2. Complete and Submit Application - Student

Start a New Application

The Start A New Application page is where the student will enter the following information:

1. **College** Bellevue College
2. **I will be enrolling as a** First year student
3. **Program**—Non-degree seeking, undetermined (not sure what the list is)
4. **Term**—the first term you want to take classes Winter 2022, Spring 2022
5. **Degree or Certificate I am seeking** . . Non-degree seeking
6. **Academic Focus Area (Sub-Plan)** Optional field--it is not required to apply successfully
Additional links are located below the **Apply** button, directing students to different pages in the OAAP. The **Explore our Programs**, an external link, leads a student to the SBCTC website.

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**Personal Information**

The **Personal Information** page displays after selecting the Apply button. The information that was input by the student in the previous **Create an Account** screen will auto-populate to the Personal Information page. There are additional fields that are optional in this section. Remember to complete all fields that are required items designated with an asterisk (*) in the area.
Page Order and Pages Required may differ based on college and admit type. This page reviews each section, but users may need to skip down to find the appropriate section based on their selections.

Please use your “legal name” when applying, as you can see from below, you can add name preferences in an optional field.

The student will scroll through the Personal Information area to review/complete optional fields such as:

- Additional Name preferences
- National ID and type
- Sex

The Legal Definition of Sex

Please enter the legal sex as denoted on this person’s birth certificate or driver’s license.
Additional sections for the student to complete are as follows:

- Phone Information
- Email Information
- Citizenship Information
- Address Information
To advance to the next section, the student will select **Next** in the page's lower-right corner. The student also has the option to choose the **Save for the later** button.

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**High School Attended**

The **High School Attended** information page allows students to search or enter their high school information. The student must enter the data and identify the high school completion status for the year they're applying. When a student selects the **Search High School** field, a search box appears in the screen's center. They will enter filtering criteria to narrow results.
If their school is **not** on the list, they can select the Search High School field's check box to enter it manually. Once a school is selected, fields will populate with the school's information. The student is required to complete the **Attended from Date, Attended to Date**, and the "**What will be the highest level of completion when you begin college?**" before proceeding to the College section. Those students who have previously attended college will add the information following the same process listed for high school information.

If the student did not attend college, they will select the **Next** or **Save for Later** button.

**Ethnicity**

**Ethnicity** information is not required, but it is available for all admit types. The student can select more than one selection for the second question, "What is your race." Once the student selects a checkbox, the **Ethnic Group** drop-down field may display, offering further filtering selections. After entering their Ethnicity, the student can scroll down to the bottom of the page and select the **Next** or **Save for later** button.
Residency

This field must be complete so we can make sure you are paying the correct amount for your course

Residency--for tuition purposes--is determined based on how a student answers the Residency section of the admissions application. Students applying for Transitional Studies, Running Start, and College in the High School will not be asked residency questions; therefore, the residency section is only available on the General application.
Supplemental Questions

A student must answer the Supplemental Questions to apply. Depending on how a student answers the supplemental questions, the system will assign a student group. Student Groups allow staff to track students for campus-wide processing.
Review and Submit

The **Review and Submit** page is where the applicant will acknowledge that all the application statements are true to the best of their knowledge. The student will check the box. **Yes, I accept** and then select the **Submit Now** button.
Note: If a student receives a "Please fill the Mandatory Fields!" message, advise the student to select OK and review the left-side vertical navigation. The section missing mandatory information is highlighted in red. The student will choose the link to return to the page and complete the needed information.
In-Progress and Submitted Applications

Students can select the "Save for later" button to complete and submit their applications later. In-Progress applications are accessed from the left-side menu. When a student selects In-Progress applications, they are directed to the In-Progress Applications page. Each tile represents an in-progress application for a specific institution, listing the Type, Term, Program, and Plan.
Students will select the **Resume** to continue the application. A student will receive an in-progress email reminder every 15 days. To stop email reminders, the student can select the **Hide Application** check box and enter a reason.

**Submitted Applications**

When a student successfully applies, the student will view the application on the **Submitted Applications** page. Submitted applications are accessed from the left-side menu. To view the application, the student will select the hyperlinked Application Nbr.