

Application Deadline: February 28, 2025

SONOMA STATE UNIVERSITY

UPWARD BOUND PROGRAMS - WEBFORM APPLICATION CHECKLIST

Pre-Collegiate Programs • 1801 E. Cotati Avenue • Rohnert Park, CA • 94928-3609

Phone: (707) 664-3884 • Email: ubprograms@sonoma.edu • Website: <https://precollegiate.sonoma.edu/>

This checklist is for the Webform application process. If you are not completing your application via this webform, then you can use the links on our website at <https://precollegiate.sonoma.edu/> to select the program you wish to apply to and select “Apply to Program” to get pdf versions of the application documents.

The Webform application has **FIVE** forms to complete: (1) Application Information (2) Short Answers (3) Income Verification and (4) Two Teacher Recommendations. **All documents except for the Short Answers must be signed by a parent/guardian.** The application is separated so that if you cannot complete the application all at once, you can come back to complete the other forms.

When you submit a form, you will receive an email with the Subject “Please confirm your signature on UB...” where you will have to click the “Confirm my email address” link within the document. A webpage will pop open in your web browser letting you know your signature has been verified. You will know you have completed the application process when you have received **FIVE** different emails and verified your signature **FIVE** times.

BEFORE you start your webform application, you will need the following information:

- ***Print or download this checklist, so that you can use it to make sure you complete all the necessary forms.***
- A Math, Science, English, History, or AVID teacher’s email address that you want to complete a recommendation for you.
- Ask your parent(s)/guardian(s) if they have received a Bachelor of Arts or Bachelor of Science Degree within the United States.
- Have parent(s)/guardians(s) cell/work phone number.
- Have your parent’s available to review and sign the Application Information, Income Verification, and Counselor & Teacher Recommendation Forms, which can take approximately 10-15 minutes to complete if you have all the information above available.
- The Short Answer Form may take 10-15 minutes to complete.
- If you have any questions, please call (707) 664-3922 or send an email to ubprograms@sonoma.edu.

IMPORTANT: When you click submit for each document below, you must use the same email address so that we can compile your application documents together when we receive them.

- [Application Information Form](#) *(Must be signed by parent/guardian)*
- [Short Answer Form](#) *(Must answered and signed by student)*
- [Income Verification Form](#) *(Must be signed by parent/guardian)*
- First [Teacher Recommendation Form](#) *(You must input your teacher's name and email address for it to forward to them.)*
 - This form will automatically be emailed to your teacher for them to process your recommendation.
- Second [Teacher Recommendation Form](#) *(You must input your teacher's name and email address for it to forward to them.)*
 - This form will automatically be emailed to your teacher for them to process your recommendation.
- Recent Transcript or grade report with GPA *(Can be submitted by student or counselor)*
 - [Transcript Submit Form](#)