

Make a copy of this document, and complete it as thoroughly as possible! This form will be used by your teachers & counselor to write the letters of recommendation you need for college & scholarships. It will also help you in completing college applications & writing personal statements & scholarship essays. For additional college planning information and resources visit our resource page: <https://cep.berkeley.edu/resource-directory>

School Information: *ask your counselor or adviser for the following information*

- **School Code:**
- **School Address:**
- **School Phone:**
- **School Fax:**

Contact Information	Full Name:		Adviser:	
	Cell Phone:		Professional Gmail:	
GPA:	UC/CSU GPA:		Academic Weighted GPA:	
	EOP Eligible? Y/N:		Rank:	_____ out of _____

Answer the questions below by **HIGHLIGHTING your answer:**

What is the highest degree you want?

Associate's Degree Only	Associate's Degree to Transfer to a 4-year college	Bachelors (BA, BS)	Masters (graduate school; MA, MS, MBA, etc.)	Doctorate (graduate school; PhD, EdD, PsyD, etc)	Other
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Who do you live with?

Both parents	Single Parent Mom / Dad	Relatives (List who)	Foster Parent	Other
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Parent / Guardian 1 education:

School in another country	Less than High School	High School Graduate	2 year College Grad (only if in U.S.)	4 year College Grad or Masters (only if in U.S.)	Other
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Parent / Guardian 2 education:

School in another country	Less than High School	High School Graduate	2 year College Grad (only if in U.S.)	4 year College Grad or Masters (only if in U.S.)	Other
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Do you currently receive Free or Reduced Lunch?

Yes	No
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Parent / Guardian 1: current work position:		Parent / Guardian 2: current work position:	
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Country where you were born:				
If you were not born in the US, list:	Date: (Month & Year) when you moved to the US		Age: (when you moved to the US)	

Do you or any other children in your family work primarily to contribute to household expenses? If yes, explain:	Yes	No
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Sibling Info	Name	Age	Grade Level (if in college, write name of college)

Three words to describe yourself:			
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HONORS COURSEWORK: List Honors, AP or College Courses (if none leave blank)				
Course Name	Description: 150 Characters What topics were covered?	Years/ Grade: (9th, 10th, 11th, 12th)	# Hours per Week	# Weeks per Year

AWARDS & HONORS

NAME OF 1st AWARD/ HONOR:

Level of recognition? School, city/community, state, regional, national or international

Type of award or honor? Academic or Non-academic

What grade were you in when you received it?

Eligibility requirements for award or honor? (250 characters) *How are award recipients chosen? How many people are selected to receive the award? Is there an application or nomination for the award?*

What did you do to receive this award/honor? (350 characters) *Explain what it took - on your part - to achieve this award. Were there multiple competitions that you had to participate in? How much time did you dedicate?*

NAME OF 2nd AWARD/ HONOR:

Level of recognition? School, city/community, state, regional, national or international

Type of award or honor? Academic or Non-academic

What grade were you in when you received it?

Eligibility requirements for award or honor? (250 characters) *How are award recipients chosen? How many people are selected to receive the award? Is there an application or nomination for the award?*

What did you do to receive this award/honor? (350 characters) *Explain what it took - on your part - to achieve this award. Were there multiple competitions that you had to participate in? How much time did you dedicate?*

EDUCATIONAL PREPARATION PROGRAMS: *Programs or activities that have enriched your academic experiences or helped you prepare for college. Programs may provide information, counseling, tutoring or special opportunities like study abroad.*

1st EDUCATIONAL PREPARATION PROGRAM:

What was the program name? Select if on the list or select "Other" and type the name

Describe the program. (350 characters) *Think about the program's main focus, your experience, and what you accomplished and learned while participating in the program.*

When did you participate in the program? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend in the program? Hours/week & weeks/year:

2nd EDUCATIONAL PREPARATION PROGRAM:

What was the program name? Select if on the list or select “Other” and type the name

Describe the program. (350 characters) *Think about the program’s main focus, your experience, and what you accomplished and learned while participating in the program.*

When did you participate in the program? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend in the program? Hours/week & weeks/year:

EXTRA-CURRICULAR ACTIVITIES: *Could include hobbies, clubs, sports, and anything else you haven’t had the chance to share.*

1ST EXTRACURRICULAR ACTIVITY:

What’s the name of the activity?

What did you do? (350 characters) *Think about your experience, and what you accomplished/learned. Did you hold a leadership role, which can mean more than just a title - it can mean being a mentor to others, acting as a point- person in charge of a specific task, or taking a lead role in organizing an event or project.*

When did you participate in the activity? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend on this activity? Hours/week and weeks/year:

2nd EXTRACURRICULAR ACTIVITY:

What’s the name of the activity?

What did you do? (350 characters) *Think about your experience, and what you accomplished/learned. Did you hold a leadership role, which can mean more than just a title - it can mean being a mentor to others, acting as a point- person in charge of a specific task, or taking a lead role in organizing an event or project.*

When did you participate in the activity? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend on this activity? Hours/week and weeks/year:

3rd EXTRACURRICULAR ACTIVITY:

What’s the name of the activity?

What did you do? (350 characters) *Think about your experience, and what you accomplished/learned. Did you hold a leadership role, which can mean more than just a title - it can mean being a mentor to others, acting as a point- person in charge of a specific task, or taking a lead role in organizing an event or project.*

What grade were you in when you participated in the activity? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend on this activity? Hours/week and weeks/year:

OTHER COURSEWORK: Courses other than those required for UC admission (courses that do not fit in UCs “a-g” subject areas).

1ST NON “A-G” COURSE:

What’s the name of the course?

Briefly describe the course. (350 characters) What program or school offered the course? Describe the major themes or topics the course covered, as well as what knowledge or skills you learned.

When did you take this course? If it was during the summer, select the grade you were in BEFORE that summer.

How much time did you spend in class? Hours/week and weeks/year

2nd NON “A-G” COURSE:

What’s the name of the course?

Briefly describe the course. (350 characters) What program or school offered the course? Describe the major themes or topics the course covered, as well as what knowledge or skills you learned.

When did you take this course? If it was during the summer, select the grade you were in BEFORE that summer.

How much time did you spend in class? Hours/week and weeks/year

VOLUNTEER & COMMUNITY SERVICE: Activities you have donated time and effort without getting paid.

1ST SERVICE ACTIVITY

What’s the name of the organization, program, school, or group you volunteered for?

Describe the organization, program, school, or group. (250 characters) Consider what kind of work the organization does. What’s the reason the organization exists today? How does it help a certain community or population?

What did you do? (350 characters) Think about your experience, and what you accomplished/learned while volunteering. Did you hold a leadership role, which can mean more than just a title - it can mean being a mentor to others, acting as a point-person in charge of a specific task, or taking a lead role in organizing an event or project.

When did you volunteer? If it was during the summer, select the grade you were in BEFORE that summer.

How much time did you spend volunteering? Hours/week and weeks/year:

2nd SERVICE ACTIVITY

What’s the name of the organization, program, school, or group you volunteered for?

Describe the organization, program, school, or group. (250 characters) Consider what kind of work the organization does.

What's the reason the organization exists today? How does it help a certain community or population?

What did you do? (350 characters) *Think about your experience, and what you accomplished/learned while volunteering. Did you hold a leadership role, which can mean more than just a title - it can mean being a mentor to others, acting as a point-person in charge of a specific task, or taking a lead role in organizing an event or project.*

When did you volunteer? *If it was during the summer, select the grade you were in BEFORE that summer.*

How much time did you spend volunteering? Hours/week and weeks/year:

WORK EXPERIENCE: *Share any paid jobs or paid internships you've had.*

1st WORK EXPERIENCE:

Where did you work?

Describe the company or organization where you worked. (250 characters) *Consider describing the industry, the size of the company or organization, or its main focus.*

Job title:

What were your job responsibilities? (350 characters) *What did you do on a daily basis at work?*

When did you work at this job? *If it was during the summer, select the grade you were in BEFORE that summer.*

Do you still work at this job?

2nd WORK EXPERIENCE:

Where did you work?

Describe the company or organization where you worked. (250 characters) *Consider describing the industry, the size of the company or organization, or its main focus.*

Job title:

What were your job responsibilities? (350 characters) *What did you do on a daily basis at work?*

When did you work at this job? *If it was during the summer, select the grade you were in BEFORE that summer.*

Do you still work at this job?

EOP PROMPTS FOR CSU APPLICATION

- Make sure to answer **ALL PARTS OF THE QUESTION**.
- *Don't shy away from showing hardship... Readers need to understand your life / educational context. They need to hear everything that you work through. It's not just ok, but recommended to write about difficult experiences like being on welfare, receiving food assistance or free or reduced lunch, being in foster care, being an English language learner, having a learning disability, being undocumented, poor initial high school performance with turn around, etc.*
- *We need details! If your dad is on disability (how many yrs). If family receives food assistance (for how many years), etc.*

Briefly describe your family's economic background. Include information about your financial challenges. If you qualify for free or reduced lunch, definitely answer this question. (2,500 characters max)

Why would you like to attend college? Discuss your career and personal goals. Are there any particular circumstances, school experiences, or persons that influenced your preparation or motivation to attend college (e.g., cultural/financial background, family, teachers, schools you attended)? Please explain. (2,500 characters max)

Briefly discuss your academic background. Did you utilize any additional support at your high school, such as tutoring? Do your grades in high school and/or college reflect your academic ability or potential? (2,500 characters max)

List any volunteer, extracurricular activities, or work experiences in which you are or have been involved in the past two years? (2,500 characters max)

Is there any additional information you would like EOP to consider in determining your admission to the program? **Definitely include: Any obstacles you have had to overcome?** (Ex: Family circumstances? Financial difficulties? Disabilities? Additional responsibilities? Undocumented Status? Personal struggles?) Explain **(2,500 characters max)**

Examples:

- If you haven't done the best you could in high school, focus on your potential and motivation to go to college and the need for guidance and support from programs like EOP (IN YOUR OWN WORDS)
- If your GPA is 3.5 or higher, mention that you have done well in high school because you have been in a school that provides support (explain the type of support) and that you want to go to college knowing that you are a part of a program that will provide you the guidance and resources you need to do your best. (IN YOUR OWN WORDS)

If you answer YES/TRUE to these 3 questions, answer the prompt below:

1. Are you applying to UCB, UCD, UCSB or UCSC?
2. Your parents did not graduate from a 4 year college in the U.S
3. You qualify for Free or Reduced Lunch

Why do you want to be in EOP (a program that helps students graduate!) - **ONLY 240 characters (1-2 sentences)** - Consider mentioning EOP supports offered that you think might help you such as mentoring, advising, tutoring, summer bridge.