



APPLICATION CHECKLIST

1. Apply to Augsburg College

Office of Undergraduate Admissions
CB 143
Augsburg College
2211 Riverside Ave
Minneapolis, MN 55454

Tel: 612-330-1001
Toll free: 1-800-788-5678
Fax: 612-330-1590
www.augsburg.edu

- Complete and submit your Augsburg College application directly to the Office of Undergraduate Admissions or apply online at www.augsburg.edu/apply/day/
- Submit requested materials such as the personal essay and two letters of academic recommendation.
- Arrange for high school and/or college transcripts to be mailed directly to the Admissions office; ask your Admissions counselor which transcripts are required.
- Arrange for your ACT, SAT, or GED score to be mailed directly to the Admissions office. If you need resources for ACT, SAT, or GED, please contact your Admissions counselor or the Admissions office.
- International students should contact International Student Advising: Jim Trelstad-Porter at 612-330-1686, porter@augsborg.edu, or by fax at 612-330-1695.

2. Apply to the StepUP Program

The StepUP Program
CB 82
Augsburg College
2211 Riverside Ave
Minneapolis, MN 55454

Tel: 612-330-1405
Fax: 612-330-1682
www.augsburg.edu/stepup

- Actively pursue a healthy recovery program and maintain a minimum of six months of consistent sobriety.
- Arrange for an interview with the director or assistant director of StepUP. Telephone interviews are available for applicants at a distance. You may also download the interview form at www.augsburg.edu/stepup/sturesource.html, fill it out, and mail it to the office before your interview.
- Review the *StepUP Student Contract* during your interview. The contract is mandatory and must be signed and submitted before students will be considered for acceptance to the StepUP Program.
- Arrange for one or two individuals to complete and return the *StepUP Recommendation Form*. The recommendation form is also mandatory and must be submitted before students will be considered for acceptance to the StepUP Program.
- Request discharge summary from most recent treatment provider. Fax to the StepUP Program office at 612-330-1682.
- Inform us if your sobriety date changes after your StepUP interview. We will work with students, who experience a relapse, to enter the program at a later date. The primary concern, in the case of a relapse, is recovery.

3. Apply to the CLASS Program (if appropriate)

CLASS Program
CB 57
Augsburg College
2211 Riverside Ave
Minneapolis, MN 55454

Tel: 612-330-1053
Fax: 612-330-1137
www.augsburg.edu/classprogram

- The CLASS Program (Center for Learning and Adaptive Student Services) assists students with documented learning, physical, or psychiatric disabilities.
- Contact the CLASS Program to receive an information packet.
- Send in the *CLASS Prospective Student Information* form from the CLASS information packet.
- Have your psychologist or psychiatrist complete the *Documentation of Disability* forms that the CLASS Program will mail to you.
- Arrange to meet with a CLASS specialist to discuss your needs and the program's offerings. If possible, bring a copy of your most recent disability diagnostics (three years old or less) to this meeting.