

Application for Admission *(Supplement Material Packet)*

WELCOME

Dear Applicant,

Thank you for your interest in Year Up Jacksonville! Please read the following pages for important information about our application and admissions process. Also, please note that there is an online and a supplemental portion of our application. This packet details the supplemental application materials that you must submit. You will receive a link to complete the online portion.

If you have any questions about the admissions process, application, or the Year Up PTC Jacksonville program in general, please contact us by telephone at (904)999-3249, or via email, JAXadmissions@YearUp.org. We will be more than happy to answer your questions.

***We welcome you to the admissions process and
look forward to receiving your application!***

ADMISSIONS TIMELINE

DEADLINE TO APPLY	June 30, 2015
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Program Start Date: August 5, 2015

***Admission to Year Up is competitive.
Meeting admission deadlines is a minimum requirement
to apply and does not guarantee acceptance.***

ADMISSION CHECKLIST

Review Eligibility Requirements

See page 2 for a complete list.

Attend Mandatory Information Session

The Information Session provides an opportunity to meet staff and learn detailed information about the admissions process and program expectations.

Submit Application

Complete the Application form online by following the link sent by a Year Up Staff member. In addition, submit the supplemental materials listed in this packet. A complete list of application materials can be found on page 3. Many pieces of the application can be submitted at the Information Session.

Complete the Florida State College at Jacksonville Placement Test

All qualified candidates must have taken and met the minimum requirements for program/school eligibility.

Attend an Interview

Your interview is a chance for us to learn more about you and why you are interested in Year Up. Please arrive at least 10 minutes early and come professionally dressed.

Decision

During each step of the admissions process, applicants will be notified if they have or have not qualified for the next step. Applicants who are accepted to Year Up PTC Jacksonville will be notified via phone or mail. A confirmation of acceptance will be expected from the candidate within a reasonable time period.

ELIGIBILITY REQUIREMENTS

- Be 18-24 years old
- Have a high school diploma or GED certificate by or before the program start date
- Be a U.S. citizen, permanent resident, or have an employment authorization card
- Must be able to cover school's tuition, books and fees, through use of financial aid, scholarships, etc.(If you are concerned about meeting this eligibility requirement, please speak with a Year Up representative so that we can help you identify resources to cover tuition).

APPLICATION CHECK-LIST

<p><input type="checkbox"/> Application Form <i>(Year Up will send you a link to complete the online portion of the application. Please note, this is different than the Interest Form that you may have already completed online. In addition to the online application, you must submit the supplemental materials, detailed in this packet, to a Year Up Admissions staff member). If you are unable to access the internet to complete the online portion, please notify a Year Up Admissions staff member so that we may provide you with a hard copy or with computer access.</i></p> <p><i>All application materials become part of a permanent record, are the property of Year Up, and are not returnable.</i></p>
<p><input type="checkbox"/> Identification Document <i>page 4</i></p> <p><i>We request that you submit photocopies of the documents listed on page 4.</i></p>
<p><input type="checkbox"/> Personal Essay <i>(2 typed pages, double-spaced)</i> <i>page 5</i></p> <p><i>Your essay should be formatted as follows: 2 pages typed, paragraph form, double-spaced, 12 pt Times New Roman font. Your answer will be evaluated for content and your ability to communicate and express your thoughts clearly and concisely.</i></p>
<p><input type="checkbox"/> Completion of FAFSA <i>page 6-7</i></p> <p><i>You must provide documentation indicating that you have completed the FAFSA.</i></p>
<p><input type="checkbox"/> Application for Enrollment into Florida State College at Jacksonville</p> <ul style="list-style-type: none"> <i>o Complete college application at the following link: http://www.fscj.edu/admissions-aid/admissions</i> <i>o Please provide student ID number below and/or provide proof of completion of college application.</i> <i>o Student ID # _____</i>
<p><input type="checkbox"/> Proof of High School Graduation (Copy of your high school diploma or GED certificate)</p>
<p><input type="checkbox"/> Official Proof of Residency</p> <p><i>Please find FSCJ residency standards at the following link, http://fscj.s3.amazonaws.com/22960/residency-affidavit.pdf</i></p>
<p><input type="checkbox"/> Two Professional References <i>page 8</i></p> <p><i>Please provide at least two professional references.</i></p>
<p><input type="checkbox"/> Waiver of Confidentiality <i>page 9</i></p> <p><i>This form will allow Year Up to have access to viewing your school records in accordance with FERPA stipulations.</i></p>
<p><input type="checkbox"/> Additional Optional Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Official copy of transcripts from any institution for which you wish to receive transfer credits (if applicable)</i> <input type="checkbox"/> <i>Recommendation form in a sealed envelope (optional)- may use forms on pages 10 & 11</i> <input type="checkbox"/> <i>General Release of Information Form (optional) pages 12</i>

APPLICATION

Please PRINT CLEARLY and fill out COMPLETELY.

Date of application (MM/DD/YY): ___ / ___ / ___ Desired entry date: Fall Spring of Year _____

Personal Information

First name _____	Middle name _____
Last name _____	Maiden/Former name _____
Address _____	Apt #: _____
City _____	State _____ Zip _____
Home phone (____) _____	Cell phone (____) _____
Work phone (____) _____	Email _____
Date of birth (MM/DD/YY) ___ / ___ / ___	Gender: <input type="checkbox"/> F <input type="checkbox"/> M (Circle one)
Social Security number: _____ - _____ - _____	
If you wish to be identified as a member of any of the following groups, please check one:	
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Native American
<input type="checkbox"/> White, non-Hispanic	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Black, non-Hispanic	
<input type="checkbox"/> Other, what? _____	
Which language(s) do you speak? _____	

Are you legally permitted to work in the U.S. ? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you are a U.S. permanent resident, please enclose photocopies of your alien registration card (front and back).</i>
If your current permission to work in the U.S. will expire, please indicate when: _____
Please describe any conditions that would cause your right to work in the U.S. to be revoked: _____ _____

Identification Documents and Legal Right to Work

ONE of these documents

U.S. passport

Certificate of U.S. citizenship

Certificate of naturalization

Permanent resident card
or alien registration receipt card

OR

ONE official Picture ID:

Driver's license State ID

U.S. military card Non-U.S. passport

AND ONE of these documents:

U.S. Social Security card

U.S. birth certificate

U.S. citizen card

Certification of birth abroad issued by the U.S. Dept of State

ID card for use of resident citizen

Unexpired employment authorization card

Essay question/Personal Statement (REQUIRED; Attach to application)

Please type a 2 page personal essay that answers both essay questions below. Your essay should be formatted as follows: 2 pages typed, paragraph form, double-spaced, 12 pt Times New Roman font. Your answer will be evaluated for content and your ability to communicate and express your thoughts clearly and concisely.

Essay Questions

- 1.) Why do you want to join Year Up and why do you believe you are a good candidate for Year Up?

- 2.) Tell us a little about yourself or your family – what is “your story”? Explain what are the personal, educational, and extra curricular experiences that have lead to your interest in Year Up. Please explain why you are interested in pursuing further study/education, and how it ties in to your personal and career goals.

Sample Financial Aid Confirmation Page

All Year Up students must complete a financial aid file and the FAFSA for the 2014-2015 school year. Through completion of the FAFSA and financial aid file, many students will be awarded grants that enable them to cover the cost of the college tuition without having to pay anything back or pay any money out-of-pocket. If you believe that you are not Financial Aid eligible, please notify a Year Up staff member. You may still be eligible for our program and still must complete this step. Students who need assistance in filling out the FAFSA should go to Florida State College at Jacksonville's Financial Aid office. After completing the FAFSA you must hand in a copy of your confirmation page with your application.

Example of confirmation letter

Congratulations,

Your 2014-2015 FAFSA was successfully submitted to Federal Student Aid.

Confirmation Number:

Data Release Number

Eligibility Information

Estimated Expected Family Contribution (EFC) = 00000

The EFC is an index that schools use to determine your eligibility and is not the amount of money that you have to pay. Your school's financial aid office will use your EFC to determine the specific types and amounts of student aid you are eligible to receive.

You may be eligible for the following:

Pell Grant Estimate -

Direct Stafford Loan Estimate -

You may also be eligible to receive other federal, state, or institutional grants, scholarships, and/or work-study.

Next Steps

The colleges you listed will have access to your FAFSA information once your application is processed. For more information about student aid go to www.FederalStudentAid.ed.gov/aidinfo. Return to FAFSA on the Web at any time to check the status of your application, or to make corrections or changes.

Contact Us

If you have questions, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. If you are hearing-impaired and have questions, contact the TTY line at 1-800-730-8913.

Thank You,

U.S. Department of Education
Federal Student Aid

This checklist is for your use in determining if you are a Dependent or Independent for FAFSA

Please check all that apply:

____ You are age 24 or older

____ You are living by yourself and have children

____ You are married

____ You are a ward of the state

____ You are considered a youth at risk of being homeless or you are homeless

____ You are an orphan

____ You are a veteran

____ You have been in foster care since age 13

____ You are an emancipated minor

____ You have children and provide more than half of the support for your children

____ At any point you had a court appointed “legal guardian”

- **If you have checked any of the conditions above, you are considered independent.**
- **If none of the conditions apply to you, then you are considered dependent.**

References

Please provide us with the names of two or three references we can contact.

Examples of appropriate references include a **teacher, guidance counselor, coach, clergy person, supervisor, mentor**, or other adult in your community who knows you well enough to comment on your character and ability. (Family members and friends are *not* acceptable references.) If you are having a hard time identifying a potential reference, please notify a Year Up staff member so that we can help you troubleshoot.

Reference Name	Organization or Place of Employment	Phone Number & Email	Relationship to You
1.			
2.			
3.			

Waiver of Confidentiality

I, the undersigned individual, acknowledge that Florida State College at Jacksonville has received a request from Year Up PTC Jacksonville for access to my full personal record with the school including, but not limited to:

- Placement test scores
- Current and past enrollment information
- Current and past course registration information, including grades and progress
- Financial aid status/information past and current
- Bursar information, including information regarding any debt that is owed to the College

I hereby grant Florida State College at Jacksonville full permission to provide the requested information.

Date _____

Student Name _____

Student Date of Birth _____

Student ID Number for College (if known) _____

Student Signature _____

Recommendation Form

For the Year Up Applicant

One recommendation is optional.

Please ask a teacher, guidance counselor, coach, clergy person, supervisor, mentor, or other adult in your community who knows you well enough to comment on your character and ability (**you may not use a family member or friend as your recommender**) to complete this form.

Applicant's Name _____

Recommender's name _____

Recommender's profession and title _____

Name of recommender's company, school, or organization _____

Recommender's relationship to applicant _____

Recommender's phone number(s): Work _____ Home _____ Cell _____

For the Recommender

Dear Respondent,

The young person named above is applying for a one-year educational opportunity with Year Up. Year Up is a nonprofit organization that gives urban young adults the opportunity to learn technical and professional skills (first six months) and apply those skills in a professional setting through an internship with a corporate partner (second six months). Students earn a stipend throughout the program and receive college credits upon completion.

Candidates must show a tremendous amount of dedication, character, competency, and initiative throughout their one-year commitment. Your observations of the applicant's character, leadership ability, computer skills, and aptitude will play a role in determining the applicant's suitability for this program.

Please provide your recommendation by answering the questions below. Upon completion, this reference form may be emailed to JAXadmissions@Yearup.org, returned to the applicant in a sealed envelope, or directly mailed/delivered to the Year Up PTC Jacksonville office at Florida State College at Jacksonville.

Thank you for your time! Your input is important to us and we look forward to hearing from you. If you have any questions, you may reach us at JAXadmissions@yearup.org

Sincerely,

The Year Up Admissions Team

(Continued on next page)

Assessment of Applicant (Please use the space below or attach additional pages)

1. How long have you known the applicant? In what capacity have you known the applicant?

2. What do you consider to be the applicant's strengths or talents, especially those that may be relevant to the Year Up program?

3. What do you consider to be the applicant's weaknesses?

4. What is your overall recommendation regarding this applicant's eligibility and ability to succeed in the Year Up program, and ultimately, in a professional environment?

5. Please evaluate the applicant in the following areas by marking the appropriate box below for each item. **Check One**

Skill or Quality	Strong "Yes" or Very Good	Okay or Average	Needs Work	Don't Know
Basic computer/PC skills				
Works well with peers				
Takes initiative / proactive				
Demonstrates responsibility, follow-through, and commitment to task				
Conflict resolution skills				
Time management skills				
Leadership ability				
Demonstrates integrity				
Record of attendance and being on time				
Critical thinking and problem solving skills				
Reads and writes at or near high school graduate level				
Demonstrates age-appropriate maturity				
Positive attitude and overall disposition				

6. Please feel free to comment on any of the characteristics for which you gave the applicant a very high or low rating above.

7. Please provide any other information that will help us evaluate this candidate's ability to succeed in the Year Up program and ultimately, in a college and a professional environment.



General Release of Information Form

Completing the form below will allow Year Up to discuss information about your application, application status and other information that you provide to Year Up with the external party that you identify. If you do not wish Year Up to discuss your application, etc., with anyone outside of yourself, you do not need to complete this form.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I, _____, authorize Year Up to obtain or release information to/ from _____
(your name) (name of external party)

for the purpose of:

(check all that apply) General Health___ Employment___ Education___ Other (specify)_____

*Please describe the information to be obtained or released.

Telephone number of organization or individual to/from whom Year Up can obtain or release information

I understand that I may rescind this authorization in writing at any time by delivering a written notice to Year Up.

This authorization shall not exceed 60 days from the date of permission as noted.

Student Signature

Date