

Study Abroad Request Form

Information for applicant :

1. Do give your tutors enough time to prepare the necessary documents. Your tutors may refuse your requests for valid reasons. The College aims to support our students, and applicants should aim to meet internal deadlines to allow for adequate processing time.
2. This form is meant to offer ECG and your referees information, and it also serves as a checklist for both ECG and yourself to keep track of your plans to study abroad. It is for internal use only and is not a formal application. You are still responsible for creating your own applications in the relevant portals and managing deadlines that are not supported by ECG.
3. **All references and predicted grades are confidential and are not disclosed to students.**
4. Seek out your intended referee(s) and obtain their consent **before** you indicate their particulars in this form. Upon submission, ECG will assist to coordinate and liaise with specific referees (indicated respective sections) whose inputs are required in documents that ECG assists to submit.
5. Compile and submit the softcopy of this form to ECG by the respective notification deadlines via TMIP Form submission (**Submission of Documents for Overseas University Application**).
6. Use the guiding questions below to provide information to assist your referee in his/her appraisal or recommendation. **Complete Section A and respective Sections (depending on which countries you are applying to)**. Be succinct and avoid duplicating your personal statement where possible. Provide additional details to would help your referee with supporting evidence.

Section	Section Details	Deadlines / Remarks
A	Applicant's Particulars	To complete
B	UK	15 Oct (Oxbridge / Medicine / Dentistry / Veterinary Science): Notify ECG by 29 Aug; 14 Jan: Notify ECG by 10 Oct
C	US	1 Nov (Early Action / Early Decision): Notify ECG by 29 Aug; 1 Jan (Regular Decision): Notify ECG by 10 Oct
D	Other Countries	Requiring predicted grades: Notify by 10 Oct; else at least 1½ months ahead

Section A: APPLICANT'S PARTICULARS

Name:	CG:
Email (include at least a non-MOE issued email address) MOE: Non-MOE:	Contact number:
Country of application: <input type="checkbox"/> UK <input type="checkbox"/> US <input type="checkbox"/> Others: _____	Date:

	(For ECG use) Date received:
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Section B: UK APPLICATIONS (UCAS)

B1) Deadlines: Indicate which deadlines you are considering.

UCAS Application Deadline	Course / Institution * (Max 5 in total across both deadlines) } only 1 choice; generally straight As required
15 Oct <i>To meet 15 Oct deadline: <u>Notify by 29 Aug</u></i> <u>Complete application form by 1 Oct</u>	<input type="checkbox"/> Cambridge <input type="checkbox"/> Oxford <input type="checkbox"/> Dentistry <input type="checkbox"/> Medicine <input type="checkbox"/> Veterinary Science / Medicine <input type="checkbox"/> Others: _____ } only up to 4, 5 th choice (if used) must be in other subject area
14 Jan <i>To meet 14 Jan deadline: <u>Notify by 10 Oct</u></i> <u>Complete application form by 2 Jan</u>	Indicate type of course(s)*

* Note: If your courses are of divergent / not associated, you will need to be careful as to how you craft your personal statement (refer to UCAS tips on crafting personal statements for divergent course choices)

B2) Creation of UCAS Application: Append UCAS Buzzword (**TMJC2026**) to allow College (as an accredited UCAS Centre) to assist in managing and submitting your application to UCAS

Category	Status
Commenced UCAS Application?	<input type="checkbox"/> Yes, linked to Centre <input type="checkbox"/> Yes, but have yet to link to Centre (Indicate estimated date of appending Buzzword to application: _____) <input type="checkbox"/> No (Indicate estimated date of creating application in portal: _____)

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<p>Entered 'O' and 'A' Level subjects into Education section?#</p> <p>(Prioritise this section after entry of your personal particulars so that the College can enter predicted grades / advise if you have filled in the details correctly)</p>	<p><input type="checkbox"/> Yes, completed</p> <p><input type="checkbox"/> Yes, but incomplete (Indicate estimated date of completion of section: _____)</p> <p><input type="checkbox"/> No (Indicate estimated date of completion of section: _____)</p>
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Note: Refer to guide on filling in Education Section

B3) Subjects: Indicate your current subjects, tutors and whether you need predicted grades[@]

S/N	Subject Title	Level	Name of Tutor	Indicate 'Yes' if require Predicted Grade / State Grade (if already awarded)
1	Civic Tutor(s)	-		
2	General Paper	H1		
3				
4				
5				

[@] Note: For H3 courses, indicate coordinator; for external H3 courses, furnish external tutor's contact information where available for ECG to check on feasibility of obtaining grade prediction

B4) Referee: Provide details of referee who has consented to write your reference

- UK institutions tend to focus on academic aptitude and relevant activities in their selections; as such, your nominated referee should ideally be a tutor that teaches you a relevant subject to your course choices

Referee's Name:	Relationship to Applicant:
Email (if available):	Contact number. (if available):

B5) Supporting your referee / Self-reflection: Complete the questionnaire

- Information furnished here will be passed on to your referee.
- If you experienced certain circumstances (eg. learning challenges / medical conditions / family matters, etc. which impact on your academic performance / disruptions to your studies), you may choose to mention that in your reference to UCAS yourself or have your referee make mention to it. If you are comfortable in making it known in this form, indicate in Qn 5. Otherwise, if you wish for it to be highlighted to UCAS but do not wish to reveal it in this form - make an indication (in Qn 5) that you intend to liaise directly with your referee about it. Indicate N.A. if Qn 5 is not applicable.

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- Provide concise points and evidence which would help your referee understand you, your motivations, challenges faced and your course preferences better.

1. What factors drive your interest and motivation to pursue your chosen course/s?

2. *What do you believe are your strengths in skills and knowledge related to your chosen course/s of study? How do these strengths make you a suitable candidate for the course/s?*

3. *Have you initiated any coursework, field trips, projects, or participated in any activities related to your chosen course/s beyond your school curriculum? Describe your role and responsibilities in these experiences and explain what you have learned that is useful for your intended course of study.*

<p>4. Comment on how you have demonstrated (or not demonstrated) the following attributes in relation to your schoolwork, specifically in the relevant subject (indicate N.A. if certain points are not applicable or if you are unable to comment):</p>	
<p>● <i>Adaptability</i></p>	
<p>● <i>Critical thinking</i></p>	
<p>● <i>Collaboration</i></p>	
<p>● <i>Communication</i></p>	
<p>● <i>Planning & Organisation</i></p>	
<p>● <i>Problem – solving</i></p>	
<p>● <i>Time management</i></p>	
<p>5. <i>Other comments that might help your referee write an informative reference to your chosen universities.</i></p>	

B6) UK UCAS Preparation Checklist: You may use your copy of the checklist to monitor your own application progress

a) UK Institutions (excluding Oxford / Cambridge)

S/N	Items	Settled / Remarks / Date
1	'O' Level results	
2	Predicted grades (requested if necessary)	
3	'A' Level results (for subjects already awarded)	
4	Liaised with referee (concurrent confidential submission by referee into your UCAS application)	
5	UCAS Personal statement (3 segments, min 350 characters per segment, overall 4000 character limit)	
6	Registered for relevant admissions test (check with British Council / RELC for details)	
7	Made payment to UCAS (control of application will be turned over to Centre after for final checks and onward submission to UCAS)	

b) Cambridge

S/N	Items	Settled / Remarks / Date
1	'O' Level results (certified true copy, front & back)	
2	Sec 3 & 4, JC1 & JC2 college results (certified true copies)	
3	Predicted grades (requested if necessary)	
4	'A' Level results (for subjects already awarded; certified true copy, front & back)	
5	Liaised with referee (concurrent confidential submission by referee into your UCAS application)	
6	UCAS Personal statement (3 segments, min 350 characters per segment, overall 4000 character limit)	

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7	Registered for relevant admissions test (check with British Council / RELC for details)	
8	Made payment to UCAS (control of application will be turned over to Centre after for final checks and onward submission to UCAS)	
9	Collated certified true copies of transcripts (scan and arrange into 1 pdf, including any explanatory notes; follow details provided by Cambridge)	
10	Addressed 'My Cambridge Application' additional application supplement form; you may submit an addition contextualised personal statement via this channel to Cambridge (refer to details provided by Cambridge)	
11	Written work requirement (refer to information provided by Cambridge for endorsement details required for selected courses)	

c) Oxford

S/N	Items	Settled / Remarks / Date
1	'O' Level results (certified true copy, front & back)	
2	Sec 3 & 4, JC1 & JC2 college results (certified true copies)	
3	Predicted grades (requested if necessary)	
4	'A' Level results (for subjects already awarded; certified true copy, front & back)	
5	Liaised with referee (concurrent confidential submission by referee into your UCAS application)	
6	UCAS Personal statement (3 segments, min 350 characters per segment, overall 4000 character limit)	
7	Registered for relevant admissions test (check with British Council / RELC for details)	

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8	Made payment to UCAS (control of application will be turned over to Centre after for final checks and onward submission to UCAS)	
9	Written work requirement (refer to information provided by Oxford for endorsement details required for selected courses)	

Section C: US APPLICATIONS (COMMON APP)**C1) Deadlines:** Indicate which deadlines you are considering.

Common App Application Deadline	Course / Institution (Max 8)
Early Action / Early Decision[^] Indicate earliest deadline: _____ To meet 1 Nov deadline: <u>Notify by 29 Aug</u>	<i>Only 1 institution for Early Decision</i>
Regular Decision Indicate earliest deadline: _____ To meet 1 Jan deadline: <u>Notify by 10 Oct</u>	

[^] Note: Be aware of the pros & cons of applying under this category**C2) Creation of Common App Application:**

Category	Status
Commenced Common App Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Indicate estimated date of creating application in portal: _____)

C3) Subjects: Indicate your current subjects, tutors and whether you need predicted grades[@]

S/N	Subject Title	Level	Name of Tutor	Tick if require Predicted Grade / State Grade (if already awarded)
1	Civic Tutor(s)	-		
2	General Paper	H1		
3				
4				
5				

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@ *Note: For H3 courses, indicate coordinator; for external H3 courses, furnish external tutor's contact information where available for ECG to check on feasibility of obtaining grade prediction*

C4) Referee: Provide details of referees who will be involved in furnishing appraisals

- US institutions tend to focus on balanced / well-rounded aptitudes (in academic as well as non-academic settings) in their selections; as such, your nominated referees should comprise of your Civics Tutor + 2 other subject tutors (one able to appraise you on relevant academic skills and another for non-academic domains).
- US applications require the following referees (termed as "Recommenders" roles in Common App):
 - a "School Counsellor" role (this will be jointly managed by the ECG Coordinator & your CT) – use ecg@tmjc.edu.sg as the email for the "Counsellor"; do not confuse this role with our College ECG Counsellor
 - two other "Teacher" roles who will furnish their appraisals directly to Common App – check with them on their preferred work email account to be contacted before you enter their invitations in Common App
- You CT's appraisal will form part of the *School Counsellor's* submission (School Report + Appraisal + Transcripts), hence he/she should not be nominated to furnish appraisals as part of the two additional tutors ("Teachers") you should seek.

Information for ECG's use

Civic Tutor's Name:	Appraisal will be made in conjunction with <i>School Counsellor</i> submissions
Email (if available):	Contact number. (if available):

Information for your records & ECG's use

1 st Academic Referee's Name :	Relationship to Applicant (indicate subject/domain):
Email (if available):	Contact number. (if available):

2 nd Academic Referee's Name :	Relationship to Applicant (indicate subject/domain):
Email (if available):	Contact number. (if available):

C5) Supporting your referee / Self-reflection: Complete the questionnaire

- Information furnished here will be passed on to your referee.
- If you experienced certain circumstances (eg. learning challenges / medical conditions / family matters, etc. which impact on your academic performance / disruptions to your studies), you may choose to mention that in Qn 4 / 9. If you do not wish to reveal it in this form - make an indication (in Qn 9) that you intend to liaise directly with your referee about it.
- Provide concise points and evidence which would help your referee understand you, your motivations, challenges faced and your course preferences better.

1. *List 5 words that you would use to describe yourself & explain why?*

2. *What are some of your personal qualities, abilities or unique experiences from academic or extra-curricular activities that make you stand out among other applicants to be a better fit for your educational decision.*

3. *Describe how you have shown leadership in school or your community activities. Outline your responsibilities in these experiences and explain how they have influenced your personal development.*

4. *How have you managed setbacks or challenges, and how did you handle them differently than before?*

5. *What are some of the meaningful contributions you have made to your communities? Briefly highlight on the impact of your contributions.*

6. *What are some of your interests? Briefly highlight how you have spent your free time cultivating these interests.*

7. *Describe any memorable conversations, humorous experiences or other interactions you had experienced in or outside of the classroom.*

8. *Give up to 3 positive adjectives your tutor could use to describe you. Cite a concrete example for each of these qualities to illustrate how you display them.*

9. *Any other comments that might help your referee write an informative reference to your chosen universities.*

C6) US Common App Preparation Checklist: You may use your copy of the checklist to monitor your own application progress

S/N	Items	Settled / Remarks / Date
1	Sec 3 result slips^	
2	Sec 4 result slips^	
3	'O' Level results^	
4	JC 1 result slips^	
5	JC 2 result slips^	
6	'A' Level results^ (for subjects already awarded)	
7	Predicted grades (requested if necessary)	
8	Notified CT	
9	Notified Subject & Non-academic Tutors (liaise with them to check on their direct portal appraisal submissions)	
10	Common App essay and / or college-specific essays	
11	Registered for relevant admissions test (check with SAT, etc)	
12	Made payment to Common App	
13	Final 'A' Level results & SGC% (submit promptly upon receiving results)	

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% Note: Make two copies of each document, bring both original and copies for 'Certified True Copy' verification by Admin Manager at General Office and submit one full set to ECG Coordinator

Section D: OTHER COUNTRIES

D1) Country & Deadline: Indicate which country you are considering and provide details on deadlines.

Country	Institution / Course / Application Platform	Deadline	Indicate specifics of required support ^{&}

[&] Note: Provide details on links / email for correspondence with admissions / application name & number and specifics (eg. certification of student status / academic hours / school report or profile / certification or transmission of transcripts, etc)

D2) Subjects: Indicate your current subjects, tutors and whether you need predicted grades[@]

S/N	Subject Title	Level	Name of Tutor	Indicate 'Yes' if require Predicted Grade / State Grade (if already awarded)
1	Civic Tutor(s)	-		
2	General Paper	H1		
3				
4				
5				

[@] Note: For H3 courses, indicate coordinator; for external H3 courses, furnish external tutor's contact information where available for ECG to check on feasibility of obtaining grade prediction

D3) Referee: Provide details of referee if reference is required

Referee's Name:	Relationship to Applicant:
Email (if available):	Contact number. (if available):
Remarks (indicate for which application, if more than one is indicated in Section D1):	

D4) Additional Requirements: Provide details of any additional requirements

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D5) Generic Preparation Checklist: You may use your copy of the checklist to monitor your own application progress

S/N	Items	Settled / Remarks / Date
1	Sec 3 result slips^	
2	Sec 4 result slips^	
3	'O' Level results^	
4	JC 1 result slips^	
5	JC 2 result slips^	
6	'A' Level results^ (for subjects already awarded)	
7	Predicted grades (requested if necessary)	
8	Notified ECG Coordinator	
9		
10		
11		
12		

[^] Note: Make two copies of each document, bring both original and copies for 'Certified True Copy' verification by Admin Manager at General Office and submit one full set to ECG Coordinator