PSEO Student Application Checklist

PSEO Application Deadlines: **Fall Priority = May 15** **Spring Priority = November 1**
Fall Final = June 15 **Spring Final = December 1**

Check one:

☐ I am a new Saint Paul College PSEO applicant (must complete all steps outlined below).

☐ I am a returning Saint Paul College PSEO student (must only complete Step 3).

Name: _____ High School: _____

☑ **Check off each step when complete.**

☐ **Step 1: Apply to Saint Paul College online at saintpaul.edu/apply**

Record your 8-number Tech ID/Student ID (not StarID) provided in email from the College: _____ (Use this number when "Student ID" is requested throughout PSEO application process.)

☐ **Step 2: Take the ACCUPLACER™ assessment**

Must complete Reading and Math portions at minimum. For information: saintpaul.edu/assessment

☐ **Step 3: Complete the following forms:**

Both forms are available on our PSEO webpage, saintpaul.edu/PSEO

1. PSEO Notice of Student Registration form for the intended year. This form must be signed by you, your guardian, and your high school counselor.
2. PSEO Book Contract

☐ **Step 4: Gather the following document(s) based on grade level:**

PSEO Sophomores:

1. Official high school transcript showing GPA of 2.0 or greater
2. Copy of 8th grade Minnesota Comprehensive Assessment scores showing passing Reading score

PSEO Juniors & Seniors:

1. Official high school transcript showing both a cumulative GPA of 2.0 or greater AND a class rank in the top third (juniors) or top half (seniors)
2. If your transcript does not show class rank, you must also provide a nationally standardized, norm-referenced test (e.g. PLAN, ACT, PSAT, SAT) with a composite score at or above the 70th percentile (juniors) or the 50th percentile (seniors), OR a letter from your high school counselor verifying you are in the top third (juniors) or top half (seniors) of your graduating class.

☐ **Step 5: Attach this checklist to the documents from Steps 3 & 4, and submit them before the PSEO application deadline to:**

Email:	pseo@saintpaul.edu
Fax:	651.846.1468, ATTN: PSEO
Mail:	Saint Paul College PSEO, 235 Marshall Avenue, Saint Paul, MN 55102
In Person:	One Stop, Room 1300

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