Deadline: December 15th, 2023

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 15th, 2023 at 11:00 pm
     - No Exceptions!
     - Our Open House is October 28th, 2023 9:00 - 11:30 am
     - This is an opportunity to get your questions answered and learn about college prep programs.

   - 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.

   - Click “Sign Up”

2. **Enter your information**

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

   - Click here to begin

Thanks for your interest in The Preuss School! If you need access to a computer contact the admissions coordinator (858)822-0408

If you don’t have an account
Please SIGN UP First

If you already have an account
Please log in
Deadline: December 15th, 2023

3. Enter the Student’s Information:
   ***If you are applying for more than one student you only need ONE account

4. Select the school

Click: The Preuss School UCSD
Click: Start an Application

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

Click Next

Click the circle
Click next
Deadline: December 15th, 2023

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

6. IRS Form / Income 2022

   [Image of IRS Form]

   For families/households with more than 8 persons, add $9,509 for each additional person.
   Income is defined as before any deductions such as income taxes, insurance premiums, charitable contributions, and bonds.

   All families who are low income per Federal Poverty Guidelines will receive a low-income preference. Families with an annual income that falls below 185% of the federal poverty level meet the low income preference for admissions.

   Please upload your 2022 tax return or complete IRS transcript request form (preferred.) Student must be listed as a dependent on tax return. Your income will be verified through 2022 tax form 1040 or 4506-T transcript.

   2022 Taxes
   1. Upload a copy of tax form 1040, 1040A, 1040EZ, or 1040EZ-T
   2. See example of 2022 tax form 1040 here
   4506 - T (preferred)
   1. Download the form "Request for Transcript of Tax Return" by clicking here (Page #1 Only)
   2. Complete each section of the IRS Transcript Request Form
   a. Parent's legal name
   b. Parent's social security number
   c. Address
   d. Date of birth
   e. Signature
   f. Date of birth
   9. Year requested - Enter 12/31/2022
   10. Signature - Check box, sign and date
   11. Upload or mail the form to the Admissions Office

   ** If you did not file taxes, contact The Press Admission Office to 858-822-0408 **

   Please upload your 2022 Tax Form 1040 or 4506-T IRS Transcript Request Form (preferred)

7. Save progress and log in later to keep working on application or Submit!
   On the bottom of the page

8. Review application before submitting

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

ONE APPLICATION PER STUDENT

PLEASE DOUBLE CHECK YOU ARE SUBMITTING THE APPLICATION FOR THE 2024-2025 SCHOOL YEAR