

SONOMA STATE UNIVERSITY

**UPWARD BOUND PROGRAMS - WEBFORM APPLICATION CHECKLIST**

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**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) 664-3017 or send an email to [ub\\_programs@sonoma.edu](mailto:ub_programs@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)*
  - [English Version](#)
  - [Spanish Version](#)
  
- 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](#)