

**Application Deadline: February 15, 2023**

SONOMA STATE UNIVERSITY

**UPWARD BOUND PROGRAMS - WEBFORM APPLICATION CHECKLIST**

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

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Email: [upwardbound@sonoma.edu](mailto:upwardbound@sonoma.edu) ♦ Website: <http://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 (4) Counselor Recommendation, and (5) Teacher Recommendation. **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. ***If you are applying to the Upward Bound Math & Science Program, it is required that your Teacher Recommendation be from a Math or Science teacher.***
- Your counselor’s email address for them to complete a recommendation and provide your transcript.
- 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) 664-3273 or send an email to [upwardbound@sonoma.edu](mailto:upwardbound@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](#)
- [Counselor Recommendation Form](#) (*Must be signed by parent/guardian*)
  - You must provide your counselor's name and email address for the form to be forwarded to them.
  - We will request your transcript from the counselor you provide, so please make sure your ***Parent/Guardian signs the Transcript and Other Academic Records Waiver area in this form.***
- [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.
  - ***If you are applying to the Upward Bound Math & Science Program, it is required that your Teacher Recommendation Form be from a Math or Science teacher.***