

College in the High School Student Application Process

If you have applied to another college, then you need to log in and apply to Bellevue College, click on this link: [Apply to Bellevue College as a Second College](#)

Step 1 Create and Account

If you are new to College in the High School start by completing the application, click on this link: [Online College Application Start](#)

First, you want to select “create a new account”.



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COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!
Online Admissions Application Portal (OAAP)
for Washington State Community and Technical Colleges

To apply to a college, please create an admissions application account.

Create a New Account
or Existing Users Login

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On the main application page, you will enter your first name, last name, date of birth, and email or phone. Then you will create a username and password. Remember to write the username and password down and keep it where you can find it.

For the username it should follow these conditions

It must be between 2 and 30 characters

All lowercase letters

Must begin with a letter or number

Include at least one letter

No special characters

Cannot have your first name or last name
Cannot have your email
No spaces

For the password it should follow these conditions

At least 8 characters long
At least one lower case letter
At least one uppercase letter
At least one number
At least one special character !@#\$%^&
Cannot include your first or last name
Cannot include your username

When you are finished creating a username and password, select “submit”



Phone number

Create Username *

Username Conditions:

- Between 3 and 30 characters
- All lowercase
- Must begin with a letter or number
- Include at least one letter
- Cannot include special characters other than "_" and "."
- Cannot end with a special character
- Cannot include your first name
- Cannot include your last name
- Cannot include your email
- Cannot include spaces
- Characters are English (American Standard) alphanumeric characters

Password * Confirm Password *

Password Conditions:

- At least 8 characters long
- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one of the following symbols: !@#\$%^&*
- Cannot include your first name
- Cannot include your last name
- Cannot include your username
- Characters are English (American Standard) alphanumeric characters

Submit

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Step 2 Validate your one-time password.

The password will be sent to the email you used in the first step. Be sure to check the junk folder too.

Registration

Validate One-Time Password (OTP)

A One-Time Password has been sent to

Please enter the One-Time temporary password below to verify your email address. If you do not see the email in your inbox, check your SPAM folder.

Enter OTP

Submit OTP

Resend OTP

Step 3 Log in

You will go back to the main page of the application and click on the “existing users log in” button.

Step 4 General questions

Once you are back in the application you will be asked a few questions.

Question 1 College? answer Bellevue College

Question 2 I will be enrolling as a? answer College in the High School

Question 3 Program? Answer non-award seeking

Question 4 Term? Answer the correct term. If you are taking a first trimester course, the term will be fall, if you are taking a second trimester, first semester or year long course, the term will be winter, if you are taking only a third trimester or second semester course, the term will be spring.

Question 5 Degree or certificate am I seeking? answer College in the High School

Question 6 Academic focus area, you do not need to answer this question.

Click on the apply button in the bottom center of the page



Start A New Application

Immediately below this page, you will find detailed explanations for each section.

[Logout](#)

Required items are indicated by an asterisk*

College *	Bellevue College	I will be enrolling as a... *	College in the High School
Program *	Non-Award Seeking	Term *	Choose Term
Degree or Certificate I am seeking... *	College in the High School	Academic Focus Area	

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Step 4 Complete the rest of the application

You will be asked to enter some personal information. On the left side of the page, there is a list of each area and a circle telling you where you are at in the process.

Basic information

Phone

Email

Address

High School attend and attendance dates, from the date started as a freshman (September and the year) to graduation (June and the year).

Ethnicity details

Supplemental questions

It will then ask you to review the information. Make sure dates like date of birth are correct.

When complete, select “Yes, I accept” and “submit now”

The image shows a horizontal progress bar with five steps. The first step, 'Personal Information', is highlighted in blue and has a blue circle icon. The subsequent steps, 'High School Attended', 'Ethnicity Details', and 'Supplemental Questions', are in grey and each has a green checkmark icon. The final step, 'Review and Submit', is in grey and has a grey circle icon. Dashed horizontal lines separate the steps.

Step	Icon
Personal Information	Blue circle
High School Attended	Green checkmark
Ethnicity Details	Green checkmark
Supplemental Questions	Green checkmark
Review and Submit	Grey circle

Please note:

It can take 4 to 8 business days to process the application longer during peak enrollment times. Make a note of your application date. The college will send a welcome email with your ctcLink ID, please check the junk folder in your email too.