



# How to Apply

## IT STARTS WITH A CLICK.

From submitting your application to scheduling a visit day, this “how to” guide outlines University Liggett School’s application process. If you need help, just call the Admissions Office at 313.884.4444. We’ll be glad to connect with you and answer any questions.

- 1. Apply online.** To get started, simply tap on “Apply” at [uls.org](https://uls.org) and submit your application along with a \$50 application fee.
- 2. Complete a questionnaire.** Candidates applying for Grades 6–12 must complete a student questionnaire.
- 3. Provide school transcripts.** Parents of school-age applicants must sign a transcript release and present it to the applicant’s current school to release a copy of their academic records.
- 4. Collect teacher recommendations.** After applying, you’ll receive teacher recommendation forms that must be completed and returned by the applicant’s current teachers. These include early childhood observations for our youngest students, teacher recommendations for grades 1–6, and math and English teacher recommendations for grades 7–12.
- 5. Schedule a school visit.** This age appropriate visit allows prospective students to experience a typical school day and meet current students. An application must be on file to schedule a school day visit.
- 6. Complete grade-specific assessments.** On the visit day, prekindergarten and kindergarten applicants will be evaluated for school readiness, while those in grades 1–7 will be assessed on math and literacy. Ninth grade applicants that want to be considered for scholarships must participate in the entrance assessment on one of the following dates:  
**Upper School**  
Saturday, December 9, 2023  
Saturday January 20, 2024
- 7. Attend parent conference.** An informal parent meeting is required for all candidates. While most conferences take place on visit day, they may be scheduled by appointment at any time during the application process.
- 8. Financial Aid Application:** Families applying for need-based financial aid must complete a separate application and upload required documents along with their school application. The same deadlines apply. The final day to complete a financial aid application is March 1, 2024.

### When will I know?

Any applicant completing the application process by January 19, 2024 will receive a decision in **mid-February 2024**.

Any applicant that has completed the application process by March 1, 2024 will receive a decision by **mid-March 2024**.

If spaces remain in a grade, applications received after the deadlines will be communicated on a rolling basis.

### Questions?

For questions about University Liggett School or the application process, please call the Admissions Office at **313.884.4444** or email [admissions@uls.org](mailto:admissions@uls.org). We look forward to receiving your application!

## IMPORTANT DEADLINES

A new application must be started at least one week prior to posted deadline.

**Early Decision and Ninth Grade Scholarship**  
January 19, 2024

**Regular Decision (All Grades)**  
March 1, 2024

Rolling admissions after March 1st, if space allows.