



Steps to Access and Complete On-Line Application for Admission

1. Go to Bourgade Catholic's website: www.bourgadecatholic.org
2. Click on ADMISSIONS at the top, or ADMISSIONS button on the left
3. Click on APPLY ONLINE button on the left
4. Click on CREATE AN ACCOUNT link on the left

English ▼

For an application in English check that the language selected is English.

- a. Complete ALL fields on 'create an account' page with ***parent/guardian information***; username can be any combination of letters, numbers, and/or special characters
 - b. account
 - c. **Parent/Guardian must have an active email account;**
 - i. Parent will receive an email from Bourgade Catholic that includes a link to verify their email account
 - ii. *This may take up to 5 minutes; please wait for the notification to arrive in your email; after 5 minutes, check your junk mail or spam mail folders*
 - iii. Parent will need to click on link included in email from Bourgade Catholic to proceed with the application
5. Click on ON-LINE APPLICATION/LOGIN
 - a. Login to account using **Username** and **Password** created for this application account
 6. Click on CREATE A NEW STUDENT APPLICATION button
 - a. Enter student information and grade applying for; name **MUST MATCH** name on birth certificate
 - b. Click on SUBMIT button
 - c. Click on START APPLICATION link [in orange] to the right of the student's name under "Application Status" column
 - i. Read through information on Instructions and Resources page
 - ii. **OPTIONAL:** Select individual documents for review and printing
 - iii. Documents *will be* accessible after completing on-line application
 - d. Click on NEXT button to move on to application form
 - e. Complete each page of the application; most fields are required but leaving a field blank will not prohibit moving forward to the next page
 - f. Click on the SAVE button for each page whether complete or not
 - g. Application pages are listed on left side of screen; completed pages will have a green check mark; pages with missing information have a yellow caution sign
 - h. Application cannot be submitted until all required fields are completed
 - i. Student is required to answer two questions with written responses and electronically sign on the "WHY DO YOU BELONG AT BOURGADE CATHOLIC?" page

- j. Person completing application is able to logout and return to complete application at a later time
- 7. Within the application on the REFERRAL DOCUMENTS page, parent/guardian to supply names and email addresses to electronically send recommendation forms for completion to:
 - a. For Incoming Freshman**
 - i. English Teacher
 - ii. Math Teacher
 - iii. Principal
 - b. For Transfer Student**
 - i. Administrator (Principal, Assistant Principal, Dean of Students, etc.)
 - ii. Counselor
 - iii. Math or English Teacher (student's choice)
- 8. Copy of student-applicant's birth certificate to be uploaded as a *.pdf* file on DOCUMENT UPLOAD page, or a hard copy submitted to Admissions Office; application is not considered complete without a copy of the student's birth certificate on file
- 9. Requested academic records (copies of report cards and standardized tests) are usually sent from Catholic Elementary schools directly to Bourgade Catholic
 - a. For non-Catholic elementary schools: Academic records may be uploaded on the DOCUMENT UPLOAD page **OR** hard copies must be submitted to Bourgade Catholic's Admissions Office
- 10. Parent(s) with Legal Decision Making Rights to electronically sign application
- 11. Payment of **the non-refundable \$50 application fee** is paid by credit or debit card; application cannot be completely submitted until payment is made; there is the opportunity to print a receipt after payment is made
- 12. When finished, press **LOGOUT** (button at the top of the page) – next to parent's name
- 13. Parent may log back into account at any time

For any assistance, please contact Susan Chavarria in the Admissions Office:
admissions@bourgadecatholic.org 602-973-4000 ext. 133