

LSOC for College, Scholarship, & University Application & Transcript Request Process



S. Powe, Counselor

Applying for schools and institutions can be exciting yet overwhelming especially since this is our first taste of beginning freedoms and worldly exploration. Unfortunately, there are institutions who can be just as scary as Halloween. To avoid being taken for a fright, please adhere to the following:

1. Apply online. If it is Texas colleges and universities, go to applytexas.org. You may also apply through paper.
2. Pay the college application fee unless they allow for a waiver. Be sure payment venues are safe and reputable.
3. If recruiter recommends you, be sure to input that person's name or complete a card with the date of visit.
4. Follow the university's instructions on how to submit transcripts, shot records, essays, and any other requested documents.
5. Complete a transcript request form for an official transcript or enter Sharonda.powe@lifeschools.net for counselor/ school official information on your application. You can have it sent directly there from us to them or pick up the official **sealed** (operative word- it can only be opened by admissions or they will not accept it) envelope and mail it.
6. Keep my card!
7. Whether paper or online, meet the deadline. Don't wait! Apply and complete weeks prior, but if must submit at least the day prior.
8. Compose a generic essay about your goals, aspirations, and achievements. Be sure to explain why college/scholarship is for you. Help them to see you. Remember 3 precise adjectives. Sell yourself.
9. Have 3 letter of references scanned and uploaded to your personal email address (one being from your counselor).
10. Obtain shot records from your medical profession or Nurse Griffin. Contact Nurse Griffin for procedures on obtaining forms. I recommend contacting admissions. Ask them where to send the shot records and send it to them directly.
11. Do NOT give documents to anyone other than the university or university representative!

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If you are interested in applying to University of Arkansas at Pine Bluff,...

1. Apply online. The link is <https://www.uapb.edu/admissions.aspx>. You must sign up to login. Undergrad paper application is also available on this site.
2. If they ask for recruiters or how did you hear about UAPB, be sure to input David Washington's visit to Life Schools Oak Cliff on Oct. 13.
3. Follow the university's instructions on how to submit transcripts, shot records, essays, and any other documents. Applications and required documents may be mailed to **Office of Admissions, University of Arkansas at Pine Bluff Mail Slot 4982, Pine Bluff, AR 7160 •1-800-264-6585 •Fax 870-575-4607**. You may request LSOC official transcripts through the main office. You will complete the form and return to the main office (Mrs. Martinez or Ms. Mitchell). You can have it sent directly there from us to them or pick up the official **sealed** (operative word- it can only be opened by admissions or they will not accept it) envelope and mail it.
4. Mail in your hard copy scholarship application. This application requires a parent signature and counselor section. It is your responsibility of students to mail the application to the address stated at the top. I recommend making a copy before sending the original to **University of Arkansas at Pine Bluff, Office of Recruitment, Mail Slot 4954, Pine Bluff, AR 71601**. If you are modern, go to the same link given above, look for the Funding Your Application tab- last tab on the left, click on the hyperlink: You can now apply online for institutional scholarships, and complete. Look at your transcript I gave in August-September during the whole class meet to complete.
5. Contact Nurse Griffin for her procedures on obtaining forms. I recommend contacting UAPB Admissions. Ask them where to send the shot records and send it to them directly. Their number is (870) 575-8492.