

APPLICANT: \_\_\_\_\_

PSU ID: \_\_\_\_\_

## WEB APPLICATION COUNSELOR FORM

To be completed by principal, headmaster, or counselor

Penn State recognizes that some schools will use more than one grading scale to reflect varying degrees of academic challenge across the curriculum. Provide us with the maximum grade-point average that a student can earn in academic courses. Please include your school profile, if available.

1. **Print your high school's name, address, and contact information:**

High School Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

High School College Board Code: \_\_\_\_\_

Print Counselor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **Provide your grading system in the following equivalents:**

A = \_\_\_\_\_ to \_\_\_\_\_ B = \_\_\_\_\_ to \_\_\_\_\_ C = \_\_\_\_\_ to \_\_\_\_\_ D = \_\_\_\_\_ to \_\_\_\_\_ F = \_\_\_\_\_ to \_\_\_\_\_

3. **Indicate how your school determines GPA**

Highest possible GPA in an AP course \_\_\_\_\_ [ ] weighted [ ] unweighted

Highest possible GPA in an honors course \_\_\_\_\_ [ ] weighted [ ] unweighted

Highest possible GPA in an academic/college prep course \_\_\_\_\_ [ ] weighted [ ] unweighted

4. **Choose the appropriate category below to indicate the applicant's CUMULATIVE grade-point average (ninth grade through the end of the most recent academic year).**

If highest possible GPA in an academic/college prep course is equal to a 4.0 or a 100 point scale enter on line **4a**

a. \_\_\_\_\_ on a 4.0 scale (4.00 = A) or 100 point scale [ ] weighted [ ] unweighted

If highest possible GPA in an academic/college prep course is greater than a 4.0 or a 100 point scale enter on line **4b**

b. \_\_\_\_\_ on other scale with \_\_\_\_ = A [ ] weighted [ ] unweighted

5. **Provide the applicant's CUMULATIVE class rank information below.**

a. [ ] weighted [ ] unweighted rank

\_\_\_\_\_ (position) of \_\_\_\_\_ (class size) or decile \_\_\_\_\_ or percentile \_\_\_\_\_

b. [ ] school does not rank

6. **Date applicant entered your school.**

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date applicant: [ ] will graduate [ ] graduated [ ] withdrew Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Guidance counselors:** Please note that Penn State requires SAT/ACT scores to be sent directly from the testing service.

Letters of recommendation are not required. Any comments concerning special or extenuating circumstances that may have affected the applicant's academic performance can be attached to the counselor page and sent with the official high school transcript.

More information is available on the Undergraduate Admissions website: <http://www.psu.edu/admissions>. Become an electronic partner with us and submit this form online. Visit [admissions.psu.edu/info/counselors](http://admissions.psu.edu/info/counselors) to sign up.

*This form, the high school transcript, and any other supporting information should be returned to:*

Undergraduate Admissions Office

The Pennsylvania State University

201 Shields Building

University Park, PA 16802

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