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 current academic year must be received by the deadline listed below. Eligible candidates may be invited to Marist College for an interview, depending on available openings and program needs.

The following forms are enclosed and due to our office no later than November 5th for current 8th graders:

1. Marist Upward Bound Student Application (three pages).
2. Two (2) completed copies of the Upward Bound Student Recommendation Form.
4. School Records Request and Release form:
   - An official school transcript; which includes final grades for the previous three academic school years;
   - Standardized test scores in English Language Arts (ELA) and Mathematics
   - Most recent report card for the current school year.
   - An IEP report, if 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);

A current physical and immunization record will be required if your child is recommended for acceptance.

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/.

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.**

2. **Please note:** Priority is given to applicants who meet both federal 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 on Page 3) in order to determine eligibility. If your income information is not provided or is incomplete, eligibility will initially be determined under first generation status and/or academically at risk of failure. 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.

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 may 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 should send them **directly** to Marist Upward Bound.

5. **School Records Request and Release Form:** The applicant’s transcript, covering a minimum of three academic years, NYS standardized test scores, I.E.P., and current report cards can be requested from your school guidance department who can forward them to our office.

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