



# High School Program Application Form

To apply for admission to any UPP member private high school:

1. Complete the Universal Placement Program Application Form.
2. Send all required ORIGINAL supporting application documents on the checklist below to:

Universal Placement Program  
301 N. Lake Avenue, Suite 310  
Pasadena, CA 91101 U.S.A.

3. Send payment for the required placement and service fee(s).  
(Applications **CANNOT** be processed until all fees and documents have been received)

## **Application document checklist\*:**

### **All Students:**

- Completed and signed Universal Placement Program High School Application Form.
- Housing Request Form (if selecting homestay housing option)
- Copy of most recent school transcripts translated into English.\*  
(official transcript copies must be sent directly from your school(s) to the schools you are applying to, NOT UPP)
- Official Bank Statement (less than 3 months old) listing total amount of your personal, family or government financial support.
- English evaluation by your current or most recent English teacher.
- Copies of your TOEFL or SLEP test score reports, if available.
- Copy of the photo page of your passport.
- 2 passport-size photos of yourself.

\* - All documents submitted must be translated into English.

NOTE: Some programs may require additional application requirements./ documentation. UPP placement staff will advise you about any additional application documents.



## PLACEMENT SERVICE OPTIONS

Please check your school placement service option below:

### \_\_\_ **Regular Placement Service**

**Includes:**

- Application fee for one school
- Guaranteed school admission (for UPP-recommended schools)
- Unlimited school advising service
- UPP application management service
- Express mail service fee

*(Housing placement, health insurance, airport pick-up service, and paying school fees are arranged separately by the student)*

### \_\_\_ **American School Year Program (Full-Year)**

**Includes:**

- Regular Placement Service (as listed above)
- Prepaid full-time tuition fees (2 semesters or 3 quarters)
- Prepaid student service fees
- Prepaid homestay or dormitory housing and meal plan
- Airport pick-up and transportation service
- UPP advisor support service

### \_\_\_ **American School Year Program (Half-Year)**

**Includes:**

- Regular Placement Service (as listed above)
- Prepaid full-time tuition fees (1 semester or 2 quarters)
- Prepaid student service fees
- Prepaid homestay or dormitory housing and meal plan
- Airport pick-up and transportation service
- UPP advisor support service

**UPP APPLICATION BEGINS ON THE NEXT PAGE**



## High School Placement Requests

To make the most appropriate high school placement for you, please indicate your placement preferences below:

<b>Requested Starting Term</b> (Check only one)	<input type="checkbox"/> <b>Fall</b> (September) <input type="checkbox"/> <b>Spring/Winter</b> (January) <input type="checkbox"/> <b>Summer</b> (June)
<b>Starting Year</b> (Check only one)	<input type="checkbox"/> <b>2010</b> <input type="checkbox"/> <b>2011</b>
<b>Grade Applying For</b> (Check only one)	<input type="checkbox"/> <b>9<sup>th</sup> Grade</b> <input type="checkbox"/> <b>10<sup>th</sup> Grade</b> <input type="checkbox"/> <b>11<sup>th</sup> Grade</b> <input type="checkbox"/> <b>12<sup>th</sup> Grade</b>
<b>Preferred School Regions</b> (Check no more than two regions)	<input type="checkbox"/> <b>Western USA</b> <input type="checkbox"/> <b>Mid-USA</b> <input type="checkbox"/> <b>Southeastern USA</b> <input type="checkbox"/> <b>Eastern USA</b>
<b>Name of Preferred school(s)</b>	1. _____ 2. _____ 3. _____ 4. _____
<b>Requested Housing Type</b> (Write your "1 <sup>st</sup> Choice" and "2 <sup>nd</sup> Choice" in the spaces)	Boarding _____ Homestay _____ (Some options may not be available at all schools)



## High School Program Application Form

### STUDENT INFORMATION:

<b>Name</b>			
	(Family Name)	(Given Name(s))	
<b>Gender (Circle One)</b>	Male	Female	
<b>Birthdate</b>	____/____/____ (Month) (Day) (Year)		
<b>Country of Citizenship</b>			
<b>Permanent Address</b>			
	(Street)	(City/ Town)	(Country) (Postal Code)
<b>Mailing Address (if different)</b>			
	(Street)	(City/ Town)	(Country) (Postal Code)
<b>Telephone Number</b>			
	(Home)	(Mobile)	
<b>Email Address</b>			

### Family Information

<b>Father's Name</b>		<b>Father's Email Address</b>	
<b>Father's Occupation</b>		<b>Father's Highest Education Level</b>	
<b>Mother's Name</b>		<b>Mother's Email Address</b>	
<b>Mother's Occupation</b>		<b>Mother's Highest Education Level</b>	
<b>Brother's Name(s)</b>			
<b>Sister's Name(s)</b>			

### Emergency Contact Information

<b>Contact Person</b>		<b>Relationship to student</b>	
<b>Address</b>			
<b>Phone Number</b>			
<b>Fax</b>			
<b>Email Address</b>			

## Academic Information

List all schools you have attended in the last five (5) years. List with your most recent school FIRST.

School Name	Location (City and Country)	Dates of Attendance (Month/ Year)	Graduation Date (Month/ Year)	Study Program	Diploma/ Degree

### English Language Training

Number of years you have been studying English \_\_\_\_\_

List the results of any standardized English exams you have taken.

Exam	Highest Scores	Date Taken
TOEFL		
SLEP		
Other		

### **Standardized Entrance Exams**

List the results of any standardized entrance exams you have taken.

Exam	Highest Scores	Date Taken
SAT I	Verbal _____ Math _____	
SAT II		
Subject: _____		
ACT		
Other		

### **SIGNATURE**

Your signature below indicates that all information provided in your application is complete and accurate. Any misrepresentation of the information contained on this application may result in refusal of admission or cancellation of acceptance at the school you have been accepted to. Your signature also indicates your authorization for UPP staff to sign any school documents during the admissions process on your behalf, receive official acceptance and immigration documents issued by the schools you have applied to and receive updates and academic progress reports from your school.

*In order for UPP to submit any application for you at any school, you and your parents must sign this application.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_ Date: \_\_\_\_\_









## Parent Statements

1. Please introduce your child to his/ her future school.

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2. Why do you feel your child would benefit from an overseas high school program?

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3. Please mention your child's strengths and weaknesses. How will these affect his/ her ability to succeed in an overseas high school program?

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3. Are there any medical conditions or mental or physical conditions your child's future school should know about? If so, please specify what they are.

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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## Recommendation Form

(To be completed by the student's school principal/ guidance counselor)

**Student's Name** \_\_\_\_\_

**To the principal/ guidance counselor:** Please completely fill out this form and return it in a sealed school envelope with your name written across the seal. The information you provide will be kept confidential and will not become a part of the student's school records.

**Person completing this form** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name of school** \_\_\_\_\_

**School Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**How long have you known this student?** \_\_\_\_\_

<b>Academic Qualities</b>	Excellent	Good	Average	Poor	Comments
Effort to learn					
Ability to work cooperatively					
Ability to solve problems					
Self-discipline					
Communication skills					
Intellectual curiosity					
<b>Personal Qualities</b>	Excellent	Good	Average	Poor	Comments
Leadership					
Relationships with other students					
Relationships with teachers					
Acceptance of personal responsibility					
Ability to accept criticism					
Honesty					
Creativity					
Self-confidence					

**Additional Comments**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Recommendation Form

(To be completed by the student's most recent math teacher)

**Student's Name** \_\_\_\_\_

**To the Math teacher:** Please completely fill out this form and return it in a sealed school envelope with your name written across the seal. The information you provide will be kept confidential and will not become a part of the student's school records.

**Person completing this form** \_\_\_\_\_ **Title** \_\_\_\_\_

**Name of school** \_\_\_\_\_

**School Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**How long have you known this student?** \_\_\_\_\_

<b>Academic Qualities</b>	Excellent	Good	Average	Poor	No basis for judgment
Arithmetic skills					
Algebraic skills					
Analytical skills					
Computation skills					
Class participation					
Homework effort					
Ability to handle criticism					
Academic motivation					

### Additional Comments

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Application Authorization Form

We, the parents of \_\_\_\_\_, have requested the assistance and services of the Universal Placement Program (UPP) in applying to your institution.

We hereby authorize the staff of UPP to serve as the sole point of contact between ourselves and your institution throughout the application process. We request that all correspondence and communications regarding our child's application and acceptance documents (including the Form I-20) be sent directly to UPP Headquarters located at:

301 N. Lake Avenue, Suite 310  
Pasadena, CA 91101  
USA

UPP will ensure that these communications and documents are sent to us immediately upon receipt from your institution.

Further, we authorize UPP to receive progress reports and make inquiries regarding our child's status on our behalf throughout their enrollment at your school.

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

**American School Year Program  
Pre-Departure Student Form  
(only to be filled out by ASY participants)**



(A signed copy of this form must be sent to UPP prior to collecting and transferring fees to UPP)  
The student or parent must initial each point and sign at the bottom of the form.

**Student Name** \_\_\_\_\_

\_\_\_1. The American School Year program provides the convenience of prepaying most of your expenses for one half or full school year at an American college, university, high school, vocational school or ESL course. This program includes the following:

- School advising and placement service
- Express mail shipping fees (from USA to your home country)
- Full-time tuition fees for 3 academic quarters OR 2 semesters (FULL YEAR PROGRAM) or 2 academic quarters OR 1 semester (HALF YEAR PROGRAM). Please note some intersession semesters (summer, winter, etc.) usually are not included.  
(Maximum of 12 units per academic term for undergraduate programs or 6-8 units per academic term for graduate programs)
- One-way airport-pick-up service (from nearest airport, if needed)
- Dormitory housing with shared room OR homestay (other housing options available on request, early arrival/late departure subject to extra fee )
- Daily meal plan with minimum two meals daily (depending on housing type and if applicable)
- Student support service (as needed)
- All mandatory school fees (not including optional fees, textbooks, uniforms, insurance, etc.)

\_\_\_2. American School Year Program Fee/ Deposit Payment Policy

- a) School placement fee is due at the time the application is mailed to the UPP office
- b) Additional fees may be need to be paid for housing and/ or school tuition deposits before receiving housing placement service or final school acceptance documents
- c) Housing placement fees are NON-REFUNDABLE
- d) Tuition deposits generally are REFUNDABLE (depends on individual school policies).
- e) All program fees are due to UPP 3 days after the student receives his/her student visa, or at least 1 week BEFORE departing for the USA.

\_\_\_3. American School Year Program Cancellation Policy

If you decide to cancel your program or transfer to a different school, the school's refund policy will determine how much of a refund (if any) you can receive for unused tuition and dormitory/meal fees. School placement fees are not refundable.

If you have been placed with a UPP-arranged homestay family and decide to move out before the end of your program, you can usually receive a refund of unused fees only AFTER you provide UPP with a written cancellation notice according to the following schedule:

- **First four (4) weeks – Non-refundable**
- **Second four (4) weeks through the mid-point (50% mark) of the program = prorated refund calculated on a weekly basis.**
- **After 50% completion of the program = No refund of unused housing fees.**

If you must interrupt your program to return home in an emergency, your remaining unused fees can usually be placed on hold for up to 12 months and used when you are ready to resume your program. Please contact UPP for more information.

*I have read and understand the fees covered by the American School Year program and acknowledge and accept the stated payment and cancellation policies listed above.*

\_\_\_\_\_  
Name of Client Submitting Program Payment (if different from student)

\_\_\_\_\_  
Signature (person who will be submitting payment)

\_\_\_\_\_  
Date