

Dear Students,

Applications to MIT must be done on the MIT Admissions Portal <https://apply.mitadmissions.org/apply/>.

MIT will require two teacher evaluations—one from a math or science teacher and one from a humanities, social science or language teacher—as well as a Secondary School Report from your CT. Request for these on the MIT Admissions Portal.

What you need to do on CIALFO for MIT applications:

ECG needs you to add MIT onto CIALFO. We need this information to send your e-transcripts and school profile via **Parchment (integrated into CIALFO)**, as well as send your final A levels transcripts should you matriculate. Failure to do so will result in not getting any support from Hwa Chong Institution.

Please take note that **references for MIT are to be submitted via the MIT Admissions portal directly** and requests are made there as well. Don't forget to waive your access to the report and FERPA and enter your details accurately on the portal. Each referee will complete the **online form** and also **upload a letter of recommendation**.

Students are to enter the referee's details like name and email address on the MIT recommendation portal and this generates an email to the referee with the recommendation request. You must track the status of the recommendations on the portal. Full instructions on how to request for a recommendation via the portal can be found on the MIT website.

This is the breakdown of the respective teacher forms required:

MIT Secondary School Report, School profile, transcripts & Letter of recommendation	Teacher Evaluator Form	Teacher Evaluator Form
Completed and uploaded by Civics Tutor*	Completed by Subject Tutor: Math or Science teacher	Completed by Subject Tutor: Humanities, Social science, or Language teacher

*If your civics tutor is also your subject tutor then he/she will include comments about you in the context of the subject they taught you in their letter of recommendation, but

you will need to get another teacher to be your Teacher Evaluator. **If you have any issues with asking 3 different teachers, please get in touch with Ms Khadija (khadija@hci.edu.sg) and we will advise you further.**

Refer to the MIT website to view more details about potential subject referees to fill in the Teacher Evaluator Form.

Regards,
Ms Khadija Attarwala
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ECG Unit