

ECG: Teacher Reference Request Form

(Please make more copies of this form if necessary)

INSTRUCTIONS

This document contains the following sections, **please tick the relevant section/s you are applying for:**

- A – HCI-ECG University Application Policy
- B – UK university application
- C – US university application
- D – Non-UK/Non-US overseas university application
- E – Local Medicine application

What to do:

1. Read the HCI-ECG University Application Policy in **Section A** carefully. This applies to **all** students who are requesting for references. By applying via HCI, you agree that you have read, understood, and will abide by our ECG Honor Statement and University Application Policy. You affirm to follow the instructions given at each section and understand that the onus for observing deadlines for all school forms, electronic or otherwise, lies fully on you and you will give your tutors reasonable timeframes to complete all required documents. HCI will not be held liable for application materials failing to reach the universities on time if you do not abide by HCI's internal deadlines.
2. Fill in the particular section(s) **relevant** to your applications and submit the **entire** document (you may leave the non-relevant sections blank) to tutors whom you wish to request to write your reference (i.e. your referees). For instance, if you are applying to US universities only, then fill in Section C only and submit the entire document to your referees. You can fill in more sections if you are applying to universities in different countries.
3. Do not submit all sections of this form at the same time if you are applying to various countries/universities/local medicine. Please refer to our internal deadlines and submit the relevant pages at the **respective time frames**. Also note that when universities request for references, it is not always your CT that needs to write. When in doubt, check with ECG (highered@hci.edu.sg).
4. Do not write a draft letter for your referee. Instead, use the relevant section/s below to provide useful information that your referee can add in his/her letter.
5. Teachers may use this form (with your personal data removed) to upload to AI platforms in order to generate a basic draft of your reference, which they will then edit and finalize. If you do not consent to the information on this form being uploaded to any AI platform, please inform your teacher.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

Section A: HCI-ECG University Application Policy

1. Students can only request for **references** if the university they apply to requests for it. All references and predicted grades are **confidential** and **must not be disclosed to students**.

2. HCI will **support a student** through the application process **twice** (*support refers to sending of reference letters, e-transcripts and other necessary documents for application and matriculation purposes*). This includes students with National Service obligations, taking a gap year, or transferring to another university.

3. As a **Former student**, I will provide my J1 overall results slip, preliminary results slip, A-Level results and CCA records via email to my **tutor for the purpose of the reference letter writing process**. Only if my tutor requires access to my historical data from ISP, I will authorise permission to access the same via email to higherred@hci.edu.sg and cc my tutor/s.

4. [For overseas universities] If a student accepts an offer and wishes to apply to another institution, the student must **withdraw the acceptance before the new application** is supported.

5. **[For US colleges]** HCI limits every application to a maximum of 8 US colleges per application cycle (The University of California schools are counted as 1 application).

If you applied to more than 8 US colleges, please note that we will support you for the first 8 colleges that are reflected on CIALFO, which is in alphabetical order.

6. **NS men** will not be permitted to go through the application cycle three times (JC2, first year after graduation, end of NS). [See point 2] Students should check prior to application if the university grants a two-year deferment.

7. Male students with NS obligations should only hold a place for two years if they are confident they will enrol in the institution. **HCI will not support further applications if a student is accepted and given a deferral stipulating that the student must matriculate**. [See point 3]

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

Section B: UK university application

Name:	Class:
Email:	Mobile:
Name of Civics Tutor:	
UK universities you are applying to: _____ <ul style="list-style-type: none">I am applying for the 'Early UK App' round. <i>(Tick if applicable)</i>I have created my UCAS account. <i>(Students must create an account before handing this form to their referee.)</i>	

****Referees, the deadline to submit UCAS:**

Early UK App – 8 October 2025 (Cambridge, Oxford, Medicine, Vet Sci, Dentistry)

Regular UK App – 7 January 2026

Instructions

- The **referee for UK university applications** is your class **Civics Tutor**. **Please notify your CT before you start your applications!** He/she would need time to complete the UCAS teacher reference and send your application to the universities via UCAS portal.
- Complete the questionnaire below to provide important information that your CT would need to write an informative reference to support your application. UK applications place focus on the academic aspects of your skills and activities related to the course applied.
- Submit the completed form to your CT by the stipulated deadlines for early/regular applications.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

1. Why do you think you have the motivation for the chosen course?
2. What do you think are your strengths in terms of skills and concepts in your intended course of study? Comment on your suitability for the course.
3. To what extent have you shown initiative in developing your knowledge beyond the basic course requirements?
4. Did you <i>initiate</i> any coursework/fieldtrips/projects etc. related to your course of interest? Give details about your role in these projects and what you have learnt that is useful for your intended course of study.
5. What activities have you <i>taken part</i> in HCI? What have you learnt from these activities that you think are useful for your intended course of study?
6. What responsibilities have you been given?
7. Comment on how you have demonstrated (or not demonstrated) the following qualities in relation to your schoolwork (you may leave blanks if points are not applicable): <ul style="list-style-type: none">● Reliability:

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

- Punctuality:
- Planning:
- Capacity for hard, sustained, well organized work:
- Perseverance:
- Ability to concentrate:
- Practical aptitude:
- Contribution to group work:

8. What other comments can you offer that show you to be an organised student, to be an active student, to be motivated, and show you to possess teamwork skills/social skills?

9. Other comments that might help your referee write an informative reference to your chosen universities.

10. If you think it's helpful for your CT to gather information from another person e.g. Subject tutor related to the course you are applying for /school mentor, type their name and HCI email address here. By adding their details here, you acknowledge that you have already sought their approval.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

Section C: US University Application

Name:	Class:
Email:	Mobile:
Name of Civics Tutor:	

Instructions for Students

1. Complete this section and **submit to both your Civics Tutor and subject tutors** from whom you wish to request a recommendation. It will provide the important information they need to write an effective reference to support your application.
2. The default **Counsellor** in US university applications is your class **Civics Tutor**. Your **subject tutors** could be your **Teacher** referees. **Please ask them if they can write for you before you start your applications!** They need time to complete the **Counsellor** documents and **Teacher** documents on CIALFO. Once they agree to write for you, you must request for recommendations from your Civics tutor and subject tutors on CIALFO by HCI's internal deadline.
3. Immediately link **your Common App + CIALFO** and waive your Ferpa Rights after the Aug 1 Common App Refresh.

IMPORTANT NOTE (for early applications only):

Referees please take note: Once a student receives an offer from his/her US ED school, the student must withdraw all other apps and cannot apply anywhere else including other countries. E.g. UCAS.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

- Fill in the **Overview** table so all your referees (CT and subject tutors) have an overview of your applications.

****Referees, the deadline to complete Early US App References is 15th Oct and Regular US App References is 30th Nov.**

No.	Colleges(s) I am applying to that require Teacher References	1. Name of <i>Subject Tutor 1</i> completing Teacher documents. 2. Name of <i>Subject Tutor 2</i> completing Teacher documents. <small>Optional* (if you must)</small> 3. Name of Subject Tutor 3 completing Teacher documents. 4. Name of Tutor completing Non-Academic Evaluation <i>Limit of 2 subject tutors on Cialfo. If you must request for more than 2 please utilise "Other Recommenders" on Common App. Refer to this FAQ.</i>	Course Applied for (if applicable)	Uni Application deadline and App type for <u>students**</u> (e.g. 1st Jan RD, 1st Nov ED, 1st Nov EA, 30th Nov UC Sch etc)	Types of forms (Please tick one of the following.)			
					(Cat 1) CA Online form <small>(CA - Common App)</small>	(Cat 2) Non-CA form to be submitted via Cialfo	(Cat 3) Non CA + Reference Form directly completed via Uni App Portal Or Non-CA + Hardcopy Reference sent by post. Insert the deadline for posting below.	
							<i>Uni Portal</i>	<i>Hard Copy</i>
1.		1. 2.						
2.		1. 2.						
3.		1. 2.						
4.		1. 2.						

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

5.		1. 2.						
6.		1. 2.						
7.		1. 2.						
8.		1. 2.						

- Complete the **questionnaire** below to provide information that your referee would need to write an effective reference to support your application. US applications place focus on both academic and non-academic aspects of your skills and activities.
- The questions are subject/tutor specific so **submit a separate form to each referee i.e.** Subject Tutors and/or Civics Tutor if he/she taught you by the stipulated deadlines for early/regular applications.

1. What subject area do you intend to pursue in university? How certain are you?
2. List your SAT scores if applicable.
3. Describe your contributions to your lessons in (subject) and support it with particular incidences of your contribution. Avoid general statements, refer to particular events, books, discussions, group work etc.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

4. How have you grown as a student in (subject) compared to when you first started JC?
5. If you have not done particularly well, are there any pertinent reasons to explain why?
6. Describe your favourite experience or activity in (subject) lessons and what made it enjoyable.
7. What do you like to read (e.g. books, newspapers, websites etc.)? Highlight any readings related to (subject) outside class that you have done.
8. Describe any memorable conversations, humorous experiences or other interactions your tutor and you have had in or outside the classroom.
9. Give 3 positive adjectives your tutor could use to describe you. Give a concrete example for each of these qualities to illustrate how you display them.

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

Section D: Non-UK/Non-US overseas university application

Name:	Class:
Email:	Mobile:
Name of Civics Tutor:	

Instructions

- Complete the table below and the questionnaire in Section C to **submit to ALL tutors** from whom you wish to request a recommendation, so they have an overview of your applications and important information to write an effective reference.
- **You must add your non-UK and non-US universities in CIALFO.**
- Please **email ECG (higherred@hci.edu.sg) early** if you require our help to send in documents for you. Should you require ECG's help or advice, you must give a **reasonable timeframe**. So please plan early!

S/N	Name of University	If reference is required, please insert the referee/s name below.	Application Deadline	Reference Submission Method (Online/Post)	Reference Deadline
1.					
2.					
3.					
4.					

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

add more rows if needed

Section E: Local Medicine application

Name:	Class:
Email:	Mobile:
Name of referees:	

Instructions

- Complete this section (overview table plus questionnaire) to **submit to ALL tutors** from whom you wish to request a recommendation, so they have an overview of your applications and important information to write an effective reference.
- Local medicine has a later deadline than UK Medicine. When local medicine application portals open next year, you will still need to request for your tutor's reference via the relevant portals. **Filling in this form does not double up as a request on the university's reference portal. This form is only for internal use.**
- The timeframe for applying to Local Medicine is very tight so please **give your tutors ample notice with this form** and ask if they can write for you **before** you obtain your A-Level results, preferably by the end of your A level exams.
- For NTU, of the [2 required referee reports](#), one of them has to be written by your CT.

Overview Table

ECG: Teacher Reference Request Form
(Please make more copies of this form if necessary)

S/N	Name of University	Please insert your first referee's name	If required, please insert your second referee name. You should also hand in this form to your second referee	Reference Deadline
1.	National University of Singapore - Yong Loo Lin School of Medicine			
2.	Nanyang Technological University - Lee Kong Chian School of Medicine			

Questionnaire

1. Why do you think you are suitable for a career in medicine? Give specific examples where possible.
2. Briefly describe <u>one</u> key strength and <u>one</u> weakness you possess.
3. Briefly describe relevant experiences in interacting with people from diverse backgrounds.