

APPROVED / REJECTED

SIGNATURE:

INSTRUCTIONS FOR ALUMNI APPLICANTS

1. Approach your “**School Counsellor**” (usually your Civics Tutor) and “**Teacher Evaluators**” early to ask if they can provide you with recommendations for your US University Applications.
2. Submit this completed **TJC US Form** to **Ms Joanne Tan (tan_siu_hwei_joanne@moe.edu.sg)** and **Ms Ng Lay Ling (ng_lay_ling@moe.edu.sg)** for **approval**.

Deadline: Fri, 19 Sep 2025 (Early Action/Early Decision) Fri, 10 Oct 2025 (Regular Decision)

3. After approval, send the TJC US form to your tutor referees together with:
 - a. a write-up of any information that you would like your tutor referees to know that will help him/her write a more well-rounded reference letter that reflects your strengths with supporting evidence,
 - b. **one** softcopy PDF file containing your:
 - O-Level Certificate (JAE students) or IP4 result slips (IP students)
 - JC1 Promotional Examination results
 - JC2 Preliminary Examination result slip
 - A Level Certificate (PW and MTL, and full certificate)

School Counsellor: _____ **Email:** _____

Teacher evaluators (Academic Subject tutors):

(1) _____ **Email:** _____

(2) _____ **Email:** _____

Other Recommenders (Name/Title): _____ **Email:** _____

Applicant Name: _____ **HP No.:** _____

Email: _____ **CG:** ____ / ____ **Civics Tutor:** _____

Academic Performance

Subjects	H1/H2/ H3	A Level Grade	JC 2 Prelim Grade	Prelim Ranking Percentile	JC1 Promo Grade	Promo Ranking Percentile

It is your responsibility to check if you are required by the Universities to take standardised assessment/admission tests and to register for the tests by the deadlines stipulated.

SAT Scores (if any)	Reading and Writing	Math	Total	Date Taken/Taking

Best SAT total score (in one sitting): _____



Universities Applying To

University*	Common App (Y/N)	Intended course	Regular Decision/ Early Decision/ Early Action	Deadline	SAT Range (Reach/Possible / Likely)

**Add rows if necessary. Please submit applications via CommonApp (up to 20 choices only), or via the universities' portals if the universities do not use CommonApp. TJC will not support applications via other platforms/apps.*

Please read through this undertaking and sign at the bottom of the page.

TJC guides our students in maintaining a good relationship with universities, so that they continue to work with TJC and give future students the places they deserve. As such, there is a need for students, parents and staff to clearly understand the rules and practices used in the university application process.

Basics

My parents and I understand that certain decisions are unethical because they deprive other deserving applicants of their places unfairly. Furthermore, I would be implicating my own integrity. Universities would also hesitate to trust other students from my school and my country.

Multiple offers

If I receive multiple offers, it is only ethical and responsible for me to give up my place at my non-first-choice universities as soon as possible in order to give other candidates their best chance.

Early Decision (US)

Early Decision (ED) is the application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. ED is an unconditional promise; I can only apply ED to my ONE first-choice institution in the whole world. For instance, I cannot reject an ED acceptance in order to attend Oxford or Cambridge.

If I need financial assistance in order to finish my university study:

- I need to request financial aid with my ED application. ED is understood as a whole-hearted promise, so universities consider it insincere if I only want to attend my ED choice if I get a Singaporean scholarship.

As soon as I receive an ED offer with sufficient financial aid, I need to withdraw my applications to all other universities immediately in order to release places to other applicants. My ED offer is costly for the university and the Regular applicant pool. The university is counting 100% on my presence, whereas they expect to send about three Regular offers for each remaining available place. Acting contrary to these guidelines means applying under false pretences for an unfair advantage.

Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the ED commitment.

Singaporean Scholarships

Scholarship offers sometimes arrive much later than universities' deadlines for acceptances of their offers. If it looks like this will happen to me, I need to ask the universities' admissions office what to do, because I am holding a place that waitlist applicants are still hoping for.

If the admissions office allows me some form of provisional acceptance, they are doing me a favour, so I owe it to them to keep them courteously and promptly updated on the situation, by email if not by telephone.

Deferment of enrolment due to NS

If a university grants me deferred enrolment due to my NS commitments, they are doing me a service and I am obliged to fulfil my end of the promise. The university is counting 100% on my presence. If I accept an offer, I am aware that universities consider my acceptance binding, and that they feel that it is a breach of contract if I subsequently apply to another university.

Applicant Signature/Date

Parent/Guardian Name & Signature/Date