PSEO Student Application Checklist

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 www.saintpaul.edu/apply**

Record your 8-number Tech ID/Student ID (not StarID) provided in email from the College: _____
Please 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: www.saintpaul.edu/assessment

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

Both forms are available on our PSEO webpage, www.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 <u>AND</u> 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), <u>OR</u> 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: 651.403.4059, ATTN: PSEO
Mail: Saint Paul College PSEO, 235 Marshall Avenue, Saint Paul, MN 55102
In Person: Enrollment Services, Room 1300

Notification of Admission to Saint Paul College's PSEO Program

Completed applications are reviewed on a rolling basis through the deadline. Students are notified of application outcome by email, typically within 5 – 10 business days of when all items listed are complete and received. During peak times, notification time may be longer. Incomplete applications are not reviewed. Registration instructions and next steps will be sent to admitted students in a PSEO Welcome email.

For complete eligibility requirements, please visit www.saintpaul.edu/PSEO

SAINT PAUL COLLEGE
A Community & Technical College

235 Marshall Avenue
Saint Paul, MN 55102