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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.

Important 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 application portal opened on 1 Aug. The filing period for all UC applications is 1 Oct - 2 Dec. The final application deadline thus is 2 Dec.** 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 regard 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 all your subjects and 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.
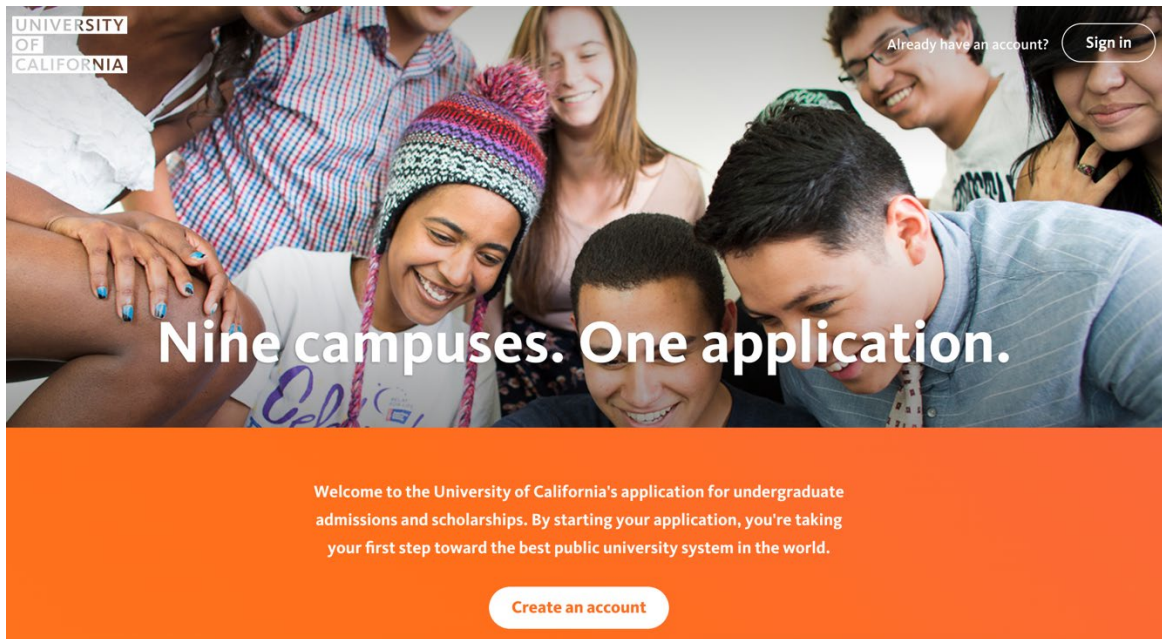
<div style="border: 1px solid red; color: red;">

As a matter of integrity and carefulness, you are reminded to report ALL subjects and grades accurately, for all years of study. This includes GCE O level Mother Tongue, H1 Mother Tongue, any foreign languages taken, Project Work, etc. Do NOT leave out anything!

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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 2025".**
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.

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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.

Important: as per the instructions, **do fill in your first and last name (i.e., legal names) exactly as in your official documents**. This is crucial to enable the UCs to match your records eventually.

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Important notes for the "About You" section:

a) Under **"Contact Information":** Fill in your country and residential address **where they can contact you next year**.

b) In **"Is this where we should send mail"**: For most of you, your residential address is your mailing address. In which case, check "**Yes**".

c) 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.

d) 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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e) Once you have completed the **About You** section, you can click **Review**. <u>Ensure all information is right before your final submission.</u>

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:

b) In **"Term and Level": reconfirm** that you intend to enrol in **Fall Quarter/Semester 2025**, 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$95 per campus. Similarly, select your majors accordingly in **"choose majors"**, for each of the UC you are applying to. <u>It is a good idea to do your research as to what is available before you select your majors.</u>
d) Click **"Review"** once you are done, ensure the information is right. You can then proceed to the next section on Academic History.

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4. Important Notes for Academic History section:

> All students: Report **ALL subjects and grades accurately**. Do **NOT** leave out anything.

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 Sec 3 and above subjects in Sec 1 and 2. For almost all of you, this will thus 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.

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).

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)".**

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)".**

Report your Y5 overall results and Y6 prelim results in the A-U format.

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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 **"IP, 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)".**
  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 be 2021-2022 and 2022-2023 respectively (for current students). Grades 11 and 12 are 2023-2024 and 2024-2025 respectively (for current students). Do change it accordingly to your graduation years if you are an alumnus. This might seem odd but it is because in the US system the academic year is from July to May and thus stretches over 2 calendar years.

h) The **date you will receive your diploma/certification** is <u>**December 2024**</u> (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).

Warning   ✕

The high school graduation year 2024 you entered indicates a gap after your high school graduation and when you intend to enroll at UC. If this is correct, select "Yes" to continue to the next screen. If this is not correct, select "No" and you can change your graduation year.

Yes   No

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 2018 - December 2023
Grades attended:	
9th grade:	2020 - 2021
10th grade:	2020 - 2021
11th grade:	2022 - 2023
12th grade:	2022 - 2023
School you will graduate from:	Yes
Degree, diploma or certificate:	GCE A Levels
Date received or to be received:	December 2023
Language of Instruction:	English

5. **This next important <u>subcategory within Academic History</u> 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).

a) Note that **all Sec 3 & 4 courses**, **and all H1 and H2 subjects** are **"NH—Not Honors".**

b) **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.

c) Important: The UCs operate on the A-G requirement, but you are **<u>evaluated in context of the system you come from</u>**. As such, rather than splitting hairs over which exact subject area/course category your subject falls under (just select a best fit), it is **<u>more important that you record your subjects formally as per your academic record. I.e. formal title, year/level, subject name</u>. This includes H1 Project Work and H1 Mother Tongue. As well, GCE O level Mother Tongue (IP and JAE students alike).**

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, H1 Project Work" , "GCE A-level, H2 Chemistry (Year 5)", etc
- **Year 6:** "GCE A-level, H1 General Paper (Prelims)", etc

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

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This screenshot gives you an idea of how a Grade 11 form can look like (make sure you include H1 MT if you offered it in Year 5)

d) **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. Alumni: report your prelim results here.**

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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** <u>insert name of secondary school</u> **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 2024*. This is a full list of my academic subjects taken in Grades 11 and 12:"** →and <u>go on to fully list all your H1/H2/H3 subjects</u>. E.g.,
- GCE A level, H1 Project Work
- 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 2024*. This is a full list of my academic subjects taken in Grades 11 and 12:"** →and <u>go on to fully list all your H1/H2/H3 subjects</u>. E.g.,
- GCE A level, H1 Project Work
- 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 2024*. 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 Project Work
- GCE A level, H1 General Paper
- GCE A level, H2 Economics
- GCE A level, H2 Mathematics
(and so on)

==***: <u>For alumni, change this to "I have taken the GCE A-level examination in Nov-Dec 202x" accordingly.</u>**==

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6. In Test Scores:

a) Fill in your SAT/ACT scores accurately. If you have not done your SATs/ACT and plan to take them, report as such.

b) <mark>**International Exams: "Do you have any international exams to report",**</mark> 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"**,

- <mark>**For current students**</mark>, , check **"not received"**, <u>do not fill in a grade</u>. If you are reporting PW/Mother Tongue, fill in your received grade accordingly and leave the boxes unchecked.
- <mark>**For alumni,**</mark> fill in your received grades accordingly and leave the boxes unchecked.
- **For those of you with external exams (e.g., Trinity College London's Licentiate in Music):** you can also report it here.

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"**, <u>**before**</u> you can **"add exam"** and put in your H2s and/or H3.

Your final form should look something like this for current students. For alum, you would have received all your results so just key them in accordingly.

Singapore A-levels H1
(Grade scale: A-E) — Delete | Edit

Date taken	Subject	Score	Predicted	Not received
12/2023	H1 Project Work	A		
12/2024	H1 General Paper			✔

Singapore A-levels H2
(Grade scale: A-E) — Delete | Edit

Date taken	Subject	Score	Predicted	Not received
12/2024	H2 Biology			✔
12/2024	H2 Chemistry			✔
12/2024	H2 Mathematics			✔
12/2024	H2 Economics			✔

Other: Singapore A-levels H3 — Delete | Edit

Date taken	Subject	Score	Predicted	Not received
12/2024	H3 Mathematics			✔

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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 outside of it. 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.

HEO's counsel: Given the greater length of words allowed versus the Common App, it would be good to take the opportunity to flesh out details, as per the questions. E.g., share with the UCs about selection requirements, what you did and learnt in the process, any insight into personal growth and/or what you took away from the experience? This then lends weight and consistency to the essays, where you flesh out the reasons why you pursue what you do, or your motivations, values/philosophy or learning experiences.

8. Personal Insight:

a) This section is on 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.

b) **"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.* Do avoid spamming!

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 2 Dec.**

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 2025

> Expand all   Print version

> About you   ⊘

> Campuses & majors   ⊘

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

Your counsellors @ the Higher Education Office