

APPROVED / REJECTED

**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)** and **Mr Koh Rui Yang (rui\_yang\_koh@moe.edu.sg)** for approval. **Indicate [US application] in your email subject header.**

**Deadline to email your TJC US Form and to approach your teachers to request for tutor recommendation: by Fri, 18 Sep 2026 (Early Action/Early Decision) ; by Fri, 30 Oct 2026 (Regular Decision)**  
**IMPT: Students to adhere to all internal deadlines set. This is non-negotiable. We need time to get the materials ready for you. After 20 Nov 2026, all requests and queries will be responded to when school reopens next year.**

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 O-Level Certificate (JAE students) or IP4 result slips (IP students)
    - o JC1 Promotional Examination results
    - o JC2 Preliminary Examination result slip
    - o 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 (if printed on result slip)	JC1 Promo Grade	Promo Ranking Percentile (if printed on result slip)

**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.**



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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**

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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.

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### **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.

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**Applicant Signature/Date**

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**Parent/Guardian Name & Signature/Date**