

Alums re-applying to the US ?

But first, read the [ECG Honour Statement](#) and ECG Application Policy.

- 1) I'm applying for US schools for the second time, the first time being last year. When I look at my Cialfo Account, the references tab is still filled up with the same teachers. As I do not plan to change my teachers giving recommendations, am I right to say that I do not need to make any changes?

Refer to this slide from the Common App and Cialfo Slides.

Alums who are currently NOT holding on to any overseas uni offers can re-apply for this cycle by sending ECG unit (highered@hci.edu.sg) an email stating the following details. .

1. Name:
2. Email:
3. CT Group:
4. CT Name:

Change your application year to 2025 on Cialfo, If you are unable to change let us know.

If you are a reapplicant? Please let us know in your email as **we need to enable your account for the new common app link (After the 1st of August)**. Without this step, you won't be able to sync Cialfo with your 2024 common app account and request for references on Cialfo,

Request for references again on Cialfo. You can only do this if you have completed the previous step of emailing us to enable account. Referees need to redo references on Cialfo and reupload the letter as well. Please let us know if your CT/ST has left HCI.

40

As shown, you will need to make changes and your referees must log in to Cialfo and re-upload the letter and complete the relevant form/s again. To do this, you need to email highered@hci.edu.sg so that we can make the relevant admin changes to your account. This refreshes your account and you must link your common app and cialfo once again and request for references again including your CT. You must use the new [Reference Request Form](#).

- 2) Also, do my e-transcripts have to be verified again, given that they have been previously verified already? [If you verified your e-transcript last year, you do not need to verify it again.](#)
- 3) Regarding Cialfo, is my Cialfo account already linked with Commonapp, or do I need to link them again? [You will need to link it again. Only after you completed the steps in 1\).](#)