

## **Steps for Completing and Submitting the Online Application for Institute for Interactive Design Technology Institute for Sports Medicine and Exercise Science**

Welcome to the Application process for Institute for Interactive Design Technology and Institute for Sports Medicine and Exercise Science. Below is a summary of the steps in our online application. In order for your application to be considered, all steps must be completed by the application deadline:

**Monday, December 13, 2021. There are no exceptions.**

If you have any questions during this process, please email [nvrhsadmissions@bergen.org](mailto:nvrhsadmissions@bergen.org)

**Step 1 Start application:** Enter all personal information.

**Step 2 Select Program:** Choose the Full-Time Program you wish to apply to, either Institute for Interactive Design Technology or Institute for Sports Medicine and Exercise Science. You may only choose one.

**Step 3 Essay/Accomplishments:** You **must** write a brief essay (400 words or less) explaining why you are interested in the program you have chosen. Click SAVE after you finished writing. You may enter a placeholder and then return to edit your essay at a later date in order to submit and print your school forms as early as possible. **Be sure to return and complete your essay.**

If you have any extracurricular activities, and/or have received any accolades that you would like to share with the Committee, please do so in 100 words or less in this essay section. Do NOT send us any certificates unless we contact you.

**Step 4 Recommendations:** List names of 7<sup>th</sup>- and/or 8<sup>th</sup> -grade English, Science, and Math teachers who will be writing your recommendations. Be sure to ask your teachers in advance to submit a recommendation for you.

**Step 5 Preview your application:** Look over your application and make sure that all questions are answered to your satisfaction.

**Step 6 Submit:** When you have completed your application, click **Submit** to receive your six-digit **Validation Number**. An email will be sent automatically within a few minutes from our site to the email address you have provided. Make sure you receive this email; check your spam /junk mail folder. We strongly suggest you print and retain a copy of your validation email.

**Step 7 Open for Edit:** You may edit your application after you have submitted and received your Validation Number until the deadline (December 13, 2021). This can be done by clicking **Open for Edit**. *Even if you do not revise your application, you must click Submit (Step 6) again after you have opened for edit in order for your six-digit validation number to remain valid.*

**Step 8 Print School Forms:** Print your school forms and hand them in to your guidance counselor and teachers **AS SOON AS POSSIBLE**. **Be sure to get your parent/guardian signature on the School Transcript Form that you must give to your Guidance Counselor.**

**Please use a personal email address (not your current school email address)  
that you check frequently. Be sure to write down your User Name  
and Password in order to access your application.**

Students applying to Institute for Interactive Design Technology  
or Institute for Sports Medicine and Exercise Science at Northern Valley RHS  
may submit **only one** application to the Bergen County Technical Schools District.

If you wish to apply to another BCTS Campus,  
you must cancel your application to the Northern Valley programs.

If you attend a private school or you attend a school outside of New Jersey  
and do not have a SID NJ SMART ID #, follow directions in the online application.