TTU UPWARD BOUND PROGRAMS
2015-2016 RECRUITING PROCESS

1. High school students in the 9th grade who are interested in applying for admission to Upward Bound must submit an Upward Bound Pre-Application Card, Recommendation Form, and Interest Essay by October 30, 2015.

2. The forms may be obtained from an UB staff member, the UB website www.depts.ttu.edu/upwardbound and click on the “Counselors & Teachers” page or contact the Upward Bound Office at (806) 742-3616, Room 119G Doak Hall at the TTU Campus during 8 AM to 5 PM.

3. Upward Bound staff visit 25 high schools located within a 75 mile radius of Texas Tech University to inform school officials of the program and to meet with interested students.

4. The Upward Bound staff uses the information received on the Pre-Application Card, Recommendation Form, and Essay Form to do follow-up checks and to determine whether a student will be invited to apply/interview for admission to Upward Bound.

5. High school counselors will need to submit copies of the student’s transcript, TAKS scores, and a counselor recommendation form. This material is needed before we consider the student for admission.

6. A recommendation form concerning the student’s conduct and an assessment of his/her academic potential for college will have a significant impact on whether the student will be invited to apply for admission to Upward Bound.

7. If a student is invited to apply for admission to Upward Bound, a staff member will call the student and his/her parent to set up an interview session. The student will need to take a copy of his/her Social Security card, birth certificate, and a copy of his/her parent’s 2014 Income Tax Return Forms. If a student cannot provide this information, please notify the Upward Bound Office well in advance, to see if we can be of assistance in getting this information in a timely manner.

8. Once the student has been scheduled for an interview for admission to Upward Bound, both the student and at least one parent or legal guardian must attend the interview session. An official application form will be completed at the interview. We will not interview the student without a parent or guardian present.

9. An in-depth evaluation of the student’s application packet (Pre-Application, interest essay, application, school transcripts, recommendation, requested documents, etc.) is conducted by the Upward Bound Staff.

10. Upon completion of the evaluation process, a letter from the Director will inform the student and parent/guardian if he/she has been accepted into the Upward Bound Program. Counselors will be informed of accepted students via phone call or email.

11. If a student is admitted to Upward Bound, he/she and the parent/guardian must accept or reject the offer of admission. No response will be treated as a declined offer.

12. Once the student accepts the offer, they will be invited to attend an orientation to complete participation forms with a UB staff member and will begin attending Academic Saturdays 2x per month.