

UNDERGRADUATE PROGRAMS APPLICATION CHECKLIST

STEP 1: Work with an Admissions Counselor.

Go to 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 Counselor 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.

On the application you can expect to complete the following information (no additional documents need to be submitted):

- Personal Background** – Demographic and contact information
- Academic History** – where you have previously attended school (high school, college, etc.) – be as specific as possible. If you are unsure of GPA, please use 0.0 (we will verify on transcripts).
- Activities Resume** –work, volunteering, school clubs/activities, etc. be as thorough as possible.
- Written Personal Statements** – three questions related to your choice to apply to Bellin College
- Video Essay** – record yourself answering questions related to your program of interest

Outside of the application portal, you will need to submit your official transcripts – there is no place on the application to attach them.

- 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 OR electronic official transcripts can be sent to admissions@bellincollege.edu
 - HIGH SCHOOL APPLICANTS:
 - Official high school transcript
 - Official ACT report (optional)
 - Official college transcripts for any courses taken during high school for which you are receiving college credit
 - Official AP transcripts/scores (if applicable)
 - TRANSFER APPLICANTS (have graduated high school and attended college somewhere else):
 - Official high school transcripts – **required ONLY if you have less than 60 total college credits.**
 - Official transcripts from all colleges/universities you have attended (even for one class)
 - 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 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, contact us at admissions@bellincollege.edu or (920) 433-6650.

