



Upward Bound Application



Thank you for your interest in the TRIO Upward Bound program at The University of New Mexico—Gallup Campus! Since 1965, the TRIO Upward Bound program has played a significant and powerful role in providing its participants with opportunities that help them succeed in their precollege performance, and ultimately, in their higher education and professional pursuits.

The TRIO Upward Bound program is a year-round program that provides on-going academic preparation through coaching, tutoring, career & college exploration, and cultural enrichment activities, in addition to a six-week academic summer program component.

All services and activities are FREE to the student once they are admitted into TRIO Upward Bound. Students must meet the basic eligibility requirements listed below:

1. **U.S. Citizen or Permanent Resident**
2. **Neither parent/guardian has obtained a bachelor's degree.**
3. **High Financial Need - dependent on family's income verification.**
4. **Completed the 8th grade**

Our services are designed to help students achieve their academic and personal goals because with Upward Bound — college is possible and attainable.

Please review the **Application Checklist** to ensure *all required documents* are attached for a complete application before submitting. The **Application Submission Process** outlines what to expect once your application has been submitted.

Contact our office if you have any questions or concerns regarding the application process, or if you would like more information about the TRIO Upward Bound program. We are located at UNM Gallup in Gurley Hall, TRIO Center in Room GH1130.

Sincerely,

Brittany Tabor
Program Director
505.863.7696
brt27@unm.edu

COMPLETED APPLICATION CHECKLIST

- ☐ Completed & Signed Application - all sections
- ☐ Income Verification & Copy of Tax Return
- ☐ Records of Release Authorization Form
- ☐ Student Essay
- ☐ Transcripts (high school & dual credit)
- ☐ If Applicable: Individualized Education Program
- ☐ If Applicable: Copy of Alien Registration Card

APPLICATION SUBMISSION PROCESS

1. Program receives application
2. Application Review (1-3 business days)
3. Applicant will be notified via email to schedule in admissions interview
4. Applicant interview with Upward Bound
5. Admission decision letter & email sent
6. Application & Parent attend mandatory orientation

TRIO UPWARD BOUND SERVICES

- Academic Coaching
- College Preparation
- Career & College Exploration
- Academic Support & Mentoring
- Afterschool Tutoring
- Academic Themed Workshops
- ACT/SAT Preparation
- Postsecondary Support
- College Application Assistance
- College Transition Guidance
- FAFSA Support & Guidance
- Financial Literacy Workshops
- Scholarship assistance
- Program Stipends
- Summer Academic Program
- College Campus & Career Visits
- Bridge Program for graduating seniors
- Family Engagement
- Cultural Enrichment Trips & Activities
- Leadership Development

COMPLETED APPLICATION MUST BE SUBMITTED ONE OF THE FOLLOWING WAYS:

Scan & Email to brt27@unm.edu • Fax to (505) 726-6309 – Attention: TRIO Upward Bound • Drop off at Upward Bound office



Student Information Form



SECTION I: STUDENT DEMOGRAPHIC INFORMATION *to be filled out by student*

Name: _____ Today's Date: ____/____/____
LAST FIRST MIDDLE INITIAL

Preferred Name: _____ Age: _____ T-Shirt Size: ☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL

Address: _____
MAILING ADDRESS CITY STATE ZIP CODE

Home Phone #: (____) - ____ - ____ Mobile Phone #: (____) - ____ - ____ Email: _____

Preferred Method of Contact (check all that apply): ☐ home phone ☐ mobile phone - *circle one: call or text* ☐ email

Preferred Social Media (check all that apply): ☐ Facebook ☐ Snapchat ☐ Instagram ☐ YouTube ☐ Other: _____

NOTE: The following questions are required for federal funding purposes by the U.S. Department of Education

Are you a U.S. Citizen? ☐ Yes ☐ No Date of Birth: month _____ date _____ year _____

Are you a Permanent Resident? ☐ Yes ☐ No Alien Registration #: _____ Place of Birth: _____

Gender Identity: ☐ Female ☐ Male ☐ I identify as: _____

Who do you currently reside with: _____

Primary Language Spoken at Home: ☐ English ☐ Spanish ☐ Navajo ☐ Other: _____ Secondary: _____

Racial & Ethnic Identity (check all that apply)

<input type="checkbox"/> Asian	<input type="checkbox"/> White	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Hispanic or Latino	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	tribal affiliation: _____

SECTION II: STUDENT ACADEMIC INFORMATION *to be filled out by student*

Current School: _____ School Counselor: _____ Student ID #: _____

Current Grade: ☐ 8th ☐ 9th ☐ 10th ☐ 11th Current or Estimated GPA: _____ Graduation Date: ____/____/____

Are you currently enrolled in a college preparation program? ☐ Yes ☐ No

Are there any expulsions or suspensions on your school record? ☐ Yes ☐ No

Do you have an Individualized Education Plan (IEP) or 504 Plan? ☐ Yes ☐ No

Are you involved in any extra-curricular activities in or out of school? ☐ Yes ☐ No

Do you currently have a job? ☐ Yes ☐ No

What are your professional interests after high school graduation? (check all that apply)

<input type="checkbox"/> 4-year college: bachelors degree	<input type="checkbox"/> Vocational/technical school: specific job training
<input type="checkbox"/> 2-year college: associates degree	<input type="checkbox"/> Military
<input type="checkbox"/> Workforce: part-time or full-time job	<input type="checkbox"/> Other: _____

Explain **Yes** answers here:

For Office Use Only

☐ Application ☐ Income Verification ☐ Essay ☐ FERPA ☐ Teacher Recommendation ☐ Counselor Recommendation

☐ Parent Signature ☐ Student Signature ☐ Transcript ☐ Standardized Test Scores ☐ Interview ☐ FG ☐ LI ☐ Need

DATE RECEIVED: _____ DATE COMPLETED: _____ RECEIVED BY: _____



Parent/Guardian Information



SECTION III: FAMILY INFORMATION *to be filled out by parent or guardian providing more than half of support to student.*

Parent/Guardian I—Required

Name: _____ Relationship: _____
LAST FIRST

Address: _____
MAILING ADDRESS CITY STATE ZIP CODE

Best Contact # : (_____) - _____ - _____ ☐ mobile ☐ home ☐ work Email: _____

Preferred Method of Contact (check all that apply): ☐ voice ☐ text ☐ email Preferred Time of Contact: ☐ AM ☐ PM ☐ Either

Highest Level of Education Completed: ☐ Elementary ☐ Jr. High School ☐ High School ☐ GED ☐ Some College ☐ Associates ☐ Bachelor's or higher

Occupation: _____

Place of Employment : _____
EMPLOYER CITY STATE

NOTE: Only the individual(s) with legal custody of student should complete this form. The information you provide is protected by the Privacy Protection Act. This information will be kept confidential and will not be viewed by anyone who is not working directly with the Upward Bound program or is specifically authorized to view the information.

I certify that all information contained in the "Family Information" section of this form is true and correct.

Parent/Guardian I Signature: _____ Date: _____

Parent/Guardian II—Secondary Parent /Guardian

Name: _____ Relationship: _____
LAST FIRST

Address: _____
MAILING ADDRESS CITY STATE ZIP CODE

Best Contact # : (_____) - _____ - _____ ☐ mobile ☐ home ☐ work Email: _____

Preferred Method of Contact (check all that apply): ☐ voice ☐ text ☐ email Preferred Time of Contact: ☐ AM ☐ PM ☐ Either

Highest Level of Education Completed: ☐ Elementary ☐ Jr. High School ☐ High School ☐ GED ☐ Some College ☐ Associates ☐ Bachelor's or higher

Occupation: _____

Place of Employment : _____
EMPLOYER CITY STATE

NOTE: Only the individual(s) with legal custody of student should complete this form. The information you provide is protected by the Privacy Protection Act. This information will be kept confidential and will not be viewed by anyone who is not working directly with the Upward Bound program or is specifically authorized to view the information.

I certify that all information contained in the "Family Information" section of this form is true and correct.

Parent/Guardian I Signature: _____ Date: _____

SECTION IV: FAMILY FINANCIAL INFORMATION *to be filled out by parent or guardian .*

NOTE: This information will be used as a guide to clarify student's economic eligibility for the Upward Bound program.

Federal regulations require that verification of family income must be submitted as part of the application/admission process. Please refer to the **Federal TRIO Programs Current-Year Low-Income Levels** (*effective January 18, 2018 until further notice*) for high financial need eligibility.

Please contact the Upward Bound office at (505) 863 - 7696 for any questions or clarification.

1. What was your taxable income last year? _____ (*found on line 27 on 1040 A form/line 43 on 1040 form*)

2. How many people live in your household as of today? _____ (*include any students currently in college*)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$18,210	\$22,770	\$20,940
2	\$24,690	\$30,870	\$28,395
3	\$31,170	\$38,970	\$35,850
4	\$37,650	\$47,070	\$43,305
5	\$44,130	\$55,170	\$50,760
6	\$50,610	\$63,270	\$58,215
7	\$57,090	\$71,370	\$65,670
8	\$63,570	\$79,470	\$73,125

For family units with more than eight members, add the following amount for each additional family member: \$6,480 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$8,100 for Alaska; and \$7,455 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register on January 18, 2018.

Please submit either of following documents :

- ***1040, 1040A or 1040EZ Income Tax Return forms—Most recent year***
 - *Copies of the first & second page of the 1040, 1040A or 1040EZ Income Tax Return form*
 - *Must be signed by parent/guardian*
 - *Student's name must be on form*

The information you provide is protected by the Privacy Protection Act. This information will be kept confidential and will not be viewed by anyone who is not working directly with the Upward Bound program or is specifically authorized to view the information.

I verify the information contained in the "Family Financial Information" section of this form is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____

Date: _____

SECTION VI: STUDENT ESSAY PROMPT & GUIDELINES - to be completed by student.

Your essay will be a critical portion of your application so please take the time to clearly and thoroughly answer each question. You will be evaluated for thoughtfulness in answering each question, as well as, for following the formatting criteria. Your essay is an opportunity for the Upward Bound program to know more about you and your goals & needs.

DIRECTIONS: Answer each of the following essay questions:

1. Discuss 3 goals you would like to accomplish. They can be personal, academic, and/or professional.
2. Why would you like to be a participant in UNM—Gallup TRIO Upward Bound program?
3. What expectations do you have for the TRIO Upward Bound program?
4. How do you handle both academic & personal challenges?
5. What is your personal philosophy, word or quote that you live by? Why?

ESSAY FORMATING OPTIONS:

Typed Essay

- 1-2 pages
- Header should include full name, school, grade level
- 12 point font
- Double-Spaced
- Legible font style—*example: Times New Roman, Calibri, Arial, etc.*

Handwritten Essay

- 1-2 pages
- Header should include full name, school, grade level
- Printed in Blue or Black Ink
- Double-Spaced
- White 8.5x11 line notebook paper

SECTION VII: STUDENT NEEDS ASSESSEMENT FORM Part 1 — to be completed by student.

Name: _____ School: _____ Grade Level: ☐ 8th ☐ 9th ☐ 10th ☐ 11th

What three colleges or universities are you interested in attending?

1. _____
2. _____
3. _____

What three majors/subjects would you be interested in studying?

1. _____
2. _____
3. _____

What three careers would you be interested in learning about?

1. _____
2. _____
3. _____

Does your family encourage you to attend college?

☐ Yes ☐ No ☐ We don't talk about it.

What obstacles may prevent you from attending college?

- | | |
|--|---|
| <input type="checkbox"/> Low GPA & Grades | <input type="checkbox"/> Lack of Family Support |
| <input type="checkbox"/> Low ACT/SAT Scores | <input type="checkbox"/> Learning Disability |
| <input type="checkbox"/> Poor Study Habits | <input type="checkbox"/> Language Limitations |
| <input type="checkbox"/> Disinterest in Education | <input type="checkbox"/> I don't know how to apply |
| <input type="checkbox"/> Lack of Motivation | <input type="checkbox"/> Rural Living |
| <input type="checkbox"/> Lack of Opportunity | <input type="checkbox"/> Lack of Transportation |
| <input type="checkbox"/> Lack of Career Goals | <input type="checkbox"/> School clubs, sports, etc. |
| <input type="checkbox"/> Lack of Confidence | <input type="checkbox"/> Lack of Mentors |
| <input type="checkbox"/> Financial Constraints | <input type="checkbox"/> Lack of Information |
| <input type="checkbox"/> Cultural Responsibilities | <input type="checkbox"/> Family Responsibilities |
| <input type="checkbox"/> Lack of Community Support | |

SECTION VII: STUDENT NEEDS ASSESSEMENT FORM Part 2 — *to be completed by student.*

This assessment survey contains statements about various student needs. For each statement, use the survey scale to indicate the level of need that best describes yourself. Your responses will provide the Upward Bound program with a better understanding on how to best help you as a participant. Please answer honestly, there are no wrong answers. This Student Needs Assessment form will be kept confidential.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
1. I need to get better grades in school.	1	2	3	4	5
2. I need to learn how to take better notes.	1	2	3	4	5
3. I need to pay attention in class and/or ask questions.	1	2	3	4	5
4. I need to learn test-taking strategies & techniques.	1	2	3	4	5
5. I need to develop strong study skills & habits.	1	2	3	4	5
6. I need to learn how to read a textbook more effectively.	1	2	3	4	5
7. I need to improve my math skills.	1	2	3	4	5
8. I need to improve my time management skills & habits.	1	2	3	4	5
9. I need to know how to prepare for a career that interests me.	1	2	3	4	5
10. I need to know how to get involved in student clubs & organizations.	1	2	3	4	5
11. I need help visiting college campuses.	1	2	3	4	5
12. I need to experience more cultural enrichment activities.	1	2	3	4	5
13. I need to learn which high school classes are necessary for college.	1	2	3	4	5
14. I need more information about college programs & degrees.	1	2	3	4	5
15. I need to learn how to best prepare for ACT/SAT testing.	1	2	3	4	5
16. I need to learn more about ACT/SAT testing.	1	2	3	4	5
17. I need help applying to colleges.	1	2	3	4	5
18. I need to learn how much it costs to go to college.	1	2	3	4	5
19. I need to learn more about how to complete the FAFSA.	1	2	3	4	5
20. I need to learn how to search for scholarships.	1	2	3	4	5
21. I need to learn how to communicate better with my teachers.	1	2	3	4	5
22. I need to learn more about resumes, cover letters & interviews.	1	2	3	4	5
23. I need to learn how to deal with conflict in a positive manner.	1	2	3	4	5
24. I need to learn how to better engage with my parent & other adults.	1	2	3	4	5
25. I need to learn how to better engage with my peers.	1	2	3	4	5
26. I need to learn how to build my self-esteem.	1	2	3	4	5



Upward Bound Participant Application Release of Records Authorization Form

Authorization is hereby given to The University of New Mexico– Gallup Campus TRIO Upward Bound program to **request and receive** any or all copies of my child's middle school and high school academic records including but limited to: progress reports, report cards, transcripts, test scores and reports, teacher evaluations and recommendations, disciplinary records, attendance records, Individual Education Plans/504 Plans, and postsecondary education enrollment verification.

The copies of these records will be used for the following purposes:

- I. Determine student's academic need
- II. Determine student's program eligibility
- III. Monitor student's academic performance and progress throughout and after their participation in the program
- IV. Provide information to the U.S. Department of Education for the annual performance report.

I understand and agree that the UNM-Gallup TRIO Upward Bound program will not provide access to this information to anyone not associated with the TRIO Upward Bound program without the written consent of the participant's parents/guardians. I understand supplemental information may be requested from the TRIO Upward program once my child is a participant.

I also understand that by signing this form, I grant permission to the TRIO Upward Bound program to use my child's photo, voice and/or student work as participant representation for brochures, posters, newsletters, television, radio, website, and other publications relating to any promotional and educational purposes of the program.

I understand TRIO Upward Bound's purpose is to prepare it's participants for a successful completion of a postsecondary education. I support and give permission for my student to participate in the UNM-Gallup TRIO Upward Bound program.

I hereby certify that all information provided in my child's application packet is correct and true to the best of my knowledge. I understand any false statements or misrepresentation will disqualify my child for participating in the TRIO Upward Bound program.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

NOTE: In order to best serve TRIO Upward Bound participants in the areas of educational planning and postsecondary enrollment, it is critical for the TRIO Upward Bound personnel to have access to a student's educational records. The UNM—Gallup TRIO Upward Bound program is required by the U.S. Department of Education to follow the progression of its participants throughout their high school and college careers, therefore, this release will be effective throughout this time period, regardless of whether student is actively involved in the TRIO Upward Bound program at the time of the request of records.





GALLUP

Teacher Recommendation Form



STUDENT DIRECTIONS: Detach this page from application and give to a teacher who can attest to your academic and personal character and abilities. Recommendation forms must be submitted in order to have a complete application. Please verify with teacher on how they will be submitting your recommendation form in order to avoid an incomplete application.

Incoming and current 9th graders may submit a recommendation from an 8th grade teacher.

Student Name: _____ School: _____

Class Subject: _____ Current Grade: _____ Grade Level: ☐ 8th ☐ 9th ☐ 10th ☐ 11th

Hello Committed Educator!

Thank you for taking the time to provide an honest assessment of your student's academic abilities in addition to their personal conduct and character. Your assessment is a crucial part of the student's admission process into the TRIO Upward Bound program at The University of New Mexico - Gallup. Upward Bound is one of the original TRIO programs funded through the U.S. Department of Education. The goal of our program is to provide fundamental support to first-generation and/or low-income students in their preparation for college entrance. Our program provides vast opportunities for students to succeed in their precollege performance, and ultimately, in their higher education pursuits.

The TRIO Upward Bound program is sincerely appreciative of the time and effort you have provided with this recommendation as well as the dedication you have committed to the students. Your feedback will assist in determining the student's potential for success as an Upward Bound participant. Should you have any questions, concerns or would like more information about the TRIO Upward Bound program, please feel free to contact me at (505) 863-7696 or by email brt27@unm.edu.

Sincerely,

Brittany Tabor
Program Director
TRIO Upward Bound

Forms can be submitted via one of the following:

- Scanned and email to brt27@unm.edu,
- Faxed to (505) 726-6309 – Att: TRIO Upward Bound
- Returned to student in a sealed envelope.

In your opinion, what TRIO Upward Bound services and/or activities would assist this student in the obtainment of their educational and personal goals?

Check all that apply.

- ☐ Tutoring
- ☐ Study Skills
- ☐ Mentoring
- ☐ ACT/SAT Preparation
- ☐ College Planning
- ☐ Career Planning
- ☐ Leadership Development
- ☐ Cultural Enrichment & Awareness
- ☐ High School Course Selection
- ☐ Encouraging Learning Environment

**Continue assessment on back of page →*

DIRECTIONS: Please mark the designated descriptions below for each Student Quality. Answer to the best of your ability.

Student Qualities	Outstanding	Above Average	Average	Below Average	Poor	Unable to Rate
Written Communication Skills						
Reading Comprehension Skills						
Oral Communication Skills						
Critical Thinking Skills						
Analytical Skills						
Time Management Skills						
Organizational Skills						
Study Skills						
Peer Collaboration						
In-Class Participation						
Classroom Conduct						
Attendance Punctuality						
Assignment Punctuality						
Quality of Work						
Follows Instruction						
Attentiveness						
Resourcefulness						
Leadership Capabilities						
Academic Motivation						
Academic Integrity						
Academic Ability						
Potential for College						
Intellectual Curiosity						
Emotional Maturity						
Growth Potential						

Overall recommendation of applicant for the UNM-Gallup TRIO Upward Bound Program. (Check one)

☐ I strongly recommend this student. ☐ I recommend this student with reservations. ☐ I do not recommend this student.

Print Name: _____

Email: _____

Signature: _____

Date: _____



GALLUP

Counselor Recommendation Form



STUDENT DIRECTIONS: Detach this page from application and give to your counselor who can attest to your academic and personal student needs. Recommendation forms must be submitted in order to have a complete application. Please verify with counselor on how they will be submitting your recommendation form in order to avoid an incomplete application.

Hello Committed Counselor!

Thank you for taking the time to provide a recommendation regarding this applicant's academic needs in addition to their personal conduct. Your recommendation is an important part of the applicant's admission process into the TRIO Upward Bound program at The University of New Mexico - Gallup. Upward Bound is one of the original TRIO programs funded through the U.S. Department of Education. The goal of our program is to provide fundamental support to first-generation and/or low-income students in their preparation for college entrance. Our program provides vast opportunities for students to succeed in their precollege performance, and ultimately, in their higher education pursuits.

The TRIO Upward Bound program is sincerely appreciative of the time and effort you have provided with this recommendation as well as the dedication you have committed to the students. Your feedback will assist in determining the student's potential for success as an Upward Bound participant. Should you have any questions, concerns or would like more information about the TRIO Upward Bound program, please feel free to contact me at (505) 863-7696 or by email brt27@unm.edu.

Sincerely,

Brittany Tabor
Program Director
TRIO Upward Bound

Forms can be submitted via one of the following:

- Scanned and email to brt27@unm.edu,
- Faxed to (505) 726-6309 – Attention: TRIO Upward Bound
- Returned to student in a sealed envelope.

Student Name: _____ School: _____

Grade Level: ☐ 8th ☐ 9th ☐ 10th ☐ 11th Earned Credits: _____ Cumulative GPA: _____ Grade Retention: ☐ Yes ☐ No

Current Class Rank: _____ out of _____ Attendance Record: ☐ Excellent ☐ Good ☐ Fair ☐ Poor (IEP) or a 504 Plan: ☐ Yes ☐ No

Disciplinary Action: Expulsions and/or Suspension: ☐ Yes ☐ No If yes, Reason: _____

In your opinion, what TRIO Upward Bound services and/or activities would assist this student in the obtainment of their goals both educational and personal? Check all that apply.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> ACT/SAT Preparation | <input type="checkbox"/> Career Planning | <input type="checkbox"/> Encouraging Learning Environment | <input type="checkbox"/> High School Course Selection |
| <input type="checkbox"/> College Planning | <input type="checkbox"/> Study Skills | <input type="checkbox"/> Cultural Enrichment & Awareness | |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Leadership Development | |

Overall recommendation of applicant for the UNM-Gallup TRIO Upward Bound Program. (Check one)

- ☐ I strongly recommend this student. ☐ I recommend this student with reservations. ☐ I do not recommend this student.

Print Name: _____

Email: _____

Signature: _____

Date: _____