

## UNDERGRADUATE PROGRAMS APPLICATION CHECKLIST

### STEP 1: Work with an Admissions Counselor.

Go to [www.bellincollege.edu](http://www.bellincollege.edu) to start the free online application\*

- Click on the “Apply” tab on the top right of the home page.
- Click on “Create An Account” and fill out the required personal and demographic information, along with creating a Username and Password - *please make note of these somewhere for future reference as you will continue to work within this application portal to later finish your application and monitor your documents.*
- Once in the online application, complete all of the “Applicant Information”.
- Upon completion, hit “Save and Next” at the bottom and a notification of your online application portal creation will be sent to Admissions. Within three (3) business days, you will be contacted by one of our Admissions Counselors. Your Admissions Representative will work with and advise you as to when and how to take the next steps with your application at the appropriate time.

### STEP 2: Finish and submit the remainder of your online application.

In addition, please provide the following:

- Personal Resume` (see Personal Resume` Guidelines)
- Written Personal Statement (see Written Personal Statement Guidelines)
- Official transcripts – Order from your high school or college(s) and have them sent directly to: *Bellin College, ATTN: Admissions Office, 3201 Eaton Road, Green Bay, WI, 54311*
  - HIGH SCHOOL APPLICANTS:
    - Official high school transcript
    - Official ACT report
    - Official college transcripts for any courses taken during high school for which you are receiving college credit
    - Official College Board AP transcripts/scores (if applicable)
  - TRANSFER APPLICANTS:
    - Official high school transcripts (high school grades will not be used for admissions decision, but are a requirement due to Department of Education policy)
    - Official transcripts from all post-secondary institutions
    - Official College Board AP transcripts/scores (if applicable)

### STEP 3: We review your application.

Once your application is complete, it will be reviewed and you will be notified of the outcome. *NOTE: Your application must be complete in order to meet any deadline and is not considered complete until the Admissions Office has received all required items as outlined above.*

For questions or additional information, please contact Admissions at [admissions@bellincollege.edu](mailto:admissions@bellincollege.edu) or (920) 433-6650.