

## INSTRUCTIONS FOR COMPLETING THE MARIST UPWARD BOUND STUDENT APPLICATION PACKET

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To prospective applicants and their parents/guardians:

Thank you for your interest in the Upward Bound Program at Marist College. Before you start the paperwork, please carefully review the eligibility guidelines to determine if you qualify for the program. Completed applications for the 2005-2006 academic year and Summer 2006 program must be received by **Wednesday, March 15, 2006**. Eligible candidates may be invited to Marist College for an interview, depending on available openings and program needs.

The following forms are enclosed:

1. Marist Upward Bound Student Application *(four pages)*;
2. Two (2) copies of the Upward Bound Student Recommendation Form;
3. Upward Bound Student Disciplinary Action Form;
4. Camp Health Examination Form for Children, Youths and Adults *(two pages; upon request, may be submitted after the interview)*.

Candidates must also submit copies of the following documents, which can be obtained through your school's guidance department:

1. An official school transcript;
2. Grade 8 standardized test scores in English Language Arts (ELA) and Mathematics\*;  
*(\*Current eighth graders may submit their standardized test scores at a later date, once they are received.)*
3. Final (4<sup>th</sup> quarter) report card for the 2004-2005 school year;
4. Most recent report card for the current school year;
5. An IEP report, where applicable.

The complete application packet will also include the following, which may be submitted when invited for an interview:

1. A copy of the student's Social Security card;
2. Income verification *(when required)*;
3. Documentation of current immigration status *(for non-U.S. citizens)*.

Please refer to the back of this page for instructions on how to complete each section of the application packet.

Please be certain that all parts of the application packet are carefully filled out by the appropriate person(s).  
**Incomplete applications will result in delays.**

Application materials must be sent to the Marist Upward Bound Admissions Committee at the address provided. If you have any questions about filling out the application forms, **please call our office at 575-3258** between 8:30 a.m. and 5:00 p.m., Monday through Friday. If you call after hours, you may leave a brief message.

Additional copies of the application forms may be downloaded from our website: [www.marist.edu/upwardbound/](http://www.marist.edu/upwardbound/).

Again, thank you for your interest in Marist Upward Bound!

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*Please note: If forms have been returned to you as incomplete, please fill out the highlighted sections and return to Marist Upward Bound or, if applicable, forward to school personnel.*

1. **Application:** Detailed instructions are listed on the form. Please be certain to fill in **all** applicable sections and **sign and date** the *Information Release Authorization* (parent/guardian and student) and the income affidavit (parent/guardian). **You must enter the applicant's social security number – do not leave blank.**

*Please note:* Priority is given to applicants who meet **both** federal low-income and education criteria. If you wish to claim eligibility under income, your income information **must** be provided in its **entirety** (Sections 1 **or** 2 of Page 3) in order to determine eligibility. If your income information is not provided or is incomplete, eligibility will initially be determined under education criteria only. Although proof of income does not have to be submitted with the application, you will be required to submit proof of income before acceptance into the program. Please call the Upward Bound Office at 575-3258 if you have any questions.

2. **Camp Health Examination Form:** *Page 1* - Detailed instructions are listed on the form. Parents must **sign and date** the *Parent Authorization* at the bottom. *Page 2* - The *Immunization History* is to be completed by the parent/physician, or may be submitted as a separate record from your doctor's office or school nurse. The *Medical Examination* must be **completed and signed by the examining physician**, or a separate medical examination form signed by your doctor on his/her own office letterhead may be submitted instead. School physicals are also acceptable. *Please note: Physicals are valid for one year and must be taken annually. For the Summer 2006 Program, physicals are valid only if taken on or after August 5, 2005.*
3. **Disciplinary Action Release Form:** Detailed instructions are listed on the form. The form must be **read, signed and dated** by the parent/guardian and student, then **submitted to the school principal's office for completion**. The principal must mail the completed original form **directly** to Marist Upward Bound.
4. **Student Recommendation Form (2):** Detailed instructions are listed on the form. **Two** recommendations are needed in order for a student to be considered for the program. This form must be given to teachers, guidance counselors or other school administrators for completion. School personnel completing the forms must send them **directly** to Marist Upward Bound.
5. **School Transcript:** The applicant's transcript can be requested from your school guidance counselor. Ask your counselor for the transcript – which should (but may not) include Grade 8 standardized test scores in English Language Arts and Math – or to mail or fax it directly to Marist Upward Bound (Fax: 575-3259).
6. **Grade 8 Standardized Test Scores in English Language Arts and Math:** These scores, which are usually included in school transcripts, can be requested from your school guidance counselor. Ask your counselor for the scores, or to mail or fax them directly to Marist Upward Bound (Fax: 575-3259).
7. **Recent Report Card:** Send a copy of the applicant's most recent report card to Upward Bound. (If several months pass, you may also be asked to submit a new or final report card if you are invited for an interview.)

*If you have any questions, please call the Upward Bound Office at (845) 575-3258, e-mail us at [Upward.Bound@Marist.edu](mailto:Upward.Bound@Marist.edu), or visit our website at [www.marist.edu/upwardbound/](http://www.marist.edu/upwardbound/). Thank you!*