

Application Checklist

Academic Enrichment Upward Bound • The University of Tennessee

DIRECTIONS:

Check off the items below as you complete them. All the information that you provide will be kept strictly confidential and is required by the Department of Education to determine your eligibility for the program. It is very important that you submit ALL items for your application to be considered:

_____ **Application for Academic Enrichment Upward Bound (Blue)**

_____ **Self-Report Questionnaire (White)**

For Questions #1 - #17, please provide written narrative for your responses.

_____ **Confidential Financial Statement (Yellow)**

Parent/guardian must sign!

_____ **School Release Form (Pink)**

You and your parent/guardian must sign form at top and bottom of page.

_____ **Parent Support Form (White)**

Parent/guardian must sign and date form!

_____ **Recommendations (Buff)**

Take one form to an **academic teacher** and one to a **guidance counselor** at your high school. Ask them to complete the form and return it to your guidance office for the Upward Bound counselor to pick up.

_____ **Copy of Form 1040**

If your family did not file a tax return omit this step. Otherwise, we must have a copy of the **first page** of the last return completed by your parent/guardian, which gives the **ADJUSTED GROSS INCOME** in the lower right hand corner.

_____ **Transcript**

Attach a copy of a current high school transcript. See your high school guidance counselor on how to obtain your transcript.

_____ **Interview**

One of the most important aspects of your application process is a personal interview with you and your parent/guardian(s). The Academic Enrichment Upward Bound staff is flexible and would like to plan an interview time that is convenient. Interviews usually last about an hour and are typically held at the Academic Enrichment Upward Bound office on UTK's campus! Please indicate below the best time for an interview with you and your parent/guardian(s).

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

TIME:

_____ Appointment scheduled at _____