

How to Apply REMOTELY as of March 23, 2020

STEP 1 – Confirm Eligibility

- Student must be rising 9th or 10th grader. We do not accept 11th and 12th grade transfers.
- All incoming 9th grade students must be 14 years old by Sept. 1, 2020.
- The family of the student must be considered as having limited financial resources.
- Please call or email the Admissions Office with any questions regarding student age or financial requirements.

STEP 2 – Apply online at www.cristoreyphiladelphia.org and upload as many of the required documents (below) that you can

STEP 3 – Submit Documents (YOU CAN UPLOAD DOCUMENTS BEFORE CLICKING “SUBMIT” ON YOUR ONLINE APPLICATION!)

ACADEMIC *(*** forms available for download on website)*

- Last year's report card
- Most recent report card
- If available, a progress report if one has been distributed since your last official report card
- Teacher Recommendation Form (current year math, English or science teacher) ***
- School Administrator Recommendation Form (current year counselor, principal, dean, etc.) ***

NOTE: If your recommender is unable to complete a recommendation form, please have them email admissions@crphs.org directly with a detailed, written letter of recommendation. The subject should be the applicant's name and the recommendation should address the student's academic as well as personal characteristics.

FINANCIAL

- If you DO file taxes: A copy of 2019 tax return (form 1040) & W-2s for all jobs held by all contributing adults in the household
- Proof of other forms of income including Supplemental Security Income (SSI), SNAP, TANF, unemployment, child support, worker's compensation, other government assistance, etc.
- If you do NOT file taxes: Statement of income signed by employer in an official statement or notarized document
- Financial assistance from family or friends in an official statement or notarized document

STEP 4 – Family PHONE Interview

After you submit your documents, the Admissions Office will determine whether or not your student will be invited in for an admissions PHONE interview. The Admissions Office will call you at that time to set up a phone call time, and provide you with more information. After your phone interview, we will provide you with a decision within a few days.

TO CONTACT THE ADMISSIONS OFFICE:

General admissions email: admissions@crphs.org

If you have any questions that can't be answered via email, please feel free to leave us a message on our office phones, which we will still be able to access at home to return your call:

- Leah Mafrika: lmafrika@crphs.org, 215-219-3943 ext. 1105
- Tasha Rivera: trivera@crphs.org, 215-219-3943, ext. 1101
- Evelin Roman: eroman@crphs.org, 215-219-3943, ext. 1100

TO SEND US DOCUMENTS:

Currently, the best we to send outstanding documents to us is **via email**. However, we can also access our faxes at 215-525-9692, if needed. We are not able to receive or send regular mail at this time.