

**1. Decide which link you must use to apply:**

**A. \*\*Dual or Concurrent students with an MEID and Password use this link to apply to the ACE Program: [ACE Application Link \(Students with Maricopa MEID/Password\)](#)**

a. It will direct you to log in with your MEID/Password (jump to 2. Filling out the Application below)

**B. Use this link if you are brand new to college and you've never taken a Dual Enrollment course in high school :[ACE Application Link \(New to college\)](#)**

→ Select "Create New Account"

→ Create your account for your application. (This will allow you to return to your application at any time)

◆ Some things to keep in mind:

- Make sure you write down your username and password.
- Remember to use your name (student) this account is for you.
- For the password carefully read what they are asking you.
- The email address should be the student's email.

→ Click "Create Account" button

→ You will be asked to go to your email to verify your address.

◆ Once in your personal email account, open the email and click the link to verify.

→ Once you see the "Congratulations" notification select Continue.

→ Log in using your new username and password.

→ When you log in it will ask you for your security question. \*You can opt out of having to always use the question when you log in (see the \* on the screenshot for more details)

→ Yay! You can now officially start your application.

◆ Make sure to read through the checklist of what you need for the application.

◆ You also have the option of doing the application in Spanish as well! **Hint:** if you do not see the language options at the top of the browser you will see an icon and you can change it from there.

◆ To continue on with the application keep an eye out for the "Next" button at the bottom left of each page.

→ You have the option to "Save Progress" and can continue the application at another time. This is where your login information comes in handy and you must use a different link to get back to your saved application. (see below)

## 2. FILLING OUT THE APPLICATION

Page.1: You will need the following items/information to complete your application:

- **Names and email of two (2) Recommendations** (teacher, coach, counselor, someone that knows you well academically & socially) no family members.
- **Unofficial High School Transcript** (this is to verify the number of credits you have)
- **Essay: How will participating in the ACE Program help you reach the goal you have set for yourself?**
  - Be specific in your answer, we want to hear about you, your story and why you would like to participate in this program. Be sure to include:
    - Your future career, education and personal goals and why you would want to accomplish them.
    - Any obstacles that may slow you down
    - Why you believe that college is important to you
    - Your personal achievements (in and out of school)
    - Challenges (currently or that you've overcome)
    - A person, event, or endeavor that has significantly influenced your life while attending high school.
    - How this program will help you reach your goals.

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- **Selecting your college of interest:** Please select the college that is closest to you. This is because classes are in-person for all campuses except for Rio Salado\*.
  - ❖ You may select a second college but you will not be considered at both colleges unless you do not get chosen at your first choice.
- **Student Information:** In this section of the application we are asking for student's information. (Parents will have the opportunity to add their information later in the application).
  - Make sure to include a good email and phone number that we can reach you at.
  - Phoenix Union students: please use a personal email address, we cannot reach you at your school email address.
- **Educational Information:**
  - Current Grade: to ensure you are currently a Sophomore in high school. (remember this is the only time you can apply!)
  - Earned College Credit?: If you have taken Dual Enrollment you would answer Yes for "Have you earned college credit?"
  - Out of School Activities: what other activities do you participate in (school/work/community)
  - ACE Program Family Participation: List anyone in your family that has participated in an ACE program.

**Page 5 Parent/Guardian Information** (you may need your parent's/legal guardian's help here)

- Parent/Legal Guardian Information: please make sure to include good email, phone, and address information of Parent/Guardian.
- Annual Household Income: what your parent(s) make in a 12-month period before taxes.
- List ALL the family members living in your home: make sure you add everyone in your household. If you have a lot of people, you can continue to add spaces, as needed.

#### Page 6: ACE Recommendation Form

- Make sure you ask your recommenders before you sign them up.
- Be sure to correctly spell their first and last name and correct email address!
  - Once you submit your application the recommenders will receive an email with instructions on how to fill out the form. Please make sure to check with your recommenders to check their email for the form. They will need to create an account in the system with the email that they gave you.
  - Once they submit the recommendation form, you will get an email notification that they completed the form.
  - If the recommender is unable to complete the form you can either contact the college you are applying to or log into your application to change the recommender.
  - Here is the contact information for the colleges: <https://bit.ly/2TVi1Sm>

#### Page 7: Essay Section/High School Transcripts

- Once you have someone read and edit your essay:
  - You can copy and paste your essay into the application OR
  - You can upload your Word or PDF document
- Transcript: upload a copy of your high school transcript as a PDF. Keep in mind that if you are unable to get your transcript at this time it is okay. You can send it via email to the college that you are applying to.

How to attach your documents:

1. Make sure you know where you saved your document.
2. Click "Attach File" then you will see a pop up asking for the file location.
3. Select the file and once selected it will upload.

**Page 8: Education and Record Release:** Please read this section carefully with a parent/guardian in regards to your information and FERPA. You must check and acknowledge in order to get to the last page and submit your application.

**Page 9: Electronic Signature:** Once you type in your name just as it is, you must press the "Sign Electronically" button to submit your ACE Application. Congratulations!! You have submitted your ACE application. You are able to save the application as a PDF for your records. You will also receive a confirmation email that you completed the application. If you have any questions please email the college that you applied to. (see contact information above)

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### 3. EDITING OR REVISING YOUR SAVED APPLICATION

- You must use this link to return to your saved application: [Link to Saved ACE Application](#) (Yes, it looks exactly the same from the first time you logged in, it is a different link)
- Once you log in you will select “Pending/ Draft Forms”
- Select “Complete Form”
  - Note: You should only have one form! Make sure to only work off of that one. If you look at the right hand side there is a P and a D that lets you know the status of your application.
  - P=Pending (you have submitted your application)
  - D=Draft (we have not received your application).
- Once you select “Complete Form” you will be brought to the beginning of the application. Keep clicking “Next” until you get to where you left off.
- This is also where you go if you need to change your recommenders name and email.