

## STEP BY STEP GUIDE FOR COMMON APPLICATION PORTAL

### 1) Before the start of application

You will need to

- Check the method of application and application deadlines at the websites of your desired universities. Usually, application is done through online Common Application portal (<https://www.commonapp.org>). Yale-NUS application can be done via CommonApp or Yale-NUS website.
- Please approach the general office with your request for predicted grades by *10 October 2020* or at least 3 weeks before application deadline, whichever earlier. Your predicted grades will be uploaded only after receiving the teachers' reference.

Ensure you have the following:

- Credit card for payment of application fee
- Email addresses of your School Counselor and 2 teacher recommenders (see below)
- Official transcripts of 'O' level, PW, MT, Promo and Prelims grades
  - Scan both sides, combine the transcripts and email no more than 3 pdf files to School Counselor. Each file size must be less than 500kb. For Yale-NUS, combine all your transcripts into 1 file, less than 500kb.
  - The promo exam and prelim exam certificates have been issued to you. You should not be asking the school to re-issue these certificates.
- SAT/ ACT test results and other test results (please check each university website for specific test required)

### 2) Procedure to approach teacher as referee

- Please note that you will need your Class Mentor to act as your "School Counselor". He/ She should be a person who knows you well both academically and non-academically. (E.g. Your Class Mentor)
- You will also need up to 2 other teacher recommenders (E.g. subject tutors/ CCA teachers who are teaching/ coaching you on the subject/area related to the course you are applying)
- The 3 recommenders must be different persons.

Please approach a teacher early and request him/her to be your referee by

- *2 September 2020* (for Early Action/ Early Decision)
- *15 October 2020* (Regular Decision)
- You may send the teachers the email invitation (via Common App) after getting permission

### 3) Procedure to request for forecast results for GCE 'A' Level

- Please approach the general office with your request for by *10 October 2020*.

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### 4) Admission tests

- All candidates should take the SAT reasoning test before application submission deadline (<https://www.collegeboard.org/>).
- Please check the website carefully for the test registration deadline, test dates and test centres.
- Some universities may require you to take additional tests i.e. SAT Subject Tests. Please check the websites for this.

### 5) Important deadlines to note

- Most US universities' Regular Decision deadline is 31 Dec 2019/ 1 Jan 2020. However, please verify this by checking each university's website.
- The Early Decision/ Early Action deadline is 1 Nov 2020.
  - ED can only be used for 1 university. Once accepted, you are legally bounded to enrol in the university.
  - EA can be used for more than 1 university and not legally bounded to enrol.

### 6) NS Deferment

- You need to check if the university accepts NS deferment
- In general, email the university regarding deferment. Apply in the next cycle if 1 year deferment is allowed.

### 7) Agency

- EducationUSA Singapore is a good source of information if you need advice on choosing an appropriate university or other support (<http://educationusa.state.gov/centers/educationusa-singapore-advising-centre>)

### 8) Account registration

- Access the Common Application website ([www.commonapp.org](http://www.commonapp.org)) to register for an account.
- Upon successful registration, you should receive an email from Common Application.
- Please note that your School Report, Midyear Report (i.e. Promo results) and Final Report (i.e. Prelims results) will be uploaded by the School Counselor (i.e. Class Mentor). You should email your results to your Class Mentor prior to the application (see above point 1).
- Teacher Evaluations will be uploaded by your nominated subject/ CCA teachers.
- For further information, please refer to Annex A – The Common Application Guide