

## Steps for Completing and Submitting the Online Application for Applied Technology High School

Welcome to the Application process for Applied Technology High School. 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: **Thursday, November 30, 2023. No applications will be accepted after the deadline.**

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

**Students/Parents may access the application through the link below:**

<https://enrollment.powerschool.com/family/gosnap.aspx?action=200002204&culture=en>

**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. ***Do not use your current school email address as your contact; you must use a personal email address. All communications during the application process will be sent via email.***

**Step 3 Recommendations/Transcripts:** Fill in the names of those teachers who will submit a recommendation on your behalf and the name of your guidance counselor. Be sure to use your teachers'/counselor's school email addresses. **This email will be used to send the teacher/counselor an invitation to complete your recommendations and submit your school transcripts.**

**Step 4 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 5 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 6 Verify and Submit:** Review and verify your information. **You will not be able to revise your application once you submit.**

**Step 7 Print a Copy for Your Records:** Once you have submitted your application, you have the option to print a copy for your records.

Students interested in applying to Applied Technology High School may submit **one** application **only** to the Bergen County Technical Schools District.

If you wish to apply to another BCTS Campus, you must fill out another application.

Your application to Applied Technology High School will be deleted upon submission of an application to another campus.