# How to fill out your online application https://preuss.schoolmint.net/signin

You can change the language

### 1. Create an Account

| mint | Online Enrollment System |
|---|---|

**Thanks for your interest in Preuss!**

The application deadline is December 16th 2016 at 4:00pm **No Exceptions**

Our Open House is Nov. 5th 8:30 am - 11:30 pm
This is an opportunity to get your questions answered and learn about college prep programs

RSVP preuss.schoolmint.net/rsvp/open-house-2016

Language: English ▾
- English
- Español
- Tiếng Việt

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

Forgot Username?

**Click "Sign Up"**

Password

Forgot Password?

Ready, Set, Go!

If you don't have an account
Please **Sign Up** first.

### 2. Enter your information
Username: Email or phone number (type it twice)
Password: Type the same password twice

RSVP preuss.schoolmint.net/rsvp/open-house-2016

Thanks for our interest! If you need access to a computer contact the admissions coordinator Isela Reyes (858)822-0408

## Sign Up

preussadmission@preuss.ucsd.edu

preussadmission@preuss.ucsd.edu

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

Let's Do This

If you already have an account
Please **Log In**.

**Click: The Preuss School UCSD**

Student Dashboard | The Preuss School UCSD ▾

You haven't applied to any schools.
Let's get an application started.

**Click here to begin**

Start an Application

**Click:
Start an Application**

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



4. **Select the school**



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. **Income Form – Preferably 2020 tax form 1040**
   If you cannot upload the information to the website please contact our Office of Admissions

   Office of Admissions
   preussadmission@ucsd.edu
   858-822-0408

Please upload our 2018 tax return (preferred) or complete IRS transcript request form. Student must be listed as a dependent on tax return. Your 2018 income will be verified though 2018 tax form 1040 or 4506-T transcript.

**2018 Taxes (preferred)**
1. Upload a copy of tax form 1040, 1040A, 1040EZ, or 1040EZ-T
   - See example of 2018 tax form 1040 here

Click "here" to see example of form requested **(preferred)**

**4506 - T**
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

Click "here" to see access transcript request form. **Only if you do not have 2018 taxes readily available**

   - 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 ( Choose only one 1040, 1040A, 1040EZ or 1040EZ-T)
   - 9: Year requested - Enter 12/31/2018
   - Signature of taxpayer - Check box, sign and date
3. Upload or mail the form to the Admissions Office
   - This form will be mailed to the IRS to request information about your 2018 income taxes.
     - It may take several weeks for the IRS to process this request. The earlier you submit your form, the better.
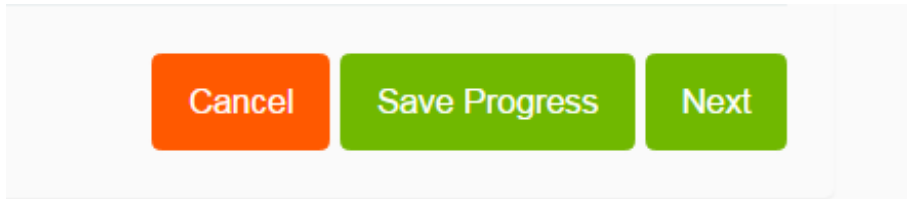
** If you did not file taxes, contact The Preuss Admission Office to 858-822-0408 **

Please upload your 2018 Tax Form 1040 (preferred) or 4506-T IRS Transcript Request Form *

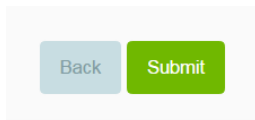Upload document, scan it, or take a picture then upload here

[ Upload ]

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

[ Cancel ] [ Save Progress ] [ Next ]

8. **Review application before submitting**

**Student General Information**

| | |
|---|---|
| Student Name | Dgdfg Gdfhg |
| Birth Date | March 8th 1997 |
| Current School | The Preuss School UCSD |
| Current Grade | Fifth Grade |
| Grade Applying to | Sixth Grade |

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

[ Back ] [ Submit ]

**ONE APPLICATION PER STUDENT**

**PLEASE DOUBLE CHECK YOU ARE SUBMITTING THE APPLICATION FOR THE 2022 – 2023 SCHOOL YEAR**