



## Application and Registration Checklist

The Bellevue College in the High School program allows students to receive college credit for courses completed at their high school.

To receive credit at Bellevue College, the student must complete these five steps.

- **[Declaration of Intent to Participate](#)**

- Each student needs to complete this once every academic year.
- Please list every course you plan to take during the academic year.  
List the teacher(s) name as well.
- Use your full legal name and personal email address for this document as well as the application.

- **[Washington State College Admissions Application](#)**

- Consult [video instructions](#) on how to complete the application.
- Be consistent. Remember to use the same legal name and email address on the application as you did in the intent form.
- Write down your password and/or save it in a password manager. The system will not email your password to you.

- **[Activate Your Account](#)**

- You will receive a ctcLink ID number from the college at the email address you listed in the application.
- Write down your password and/or save it in a password manager, as well as your security questions and answers.

- **[Register for Classes](#)**

- Check the [deadlines](#) for each term you wish to register.
- You will need your ctcLink ID number and password.

- **[Pay the Fees](#)**

- Please pay the CHS fees by the next business day.