

MARIST UPWARD BOUND APPLICATION CHECKLIST

Before submitting your application, please check off each completed item listed below to ensure that you have provided the information and documentation requested. Please note that we are unable to review *incomplete applications*. Only students who have submitted complete application packets will be considered for interview and enrollment.

- APPLICATION PAGE 2 – STUDENT INFORMATION**
 - ALL applicable information filled in completely, including student’s social security number, name of guidance counselor and future career choices) and signed and dated by BOTH the student and a parent/legal guardian.

- APPLICATION PAGE 3 – PARENT/GUARDIAN INFORMATION**
 - ALL applicable information filled in completely.
 - Highest grade level for each parent circled.
 - Education status selection checked and colleges/degrees of parents entered, if applicable.

- APPLICATION PAGE 4 – FINANCIAL INFORMATION** (additional details on top of the page)
 - **Section 1** completed by parents/guardians **who were required** to file a tax return last year.
 - Copy of page 1&2 of last year’s **signed** tax return can be enclosed but must be submitted at the interview.
 - **Section 2** completed by parents/guardians who **were not required** to file a tax return last year.
 - Copy of other income verification (awards letter from Social Security, Social Services, child support, other untaxed income or benefits) can be enclosed, but will be required at the interview.
 - **Section 3** signed and dated by parents/guardians; Social Security numbers entered.

- RECOMMENDATION FORMS (print 2)**
 - Asked two teachers, guidance counselors or other school administrators who know the student well to complete recommendation forms and mail the recommendation form directly to Upward Bound. (Check back with school staff to ensure the forms had been submitted.)

- DISCIPLINARY ACTION RELEASE FORM**
 - Signed and dated by BOTH student and parent/guardian.
 - Given to the school principal’s office to be completed and mailed directly to Upward Bound by the principal.

- CAMP HEALTH EXAMINATION FORM** (*if this form is not submitted with the application, it is required 15 days after program acceptance or due sooner for the start of the summer program. Residence on campus without a completed health form and physical is not permitted.*)
 - Page 1 completed, signed and dated by parent/guardian.
 - Page 2 completed, signed and dated by physician or school nurse OR separate physical and immunization record attached on physician’s letterhead. (School physicals are acceptable.)

- TRANSCRIPT AND SCHOOL RECORDS REQUEST FORM**

Use the enclosed form to request school records from the Guidance Office:

 - **UPDATED TRANSCRIPT INCLUDING FINAL GRADES FROM THE LAST TWO SCHOOL YEARS**
 - **MOST RECENT REPORT CARD FOR CURRENT SCHOOL YEAR**
 - **IEP REPORT** (*only where applicable*)
 - **GRADE 8 NEW YORK STATE STANDARDIZED TEST SCORES IN ENGLISH LANGUAGE ARTS (ELA) and MATHEMATICS.**

Eighth Graders Only

- MIDDLE SCHOOL NEW YORK STATE STANDARDIZED ENGLISH LANGUAGE ARTS AND MATH TEST SCORES** (8TH grade scores must be submitted as soon as they are available).

The following documents if not submitted with the application are required at the interview:

- COPY OF SIGNED PARENT’S FEDERAL TAX RETURN** (attachments not required) OR
- OTHER INCOME VERIFICATION FROM STATE/FEDERAL AGENCY FOR NON TAX RETURN FILERS**
- COPY OF STUDENT’S SOCIAL SECURITY CARD** (not needed if submitting tax return with student’s SSN)
- DOCUMENTATION OF CURRENT IMMIGRATION STATUS** (for non-U.S. citizens)
- CURRENT REPORT CARD** (*only if* a marking period has occurred since the last report card submission)
- GUARDIANSHIP PAPERS** (*when applicable*)

MARIST UPWARD BOUND STUDENT APPLICATION

Please read and follow the above instructions carefully. To avoid delays, please complete all sections of application. All information provided is protected by the Privacy Act. Please call the Upward Bound Office at 575-3258 **prior** to submitting the application if you have any questions or need assistance.

STUDENT PERSONAL INFORMATION *(Please print clearly.)*

Name: First _____ Middle _____ Last _____

Sex: Male ___ Female ___ **Birth Date** _____ **Social Security #** _____ - _____ - _____

Home Address: Street & Number _____ Apt. # _____

City _____ NY Zip Code _____ **Home Tel. #** (____) _____

Mailing Address *(if different than home address):* Street & Number or PO Box _____

Apt. # _____ City _____ NY Zip Code _____

Cell Phone (____) _____ **E-Mail Address** _____

US Citizen: Yes ___ No ___ **Permanent Resident:** Yes ___ No ___ Alien Registration #: _____

Ethnic Background: Afro American ___ White ___ Hispanic ___ Native American ___ Alaskan Native ___
(optional)

Asian ___ Pacific Islander ___ Other (please state) _____

Name of agency, if in a foster home or group home _____

Name of School _____ **School Tel. #** (____) _____

Grade ___ **High School Graduation Year** ___ **Guidance Counselor's Name** _____

If in 8th grade, indicate which high school you will attend _____

Indicate your area(s) of academic weakness English ___ Math ___ Science ___ Social Studies ___

Indicate your future career choice(s) _____

INFORMATION RELEASE AUTHORIZATION

I hereby authorize school officials in my school district to release any requested academic or personal information (transcript, report cards, test scores, disciplinary records, IEP reports, change of address, etc.) to the Upward Bound Program at Marist College. Upon enrollment in Upward Bound, I understand this information will be provided until all graduation requirements are met. I also authorize Upward Bound to release this information to other agencies conducting business with Upward Bound.

Parent/Legal Guardian Signature

Date

Student Signature

Date

(continue to page 3)

CUSTODIAL PARENT/GUARDIAN PERSONAL INFORMATION

Name of Student: _____

(Please print clearly.)

Please check one: **Mother** **Step-Mother** **Legal Guardian** **Other:** _____

_____ (_____) _____
Mother's First Name Mother's Last Name Home Telephone Number

Home Address: Street & Number _____ Apt. # _____

City _____ State _____ Zip Code _____

(_____) _____
Cell Phone Number E-Mail Address

Presently working: Yes ___ No ___ Work Tel. # (_____) _____ Occupation _____

Circle highest grade level of education completed: 1, 2, 3, 4, 5, 6, 7, 8 / 9, 10, 11, 12 / 13, 14, 15, 16 / 17,18,19

Please check one: **Father** **Step-Father** **Legal Guardian** **Other:** _____

_____ (_____) _____
Father's First Name Father's Last Name Home Tel. #

Home address: Street & Number _____ Apt. # _____

City _____ State _____ Zip Code _____

(_____) _____
Cell Phone Number E-Mail Address

Presently working: Yes ___ No ___ Work Tel. # (_____) _____ Occupation _____

Circle highest grade level of education completed: 1, 2, 3, 4, 5, 6, 7, 8 / 9, 10, 11, 12 / 13, 14, 15, 16 / 17,18,19

EDUCATIONAL STATUS: Has either parent/legal guardian received a four-year college degree (B.A., B.S., etc.)?

Yes _____ No _____ If yes, specify below:

Name	Name of College Attended	State	Degree	Year Graduated
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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(Continue to Page 4)

Name of Student: _____

FINANCIAL INFORMATION: Custodial Parent's financial information must be completed in its entirety for consideration under federal income guidelines and for staff to establish eligibility. Please call the Upward Bound Office prior to submitting the application if you have any questions. Proof of income is required by the federal government. A signed federal tax return can be enclosed with the application, and if not included, it will be required at the interview (attachments are not necessary). The student applicant should be listed as a dependent/exemption. If you were not required to file a return, then copies of award letters for Social Security, Social Services, child support or other untaxed benefits may be enclosed with the application, and if not included, will be required at the interview.

Note: a) If you **were required** to file a tax return last year, complete sections 1 & 3 only.
b) If you **were not required** to file a return last year, complete sections 2 & 3 only.

1. PARENT/GUARDIAN INCOME FOR LAST CALENDAR YEAR FOR THOSE REQUIRED TO FILE WITH THE IRS

_____ Write in total number of exemptions/dependents claimed

\$_____, _____ .00 GROSS INCOME

\$_____, _____ .00 Total amount of itemized deductions (write in "0" if deductions were not itemized)

The above income figures are (check one) _____ from a completed IRS Form _____ estimated, will file

Check Filing Status: _____ Single head of household _____ Married / filed separately _____ Married / filed jointly
_____ Over 65 years old

2. TO BE COMPLETED BY PARENT/GUARDIAN NOT REQUIRED TO FILE A TAX RETURN AND/OR WHO RECEIVED ANY TYPE OF PUBLIC ASSISTANCE FOR THE LAST CALENDAR YEAR

A tax return was not filed because (check off those items that applied to your situation)

_____ Amount of total income earned Indicate Annual Income \$ _____

_____ We received public assistance Indicate Monthly Assistance Income \$ _____

Department of Social Services Case Number: _____

Check each type of assistance you received

- _____ Social Security Benefits
- _____ Temporary Aid to Needy Families (TANF)
- _____ Child Support
- _____ Rent Subsidies
- _____ Food Stamps

Check Marital Status

- _____ Single _____ Married
- _____ Separated _____ Divorced
- _____ Widow _____ Single Head of Household

Are you/your spouse over 65 years old? _____

Total Number in Household _____

Indicate number of dependent children _____

3. AFFIDAVIT: I certify that the above information is true and correct and all income is reported. The sponsor, auditor or other official may verify it and that deliberate misrepresentation may subject me to prosecution under applicable State/Federal laws. If I do not give proof when asked, the applicant will not be accepted.

Mother's / Guardian's Signature

Social Security Number

Date

Father's / Guardian's Signature

Social Security Number

Date

Please Mail this Application to:

Marist Upward Bound Admissions Committee
3399 North Road
Poughkeepsie, NY 12601-1387