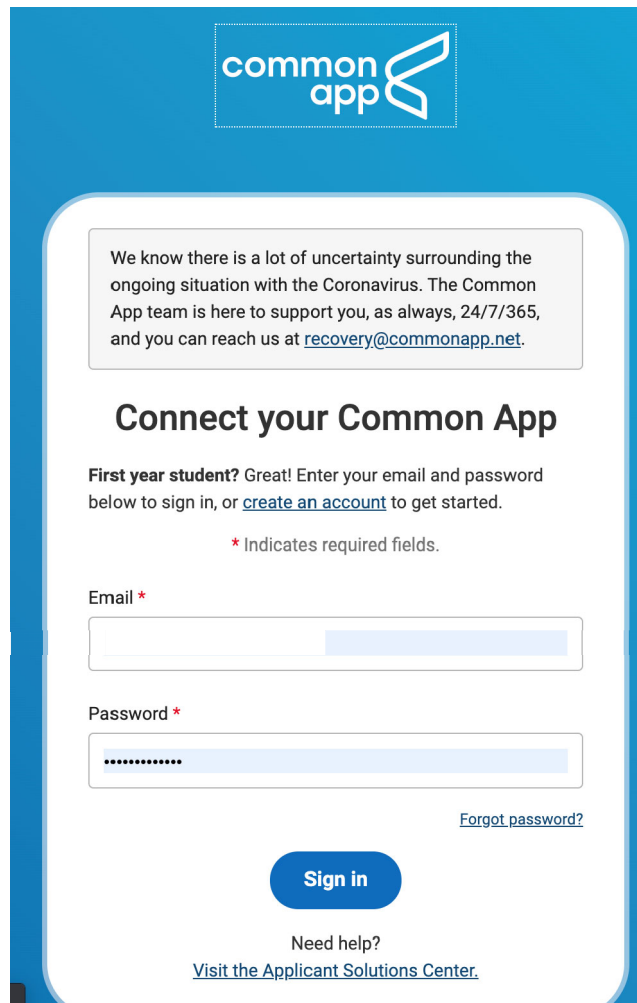
The next thing you need to do is to link your Common App and Cialfo accounts. Only by doing so can your transcripts be sent to the colleges you are applying for.
To link, first go to 'Recommendations' on the left tab:

The screenshot shows the CIALFO web interface. On the left is a sidebar with a menu: Dashboard, Your Profile, Schools, Tasks & Assessments, Surveys, Meetings, Notes, Recommendations (highlighted), College Visits, Online Fair, Cialfo on iOS, and Cialfo on Android. The main content area is titled 'Recommendations' and 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 states: 'Note: You currently don't have any recommenders. When you do they appear here.' Underneath, the 'Common App Account' status is shown as 'Account Not Linked' and 'FERPA Unanswered'. A text box explains that users should enter their email and password to link their account, or create one if they haven't. A blue 'Link Account' button is at the bottom of this box, with a blue arrow pointing to it from the right.

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



The image shows the Common App login interface. At the top is the Common App logo. Below it is a message about COVID-19 support. The main heading is 'Connect your Common App'. Below this, it says 'First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.' There is a note '* Indicates required fields.' Below this are two input fields: 'Email *' and 'Password *'. The password field has a strength indicator. At the bottom right of the password field is a link '[Forgot password?](#)'. At the bottom center is a blue 'Sign in' button. At the very bottom is a link '[Need help? Visit the Applicant Solutions Center.](#)'

common app

We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at recovery@commonapp.net.

Connect your Common App

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

* Indicates required fields.

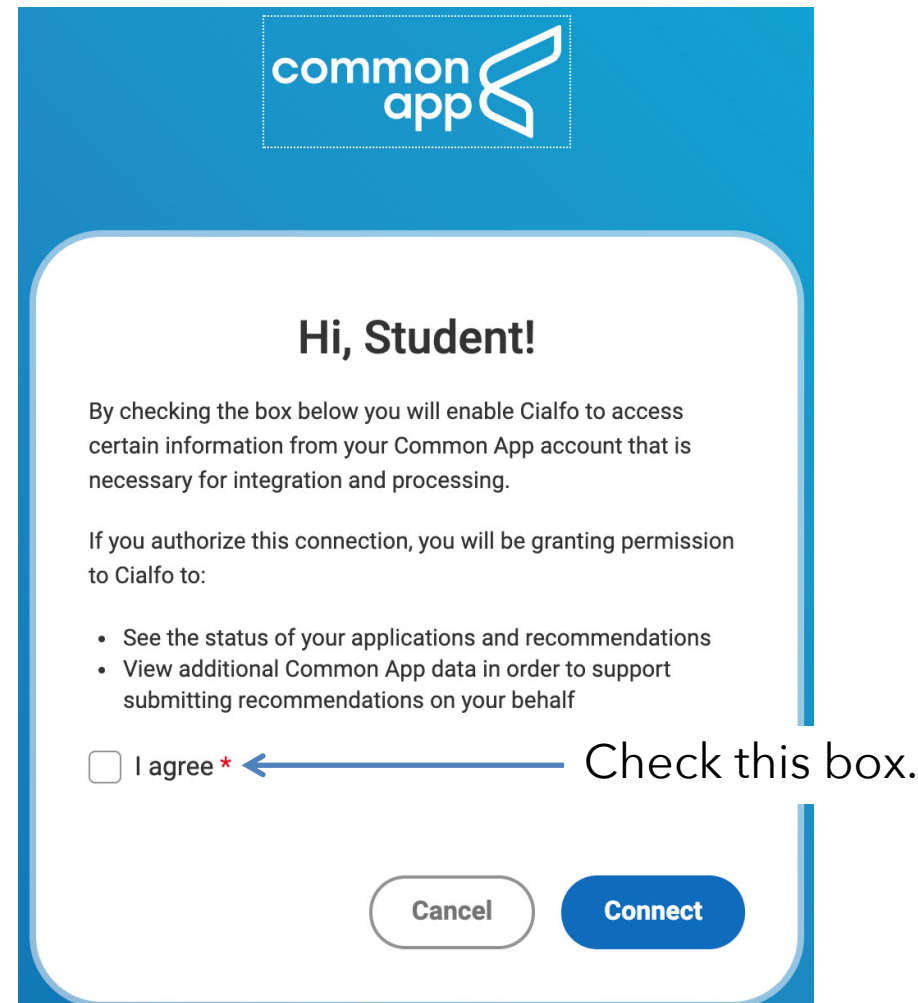
Email *

Password *

[Forgot password?](#)

Sign in

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



The image shows the Common App authorization screen. At the top is the Common App logo. Below it is the heading 'Hi, Student!'. The text says '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.' Below this is the text 'If you authorize this connection, you will be granting permission to Cialfo to:'. There is a list of permissions: 'See the status of your applications and recommendations' and 'View additional Common App data in order to support submitting recommendations on your behalf'. Below the list is a checkbox labeled 'I agree *'. A blue arrow points from the text 'Check this box.' to the checkbox. At the bottom are two buttons: 'Cancel' and 'Connect'.

common app

Hi, Student!

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 * ← Check this box.

Cancel **Connect**

LINKING CA AND CIALFO

To successfully link 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 (green tick on CA)
- 4) Included at least one college you are applying to in CA and Cialfo

On Cialfo side:

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

Recommendations

Request letters of recommendations and track their status here

Request LOR

Required Optional

1

2

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

Common App Account

✓ Account Linked

✓ FERPA Waived

Common App ID: :

Email: |

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)

SYNCING YOUR SCHOOL LIST

After the first successful sync, all the schools that you have listed under Common App will appear on Cialfo.

Following this first sync, when you add schools to your school list on CA, you should make also the same changes manually on Cialfo as shown below.

The screenshot shows the Cialfo 'Schools / Search' interface. On the left is a sidebar with navigation options: Dashboard, Your Profile, Schools (highlighted), Search, Applications, Tasks & Assessments, Surveys, Meetings, Notes, Recommendations, College Visits, Online Fair, Cialfo on iOS, and Cialfo on Android. The main content area has tabs for Search, Columns, and Preferences. Below these are filters for List (All, Longlist, Shortlist, Applying) and Regions (1 Selected - US). A search bar contains 'uiuc'. Below the search bar are filters for Courses & Majors and Entrance Requirements. A table lists search results for 'University of Illinois at Chicago' and 'University of Illinois at Urbana-Champaign', each with an '+ Add' button. Annotations include: 1. Go to Search under Schools (arrow to 'Search' in sidebar); 2. Search for the school name (arrow to search bar); 3. Click on Add, and then select 'Applying' (arrow to '+ Add' button). A red text box says 'Make sure the region US is selected' pointing to the 'Regions' filter. A blue banner at the top right says 'Getting ready for Fall 2021'.

1. Go to Search under Schools

2. Search for the school name

3. Click on Add, and then select 'Applying'

Make sure the region US is selected

Getting ready for Fall 2021
Application deadlines and essay prompts will be updated as released from July through August for Fall 2021 applications. Please check back periodically for updates. Thank you!

2 schools match of 6369 Filters Matched name: "uiuc"

School Name	List	Portals	Li
University of Illinois at Chicago	+ Add		
University of Illinois at Urbana-Champaign	+ Add		

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)

Your CT's counselor recommendation does not count as a subject tutor recommendation. You generally require 3 teachers to write for you, including your CT. Some colleges only require 2.

TEACHER RECOMMENDATIONS

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

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

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

Recommenders & FERPA

✓ FERPA Release Authorization
[View Details](#) ▾

~~**Invite Recommenders**~~
Recommenders are people who will submit forms and information to colleges on your behalf.
Check out our [video about recommenders](#).

~~**Invite Recommenders**~~

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

1

2

Request LOR

STEP 1

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

Common App Account

✓ Account Linked

✓ FERPA Waived

Common App ID: 26765518 Email: raffles2020heo@gmail.com

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

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

Request Recommendation

Recommenders 2/3 + Add Recommender

Albus Dumbledore ✕

Teacher Demo ✕

STEP 2

Survey

^ Hide questions

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

B I S

☰ ☷ ☹

Dear teachers,
This is Student R. Thanks so much for taking time to speak to me and to agree 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

STEP 4

Send Request

TEACHER RECOMMENDATIONS

Recommendations



Request letters of recommendations and track their status here

Required Optional

1 2

Common App Account

✓ Account Linked

✓ FERPA Waived

Common App ID: 26765518 Email: raffles2020heo@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.

Name	Survey	Uploaded : Recommendation
Teacher Demo	✓	None
Albus Dumbledore	✓	None

Request Recommendation



Recommenders [+ Add Recommender](#)

Survey

[^ Hide questions](#)

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

B *I* S [Link](#)

[List](#) [List](#) [List](#)

Upload

File

Google Drive

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

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

TEACHER RECOMMENDATIONS

You should only approach your Year 5-6 civics/subject tutors as this is an academic reference, ideally from your most recent high school years.

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

External H2 teachers (MOELC) can write for you.

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

TEACHER RECOMMENDATIONS

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

For early admission programs:	Request before 5 Oct
For regular decision:	Request before 13 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 various application programs:

REA: Restrictive Early Action

EA: Early Action

ED1/2: Early Decision

RD: Regular Decision

Early programs mean 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 for early programs deadlines as well as standardized testing policy.

EARLY APPLICATIONS

BINDING (EARLY DECISION)

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

The commitment to attend the school is confirmed 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.

By our internal timeline, all ED applicants (current and former students) are to indicate your ED school in Cialfo by 16 Oct 2020, 2359hrs. This constitutes your registration for ED application with the Higher Ed Office. No further action is required for registration.

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 could allow 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 '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).

This is to ensure your apps are sent off correctly!

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

Set to ED/EA/
REA/RD
accordingly

Schools / Applications

APPLICATIONS WITH RESULTS

ACTIVE APPLICATIONS

Amherst College

ADDED BY Shang-Yi Lu

Submission Common Application

Note Add note

Round RD (Verified)

Deadline Select Date

Majors Search

Scholarship USD

Result No Status

Attending Waitlisted Deferred

Note Add note

Delete

Carnegie Mellon University

ADDED BY Student R

Submission Common Application

Note Add note

Round ED

Deadline Select Date

Majors Search

Scholarship USD

Result No Status

Attending Waitlisted Deferred

Note Add note

Delete

Duke University

ADDED BY Shang-Yi Lu

Submission Common Application

Note Add note

Round RD

Deadline Select Date

Majors Search

Scholarship USD

Result No Status

Attending Waitlisted Deferred

Note Add note

Delete

EARLY VS REGULAR

For early applicants, remember to request for recommendations by 5 Oct and confirm your Early school(s) on Cialfo by 16 Oct, 2359hrs.

You cannot make further changes to your early schools after 16 Oct as we need a confirmed list to prepare the necessary forms and transcripts to support your application. Cialfo will be locked* after 16 Oct and will reopen after 3 Nov for Regular Decision applications.

*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 for recommendations by **13 Nov**. The deadline for you to confirm your school list on Cialfo is **16 Dec, 2359hrs**.

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

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

NON COMMON APP SCHOOLS

NON CA SCHOOLS

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

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

Here are some schools with their own application portals:

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

NON CA SCHOOLS

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

Schools / Search

Search Columns Preferences List All Longlist Shortlist Applying Regions 1 Selected - US

Search

School Name
Search schools by name

Courses & Majors
Search courses & majors

Filter Results

☐ Popular on Cialfo (~200 US Colleges)

Entrance Requirements

☐ Acceptance Rate

☐ Application Round

☐ Deadlines

☐ Submission Portal

Environment & Location

☐ State

☐ College Size

☐ College Setting

7 schools match of 7

School Name	List	Portals	Lik
Amherst College	Applying Student R Aug 17, 2020		
Carnegie Mellon University	Applying Student R Aug 17, 2020		
Cornell University	Applying Student R Aug 18, 2020		
Duke University	Applying Student R Aug 17, 2020		
Georgetown University	Applying Student R Aug 18, 2020		
New York University	Applying Student R Aug 18, 2020		
University of Illinois at Urbana-Champaign	Applying Student R Aug 18, 2020		

CA Icon

NON CA SCHOOLS

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

Email collegeadmissions@ri.edu.sg at least 3 weeks in advance for us to do the necessary. All requests for sending of documents should reach us by 27 Nov, after which the Higher Education Office is closed for the year.

If you are unsure, drop us 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

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're applying to has an earlier deadline, you will need to inform us earlier as necessary.

FURTHER GUIDANCE

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

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

