

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

Welcome to the Application process for Bergen County Institutes for Science & Technology. 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: **Wednesday, November 30, 2022. 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:** Read the Online Application instructions carefully.

**Step 2 Fill in all personal information:** This includes information about the applicant and family, a Home Language Questionnaire, Schools attended by the applicant, and the Applicant Questionnaire page which requires a 400-word essay. You may list Accolades/Accomplishments in the essay box as well, but do not exceed 500 words in total. Do NOT send us any certificates unless we contact you.

**Step 3 Document Uploads:** These include a recent photo of student, a recent school ID or other ID (optional), proof of residency documents, Social Security card or Tax ID number, and a Birth Certificate or Family Census Register.

**Step 4 Electronic Signature Page:** By signing, you verify that all information contained in your application is true and correct to the best of your knowledge.

**Step 5 Verify and Submit:** Review and verify your information. **You will not be able to revise your application once you submit.**

**Step 6 Print a Copy for Your Records:** Once you have submitted your application, you have the option to print a copy for your records.

**Step 7 Complete the Recommendations Request, Transcript, and Case Manager Forms:** Fill in the information on each form. Be sure to use the teachers'/Case Managers' school email addresses. **This email will be used to send the teacher/counselor an invitation to complete your requested forms.**

Students interested in applying to Bergen County Institutes for Science & 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 fill out another application.