

The University File

The University File is simply a compilation of all of the tools and documents necessary for your transition from Xavier Charter School to University. Students should take this Compendium portfolio with them on any University visits and share the portfolio with the person or people interviewing potential students. The University File will be comprised of the following elements:

1. Xavier Charter School Letter of Introduction
This letter will be provided by your Classical Senior Compendium Advisor at a later date. It is intended to simply explain who Xavier Charter School is and what type of student that Xavier wishes to produce.
2. 5 Copies of official transcripts
The student must request their official transcripts from Xavier Charter School no later than week before semester finals during the semester in which they take the Classical Senior Compendium course. Students should update this transcript in the week after graduation to keep their Compendium updated.
3. 1 Copy of unofficial transcript
4. PSAT/SAT/ACT scores
It is the student's responsibility to provide official copies of any/all tests. At a minimum, students must provide their SAT scores.
5. Work Cover Letter
Students will write a properly formatted business style MLA letter that can accompany their work resume. This letter must be typed and follow all business letter conventions.
6. Work Resume
Students will write a properly formatted business style resume. The resume must be typed and follow all business resume conventions.
7. University Cover Letter and/or University Essay
Students will write a properly formatted academic style MLA letter that will accompany their University resume and application materials. This letter must be typed and follow all academic letter conventions.
8. University Resume: Curriculum Vitae /University Essay
Students will write a properly formatted academic style resume. The resume must be typed and follow all academic resume conventions. If the student finds that a University in which they are interested requires an additional essay, this essay should also be included behind the University resume.
9. At least 1 University Application
Students must fill out and apply for early decision at an accredited four year University of their choosing. A copy of the application and the University submission acknowledgement email or letter must also be included. Students facing financial difficulties may work with their advisor to find accredited four year Universities that will waive their application fees.
10. At least 1 Scholarship Application
Students must apply for a minimum of one scholarship at the same University to which they have submitted an application. This must be a scholarship application and not a loan or grant application. Students must include any application materials and the University acknowledgement letter or email.
11. 3 Letters of Recommendation (1 teacher, 1 community member, 1 professional)
Students must approach potential references with their work and/or academic resume in hand. Students must ask if that person would be willing to write a letter of recommendation for the student. The student should let the person know the purpose of the recommendation (work or academic) and a date by which they would like to receive the letter. Letters of recommendation may not be written by family members. They should be written by individuals that have known the student one year or longer in a professional capacity.

Classical Senior University File Compendium Rubric

Student: _____

Classical Senior Compendium Advisor (Mrs. Copp): _____

Meets Standards _____ Needs Revision _____

Comments/Notes: _____

<input type="checkbox"/> At Standard The University File is neat, organized according to the Compendium guide, and contains all components.	<input type="checkbox"/> Not At Standard The University File is not organized, in order, and/or is missing components.
<input type="checkbox"/> At Standard Student has included a recent official copy of their Xavier Charter School transcript.	<input type="checkbox"/> Not At Standard The student's Xavier Charter School official transcript is missing or over 3 months old.
<input type="checkbox"/> At Standard Student has included official copies of their SAT scores. Student may have included ACT/AP/PSAT test scores	<input type="checkbox"/> Not At Standard Student's SAT official scores are absent.
<input type="checkbox"/> At Standard Work cover letter is present, neat, typed, and in correct business letter format.	<input type="checkbox"/> Not At Standard Work cover letter is missing and/or incorrect format.
<input type="checkbox"/> At Standard Work resume is present, neat, typed, and in correct business format.	<input type="checkbox"/> Not At Standard Work resume is missing and/or incorrect format.
<input type="checkbox"/> At Standard University cover letter is present, neat, typed, and in correct academic letter format.	<input type="checkbox"/> Not At Standard University cover letter is missing and/or incorrect format.
<input type="checkbox"/> At Standard University resume is present, neat, typed, and in correct academic format.	<input type="checkbox"/> Not At Standard University resume is missing and/or incorrect format.
<input type="checkbox"/> At Standard Student has completed a minimum of one application for a four year accredited University and submitted that application. Email or letter conformation of application is present. University application essay is included.	<input type="checkbox"/> Not At Standard Student is missing a University application, and/or the application is not to an accredited four year university, and/or the conformation University letter/email is missing.
<input type="checkbox"/> At Standard University scholarship application is present and email or letter conformation of application is present.	<input type="checkbox"/> Not At Standard University scholarship application is missing and/or the University conformation letter/email is missing.
<input type="checkbox"/> At Standard 3 letters of recommendation are present, signed by the individuals and are from 1 teacher, 1 community member, and one 1 professional.	<input type="checkbox"/> Not At Standard Letters are missing, and/or are not signed, and/or are not from 1 teacher, 1 community member, and 1 professional.