

Steps for Completing and Submitting the Online Application for Bergen County Institutes for Science and Technology

Welcome to the Application process for Bergen County Institutes for Science and Technology. Below is a summary of the eight 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

Step 1 Start application: Enter all personal information.

Step 2 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 have finished writing.

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 the second box. Do NOT send us any certificates unless we contact you.

Step 3 Recommendations: List names of 7th- and/or 8th -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 4 Preview your application: Look over your application and make sure that all questions are answered to your satisfaction.

Step 5 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 6 Open for Edit: You may edit your application after you have submitted and received your Validation Number until the deadline (December 12, 2019). This can be done by clicking **Open for Edit**. *Even if you do not revise your application, you must click Submit (Step 6) again once you have opened for edit in order for your six-digit validation number to remain valid.*

Step 7 Print School Forms: Print your school forms and hand them in to your guidance counselor and teachers **AS SOON AS POSSIBLE**.

Students interested in applying to Bergen County Institutes for Science and Technology may submit **one** application **only** to the Bergen County Technical Schools District.

Only one application to the Bergen County Technical Schools District will be considered by the Admissions Committee. If you wish to apply to another BCTS Campus, you must cancel your application to Bergen County Institutes for Science and Technology.

If you attend a private school or you attend a school outside New Jersey, you will not have a SID NJ SMART ID #. Follow directions to fill in the appropriate box on the application.