How to fill out your online application [https://preuss.schoolmint.net/signin](https://preuss.schoolmint.net/signin)

1. **Create an Account**

   **Thanks for your interest in Preuss!**
   
   The application deadline is December 16th, 2018 at 4:00pm. No exceptions.
   
   Our Open House is Nov. 8th 9:30 am - 11:30 pm. This is an opportunity to get your questions answered and learn about college prep programs.
   
   RSVIP: preuss.schoolmint.net/openhouse2016
   
   Please request your IRS transcript or submit any other supplemental information to provide your income information. Not providing this information correctly can prevent the student from entering the lottery.
   
   **Log In**
   
   - Email Address or Mobile Number
   - Username
   - Password
   - Forgot Username?
   - Forgot Password?
   - Sign Up
   - Log Out

   Click “Sign Up”

2. **Enter your information**

   **Username:** Email or phone number (type it twice)
   
   **Password:** Type the same password twice

   **Sign Up**
   
   - preussadmission@preuss.acsd.edu
   - preussadmission@preuss.acsd.edu
   - password
   - password

   By signing up, you agree to the Terms of Service and Privacy Policy.
   
   Click here to begin

   If you already have an account, please log in.
3. Enter the Student’s Information:
***If you are applying for more than one student you only need ONE account

Include the Student’s information
You can add a second student here

4. Select the school

Click the circle
Click next
**Deadline:** November 16th, 2018

5. You may begin the application! Everything with an asterisk (*) is mandatory
   a. The STUDENT question should be answered in English
   b. The PARENT/GUARDIAN question can be answer in their home language.

6. IRS Form / Income 2017
   If you cannot upload the information to the website please mail your documentation to:

   The Preuss School UC San Diego
   Office of Admission
   9500 Gilman Dr. #0536
   La Jolla, CA 92093
   The Preuss School UC San Diego
   3670 Voigt Dr.
   La Jolla, CA 92037

For families/households with more than 2 persons, add $7,511 for each additional person.
Income is defined as before any deductions such as income taxes, insurance premiums, charitable contributions, and bonds.

All families must meet income eligibility criteria as defined by Federal Poverty Guidelines. Families with an annual income that falls below 185% of the federal poverty level meet the income eligibility criteria for admissions.

Please complete the IRS Transcript Request Form. Your 2015 income will be verified through this transcript.

1. Download the form "Request for Transcript of Tax Return" by clicking [here](#). Page 2 is not required to send back.
2. Complete each section of the IRS Transcript Request Form
   - 1a: Parent's legal name
   - 1b: Parent's social security number
   - 2a: Parent's legal name
   - 2b: Parent's social security number
   - 3: Current address
   - 6: Enter the tax form number delivered (1040, 1040A, 1040EZ or 1040EZ-T) Sign at the end
3. Upload or mail the form to the admissions office
   - This form will be used to request information about your 2015 income tax returns.
   - It may take several weeks for the IRS to process this request. The earlier you submit your form, the better.
   - If you did not file taxes, contact the Preuss Admissions Office at 858-822-0408

Please upload your IRS Transcript or other form of documentation to confirm your eligibility as soon as you receive it.

7. Save progress and log in later to keep working on application or Submit!
   On the bottom of the page
Deadline: November 16th, 2018

8. Review application before submitting

Student General Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Opttty Gofthg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date</td>
<td>March 8th, 1997</td>
</tr>
<tr>
<td>Current School</td>
<td>The Preuss School UCSD</td>
</tr>
<tr>
<td>Current Grade</td>
<td>Fifth Grade</td>
</tr>
<tr>
<td>Grade Applying to</td>
<td>Sixth Grade</td>
</tr>
</tbody>
</table>

Recommendations

Add the required recommenders for the following school applications: The Preuss School UCSD

| Recommender Name #1 | wthd             |
| Recommender Email #1 | preussadmissions@ucsd.edu |
| Recommender Phone #1 | N/A             |
| Recommender Name #2 | wthd             |
| Recommender Email #2 | preussadmissions@ucsd.edu |
| Recommender Phone #2 | N/A             |
| Recommender Name #3 | wthd             |
| Recommender Email #3 | preussadmissions@ucsd.edu |
| Recommender Phone #3 | N/A             |

Custom Application

If student lives with Other, please mention N/A

9. Submit! –or you can go back and edit.

PLEASE DOUBLE CHECK YOU ARE SUBMITTING THE APPLICATION FOR THE 2019-2020 SCHOOL YEAR.