

Northeastern University's Boston Housing Authority (BHA) Scholarship Program Information Academic Year **2019-2020**

Steps for Requesting the BHA Landlord Verification Letter:

Step 1 Complete and submit your application to Northeastern University.

Step 2 Email Rachel Goodman: rachel.goodman@bostonhousing.org or call (617) 988-4021 with this information:

1. Name
2. Address including apartment number
3. Date of Birth
4. Email address – please make sure that this email address is accurate since BHA and Northeastern will be communicating with you about the scholarship via email.
5. Phone number
6. The Application Tracking Number from Northeastern University

NOTE: THIS LETTER MUST BE SUBMITTED WITHIN 1 MONTH OF WHEN YOU SUBMIT YOUR ADMISSIONS APPLICATION.

Step 3 BHA will verify that you are eligible and will email the letter directly to Northeastern. You will also receive a copy of the letter for your files. You do NOT need to submit the letter.

NOTE: Once you get your letter, IF you are a graduating high school senior, please contact Maddie Brodeur (see her contact information below), to introduce yourself to her.

Maddie Brodeur | Assistant Director, Office of Undergraduate Admissions

Northeastern University

240 West Village F, 360 Huntington Ave, Boston MA 02115

[617.373.5617](tel:617.373.5617) (direct line) | [617.373.2200](tel:617.373.2200) (main line) | [617.373.8780](tel:617.373.8780) (fax)

www.northeastern.edu/admissions

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