Deadlines

Online and Distance Learning (ODL) classes for which PSEO students are eligible usually (though not always) begin on the 15th of each month between September and February. The postmark deadline to apply for these classes is the first day of the month prior to the class’ starting date. We will only review applications once all the required materials are received.

An example: Student X wishes to take a course beginning on November 15th. If we receive his complete application postmarked by October 1st, we will consider it for the November 15th course. If we receive most of his application postmarked October 1st but only receive his PSEO Notice of Student Registration postmarked October 6th, then the application will be considered complete only by October 6th, and will be treated as if sent in advance of the next deadline, the November 1st deadline for a December 15th class.

We strongly recommend that you mail your application materials no later than 10 business days before the deadline, and that you mail your application materials yourself; entrusting them to someone else may delay your application. **We will try to contact you via email if your application is incomplete, but it is your (the student’s) sole responsibility to actively confirm that the application has been received and is complete.** Please indicate on the application if you do not have an email address. Materials postmarked after the final January 1st deadline will be considered late and may not be reviewed. Please call the Advanced High School Student Services office to check on the status of your application in advance of the postmark deadline.

Application Materials Checklist

The first six items are required of all applicants. **Please read the instructions in this document thoroughly.** Submit all of your materials together in one large envelope to avoid a delay in processing.

- The application form.
- A complete, official high school transcript including 9th grade in a sealed envelope from the high school with the rest of your materials. Your transcript should be in an envelope you include in the larger envelope.
- A PSEO Balance Sheet from your high school counselor listing all remaining coursework required for high school graduation.
- A Post-Secondary Notice of Student Registration Form (PSEO Form) signed by you, your parent or guardian if you are under 18, and your high school counselor.
- An essay.
- A personal statement.

Additional materials that may be required (Please read the instructions carefully):

- A photocopy of any college entrance exams you have taken, if applicable (ACT, SAT, PSAT, and/or PLAN). These college entrance exams are required of certain applicants. See instructions online for more information.
- A transcript of any college coursework you have completed or have in progress outside the University of Minnesota-Twin Cities.
- MELAB or TOEFL scores, if applicable. See instructions online for more information.
Application Form (Required of All Applicants)

1. Be sure to fill out both side 1 and side 2 of the application form, including your signature at the end.
2. While your Social Security Number is not required, failure to provide a SSN may result in the incorrect processing of your application, possibly leading to delay and/or a late application.
3. PSEO students are allowed to enroll in only one ODL course at a time, so please plan accordingly.
4. You can find more information on MELAB or TOEFL requirements on page 4 of these instructions.
5. Carefully discuss access to your file with your parents. According to federal privacy laws, Advanced High School Student Services Office cannot disclose any information about your college work to anyone not listed under file access or without your written consent. Your information, including your admission status and grades, will NOT be shared with anyone aside from your high school, including parents and guardians, unless you give written consent. If you want the University to disclose your information to someone other than yourself (e.g., your parents), you MUST grant them access to your file. You have the right to inspect your own file. Unless required by federal or state law, no one else may review your file without your written consent. Please note: Our office will not release grade information or applications decisions over the phone or via e-mail to anyone, including students.
6. You must sign the application on page two in order for your application materials to be considered complete.

Official High School Transcript (Required of All Applicants)

1. An official transcript bears a stamp and/or signature, and, if issued to the student, is in a separate, sealed envelope from the high school registrar.
2. A complete transcript contains all coursework starting from 9th grade through your current registration. The Admissions Committee will consider all coursework, even classes in progress, and may require an updated transcript upon completion of in-progress courses.
3. Home School transcripts should include a narrative of the material a student has covered and a listing of courses s/he has taken, if appropriate.
4. We do not accept faxed transcripts.

Balance Sheet (Required of All Applicants)

1. A balance sheet is filled out by your high school counselor and lists all coursework remaining for your high school graduation.
2. Please download the University of Minnesota-Twin Cities PSEO Balance Sheet from our website for your counselor: http://www.cce.umn.edu/ahs/forms.html

Post-Secondary Notice of Student Registration (Required of All Applicants)

1. The Post-Secondary Notice of Student Registration (also called “PSEO Form”) must be signed by you, your parent or guardian if you are under 18 years of age, and your high school counselor. You and your high school must complete sections 1 & 2 before you submit your materials.
2. Your high school counselor should have copies of this form and you can also download it from our website: http://www.cce.umn.edu/ahs/forms.html
Essay & Personal Statement (Required of All Applicants)

The essay and personal statement should demonstrate your writing skills and your ability to organize thoughts coherently.

**Essay**

1. Please respond to the following topic: “Describe a creative work in literature, art, music, or science that has had an influence on you and explain that influence.”
2. Include your name and which topic you are answering at the top of the page.
3. The essay must be typewritten or computer generated and be 250-500 words in length (1-2 pages).
4. Please use black ink, 12-point font, and 1” margins.
5. Edit your essay carefully. It is strongly recommended that you read your essay aloud to help catch costly errors, misspellings, etc.

**Personal Statement**

1. In one page or less, please explain why you would like to participate in the PSEO Program at the University of Minnesota-Twin Cities. Please discuss your academic goals, what you hope to gain from your participation in the program, and how you envision your experience in PSEO. Include the month you wish to begin and the class you wish to take.
2. Please follow the same format guidelines that are required for the essay.

**Additional Information (optional)**

Please include an additional statement if there is anything you would like us to know about you or your academic record that you have not had the opportunity to describe elsewhere in this application.

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**College Entrance Exam Scores**

1. Required of students who have been home-schooled for the past year or longer and of students whose transcript is narrative rather than graded. Submission of these scores is optional for all other students.
2. Exams may include ACT, SAT, PLAN, or PSAT. Photocopies are acceptable.
3. Do not have a testing service send a copy directly to the University of Minnesota because they will be sent to the Office of Admissions rather than our office, which will delay completing your application.

* You may also choose to include results from Advanced Placement exams. While these results do not factor into admissions decisions, they are used for appropriate placement for students who are admitted to the program.

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**Transcripts from Other College Coursework**

1. Required of students who have taken or are taking other college courses, even if those courses are still in progress and grades have not been completed. Notation on the student’s high school transcript is not sufficient to fulfill this requirement.
2. Unlike high school transcripts, unofficial versions of these transcripts are acceptable.
**MELAB, TOEFL, SAT, or ACT Scores**

1. Required of nonnative English speakers who have been in the country for fewer than five years.
2. The minimum score for the Internet-based TOEFL is 79, and the minimum score for the MELAB is 80.
3. Scores of at least 18 on the Reading and English portions of the ACT or scores greater than 420 on the SAT Verbal section are acceptable replacements for the MELAB or TOEFL.
4. PSEO does not cover the costs of these tests.
5. Do not have a testing service send a copy directly to the University of Minnesota because they will be sent to the Office of Admissions rather than our office, which could delay completing your application. Photocopies are acceptable.
6. Check with your high school about testing options first, but more information about both exams can be found online:
   - MELAB: http://www.lsa.umich.edu/eli/testing/melab
   - TOEFL: http://www.ets.org

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**Submitting Your Application**

Mail your completed application materials to the following address:

ODL Admissions Committee  
Advanced High School Student Services  
University of Minnesota  
107 Armory  
15 Church Street SE  
Minneapolis, MN 55455

**We do not accept faxed applications.**

**The applicant is solely responsible for ensuring that their application is complete and on-time.**

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**Confirmation of Receipt of Application**

1. If you are interested in confirmation that we have received your mailed application, submit a self-addressed, stamped envelope with your application materials or call us at 612-626-1666.
2. To receive e-mail confirmation of our receipt of your mailed application, send an e-mail message to ccepseoa@umn.edu that includes your first and last names and states that you wish to receive confirmation via e-mail. Keep in mind that we will not discuss admission decisions via e-mail or phone.

We strongly encourage you to confirm the status of your application 5-10 in advance of the postmark deadline. **The AHS' Office is not responsible for late applications due to submission errors on the part of the student, the high school, or any third party. To reiterate, it is solely the student’s responsibility to actively confirm that the application has been received in its entirety, regardless of who physically mails it in.**