

WASHINGTON STATE COLLEGES WEB ADMISSIONS APPLICATION

This guide provides step by step instructions for completing the college application required to have your college credit transcribed

Application Webpage: <https://apply.ctc.edu/user>

APPLICATION TIPS & INFORMATION

Make sure to remember your application account username and password. You will need that information to log in to complete an unfinished application or apply to more than one college. Your application account is separate from your ctcLink and myHighline accounts. (Note: Applicants with existing ctcLink accounts can log in directly with their ctcLink credentials.)

Be prepared to provide personal information: Name, birthdate, address, SSN/ITIN (if applicable), previous high school/college information, citizenship, and residency. Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and the IRS.

Please take your time and review your responses to ensure you have provided the correct information. Make sure the information you provide is yours and not your partner's or parent's.

Please do not submit multiple applications. If you need to make a correction on your application, contact admissions@bellevuecollege.edu as soon as possible. It is helpful to provide identifying information (name, birthdate, address) in the email.

Citizenship information – If you are a Permanent Resident (Green Card Holder), first select “United States” for Country and then “Permanent Resident” for Citizenship Status.

Review the “Helpful Definition Terms” to make sure you are selecting the correct options on the application.

Please **do NOT** select **Transitional Studies** for **Program** unless you are enrolling in a High School Completion program. Selecting “Transitional Studies” will skip the necessary citizenship/immigration and residency questions that will determine your eligibility for the in-state, resident tuition rate. We may have to withdraw your application and ask you to reapply under the correct program, which will delay your application process.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application

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

[Create an account](#)

or

[Login](#)

Powered by

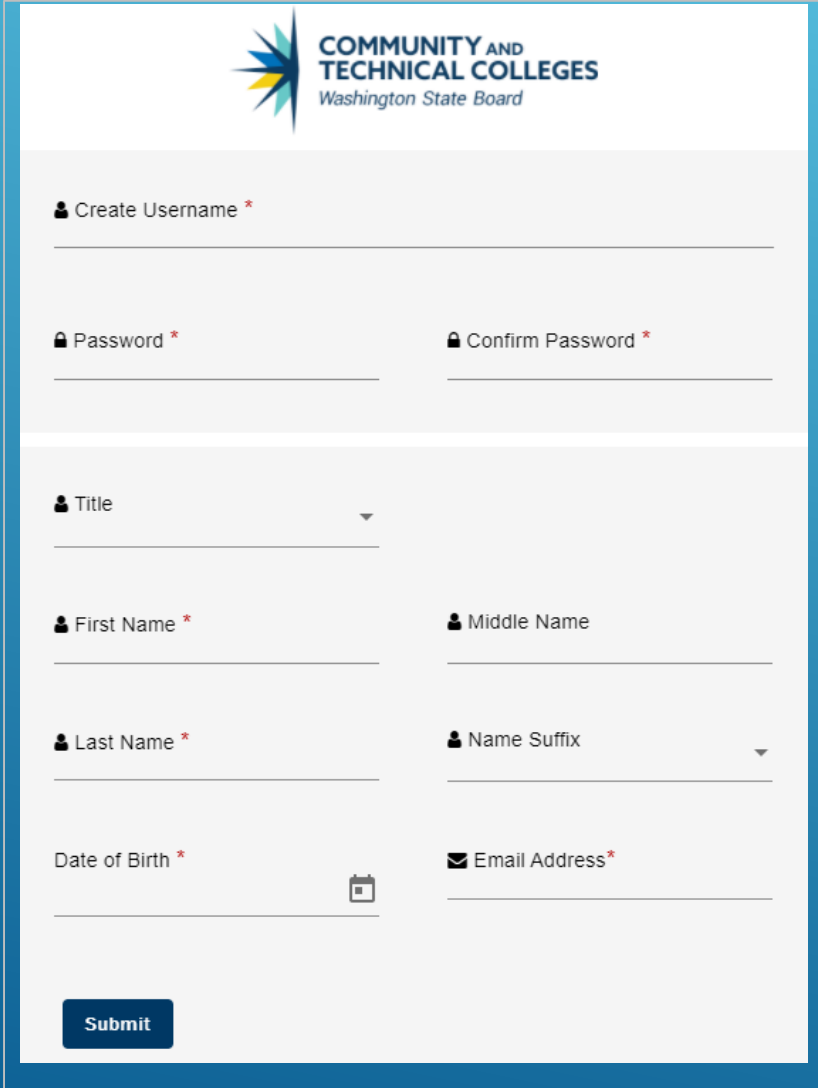


V. 202103.02


Click on “Create an account”


If you have a ctcLink account, Click on “Login”


CREATE A NEW ONLINE APPLICATION ACCOUNT (OAAP)





The screenshot shows the 'Create a New Online Application Account (OAAP)' form for the Community and Technical Colleges Washington State Board. The form is divided into two main sections. The top section contains fields for 'Create Username *', 'Password *', and 'Confirm Password *'. The bottom section contains fields for 'Title' (a dropdown menu), 'First Name *', 'Middle Name', 'Last Name *', 'Name Suffix' (a dropdown menu), 'Date of Birth *' (with a calendar icon), and 'Email Address *'. A blue 'Submit' button is located at the bottom left of the form.


 COMMUNITY AND TECHNICAL COLLEGES
Washington State Board


 Create Username *


 Password *


 Confirm Password *

 Title


 First Name *


 Middle Name

 Last Name *

 Name Suffix

Date of Birth *



 Email Address *

Submit

1. Select the **Create an account** button

2. Create a **Username** and **Password**. Password must:

- Be at least *8 characters long*
- Contain one *special character*
- Contain an *alphabetical character*
- Contain a *number*.

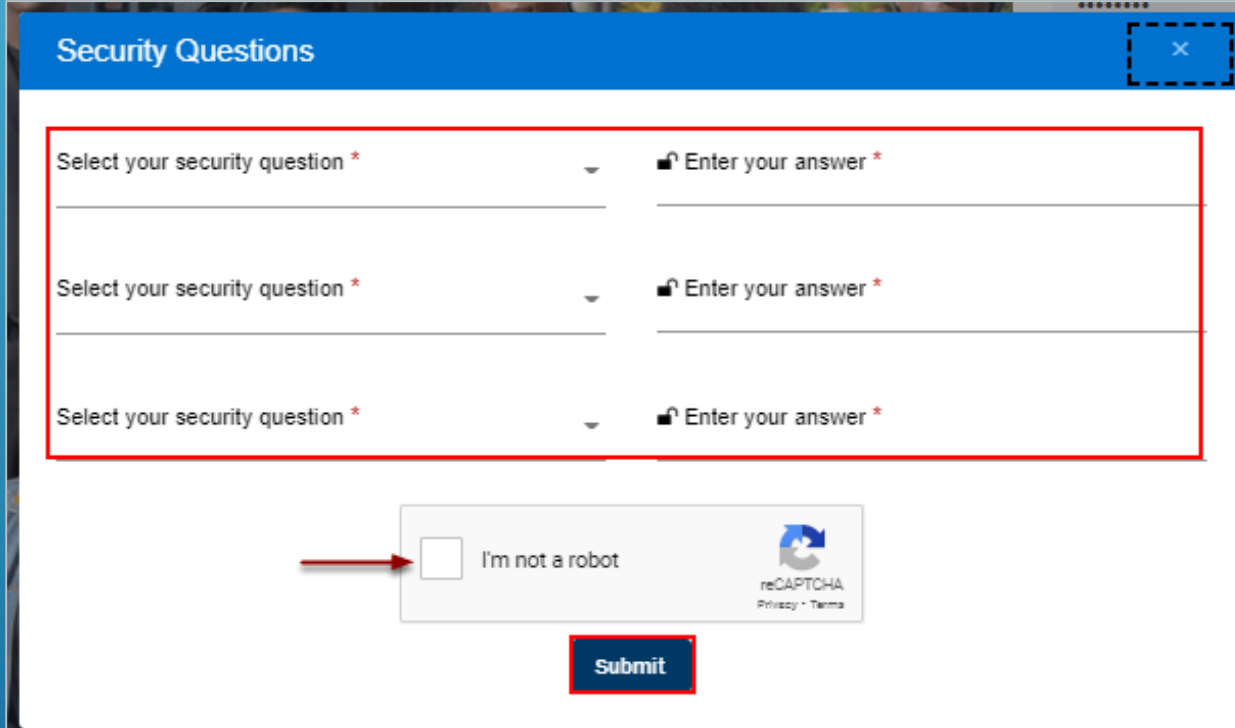
3. Confirm the **Password**

4. Enter your personal information

- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth**
- **Email Address**

5. Select the **Submit** button

SECURITY QUESTIONS



The screenshot shows a web form titled "Security Questions" with a blue header bar. A red rectangle highlights the main content area, which contains three identical rows. Each row has a label "Select your security question *" followed by a dropdown menu, and a label "Enter your answer *" followed by a text input field. Below this section, there is a checkbox labeled "I'm not a robot" with a red arrow pointing to it. To the right of the checkbox is the reCAPTCHA logo and text "reCAPTCHA Privacy - Terms". At the bottom center, there is a blue "Submit" button with a red border.

The **Security Questions** page displays.

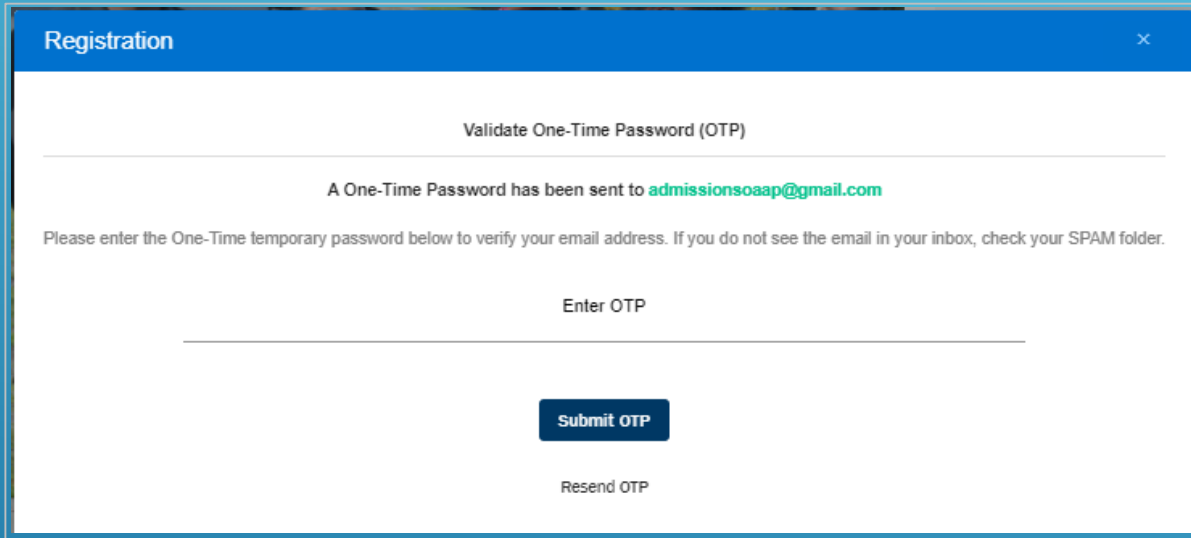
6. Complete the Security Questions by selecting each question from the drop-down menu on the left and entering the answer to the right.

7. Check the **I'm not a robot** box.

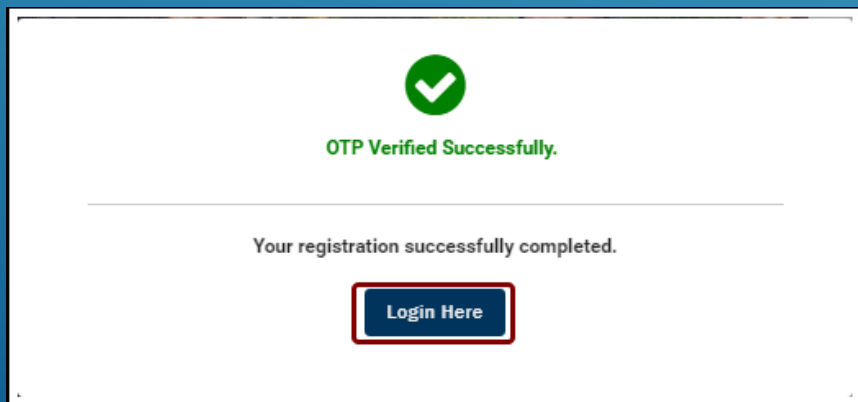
8. Select the **Submit** box.

Be sure you **save your username and password and the answers to your security questions** in case you need to complete your application at a later time.

OTP EMAIL VERIFICATION



The image shows a web browser window titled "Registration" with a close button (X) in the top right corner. The main heading is "Validate One-Time Password (OTP)". Below this, a message states: "A One-Time Password has been sent to admissionsoap@gmail.com". A sub-message follows: "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." There is a text input field labeled "Enter OTP" with a light blue border. Below the input field is a dark blue button labeled "Submit OTP". At the bottom, there is a link labeled "Resend OTP".



The image shows a confirmation screen with a large green checkmark icon at the top. Below the icon, the text "OTP Verified Successfully." is displayed in green. A horizontal line separates this from the text "Your registration successfully completed." below it. At the bottom, there is a dark blue button labeled "Login Here" which is highlighted with a red rectangular border.

The **Registration** OTP page displays. This is used to validate the email address provided in the application.

9. Go to the email account entered while creating the application account. Locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam/junk folder if you do not see it in the inbox.


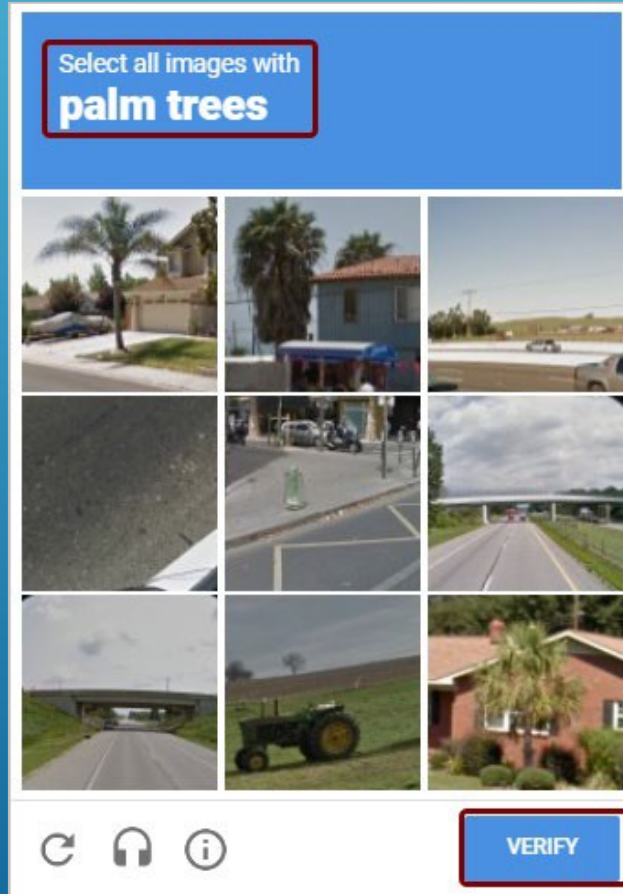
10. Enter the **OTP** provided.

11. Select the **Submit OTP** button.

The **OTP Verified Successfully** message displays.

12. Select the **Login Here** button.


CAPTCHA VERIFICATION & LOGIN





Welcome!



Online Admissions Application

If you have an existing ctcLink account, log in with those credentials.

 Username
samstudent

 Password



 I'm not a robot 

[Forgot my Password](#)
[Forgot my Username](#)
[Create an Account](#)

Login

The **Welcome! Online Admissions Application** page displays.

13. Enter your **Username** and **Password**.

14. Check the **I'm not a robot** box.

15. Select the **Login** button.

A **Captcha** image screen displays. Follow the instructions provided.

16. Select the **Verify** button.

The **Welcome** page displays again.

17. Select the **Login** button.

START A NEW APPLICATION



Take your life to the next level!



Start A New Application

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

[Logout](#)

College *

 Highline College

I will be enrolling as a... *


Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

[Apply](#)

 [Explore our Programs](#)

 [In-progress applications](#)

 [Instructions Guide](#)

 [Submitted Applications](#) ¹


COLLEGE

Start A New Application

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

[Logout](#)

College *

 Highline College

I will be enrolling as a... *

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply


I WILL BE ENROLLING AS...

Start A New Application

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

[Logout](#)

College *

 Highline College

Program *

Degree or Certificate I am seeking... *

I will be enrolling as a... *

First Year

If this will be your first year attending college

Reapplying

If you attended Highline previously

Running Start

If you are a high school student enrolling in Running Start

Transfer

If you are transferring from another college

Apply


PROGRAM

Start A New Application

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

 Logout

College *

 Highline College

I will be enrolling as a... *

First Year

Program *

Term *

Academic Focus Area

Academic

Baccalaureate

Non-Award Seeking

Professional Technical

Transitional Studies

We recommend looking at the list of degrees and certificate on our [webpage](#) to determine which Program to select.

Select this if your goal is High School completion (diploma or GED) at Highline or if you are intending to enroll in ESL/ ABE c

completion (diploma or GED) at Highline or if you are intending to enroll in ESL/ ABE c

TERM



Take your life to the next level!



Start A New Application

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

[Logout](#)

College *

 Bellevue College

I will be enrolling as a... *

First Year

Program *

Non-Award Seeking

Term *

SUMMER 2022

Degree or Certificate I am seeking... *

Non-degree - Other

Academic Focus Area

[Apply](#)



[Explore our Programs](#)



[In-progress applications](#)



[Instructions Guide](#)



[Submitted Applications](#)

DEGREE OR CERTIFICATE I AM SEEKING....

Start A New Application

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

College *

HC Highline College

Program *

Academic

Degree or Certificate I am seeking... *

I will be enrolling as a... *

First Year

Term *

FALL 2021

Academic Focus Area

Logout

Scroll through the drop-down menu to find the degree or certificate you are planning to pursue.
You have the option to select Undecided.

If you don't see the degree or certificate you need, we recommend changing the Program option.

CLICK ON APPLY

Start A New Application

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

[Logout](#)

College *

HC Highline College

I will be enrolling as a... *

First Year

Program *

Academic

Term *

FALL 2021

Degree or Certificate I am seeking... *

Academic Transfer AA DTA

Academic Focus Area

AA/DTA Exploratory Path

Apply

PERSONAL INFORMATION

Personal Information

Required items are indicated by an asterisk* [Read Less..](#)

Your Social Security Number (SSN) is used for several purposes:

» to administer financial aid

» to verify academic records

» to conduct research

» to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's licence per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

Title

First Name

Carl

Preferred First Name

Middle Name

John

Last Name

Smith

Preferred Last Name

Name Suffix

SSN or ITIN

Social Security Number

SSN or ITIN Number

Date of Birth

Sex

If you are a returning student logging in with your ctcLink credentials

and you need to make corrections to your:

- Address
- Email
- Phone number

Please do this in ctcLink **before** applying for admissions!

PERSONAL INFORMATION

Personal Information

Required items are indicated by an asterisk* [Read Less..](#)

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- » to administer financial aid
- » to verify academic records
- » to conduct research
- » to report payments you made that may qualify for a tax deduction on your income tax return

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Title

First Name

Carl

Preferred First Name

Middle Name

John

Last Name

Smith

Preferred Last Name

Name Suffix

SSN or ITIN

Social Security Number

SSN or ITIN Number

Date of Birth

Sex

Verify your *name* and *birthdate* are correct. If you need to make a correction, you can go to *Account Settings* to update your information prior to submitting the application.

Your SSN/ITIN is *optional* and not required for admission, but it is required for Financial Aid, and other funding sources, as well as the IRS.

If you do not have an SSN/ITIN, then you can leave the **SSN or ITIN** section blank.

PHONE & EMAIL INFORMATION

Enter in your phone information and email.

You can add multiple phone numbers and email addresses by selecting the **Add New** button under each section.

Phone Information		
Type	Country Code	Phone
Home		2065923181
Extension	Preferred Phone	
	Yes	

Email Information		
Email Type	Email ID	Preferred Email
Home	outgoingtranscripts@highline.edu	Yes

CITIZENSHIP INFORMATION

Select **United States** for **Country** and select the appropriate **Citizenship Status**.

- Options: **US Citizen**, **Naturalized**, **Alien Permanent**, **Alien Temporary**, **Permanent Resident**, **Employment Visa**, **Canadian Citizen**, and **Other**.

All students are welcomed at college regardless of citizenship status.
This information is requested to determine the students' eligibility for in-state, resident tuition status.
Please be assured your information will remain private and protected.

***If you are a Permanent Resident, please make sure to select United States and Permanent Resident.**

Citizenship Information

+ Add New

Country *

Portugal

Country *

United States

Citizenship Status

Permanent Resident

ADDRESS INFORMATION

Enter in your valid address information.

You can add multiple addresses by selecting the **Add New** button under each section.

Address Information

Address Type *

Home

Address Line 2

Postal Code *

Country *

United States

Address Line 3

State *

Address Line 1 *

City *

County

+ Add New

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

Next >

Save for later

HIGH SCHOOL INFORMATION

This section is required. Enter in the name of your high school in **Search High School**. If your high school exists in the database, then the address information will autofill. If you cannot find your high school, click on the checkbox next to **Add School/College**, and you can manually enter in the school details.

If you do not remember the exact dates of attendance, we recommend entering approximate dates.

High School Information

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click 'Add School/College' checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College ☐

Search High School *

Address Line 2

Postal Code

Country

Address Line 3

State

Address Line 1

City

Location Code

Attended From Date *

Attended To Date *

What will your high school completion status be when you begin college? *

COLLEGE INFORMATION

This section is optional, but highly recommended for applicants with previous college experience. Enter in the name of your college in **Search College**.

- If your college exists in the database, then the address information will autofill.
- If you cannot find your college, click on the checkbox next to **Add School/College**, and you can manually enter in the school details.
- If you do not remember the exact dates of attendance, we recommend entering approximate dates.

College Information

Add School/College ☐

+ Add New

Search College

Country
United States

Address Line 1

Address Line 2

Address Line 3

City

Postal Code

State

Location Code

Attended From Date

Attended To Date

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous

Next >

Save for later

ETHNICITY DETAILS

This page is optional but available for all applicants.
For question 2, you may make more than one selection.

Ethnicity Details

Required items are indicated by an asterisk*

Our system is committed to racial equity and equal opportunity for all students. We collect information on race, ethnicity, and other student demographic data to measure our progress and guide our efforts to achieve these goals. Response or non-response to this section will not affect your consideration for admission.

1. Are you Hispanic or Latino?

- ☐ Yes, I am Hispanic or Latino
- ☒ No, I am not Hispanic or Latino

2. What is your race? Select one or more

- ☐ White
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Oth Pac Island

Response or non-response to this section will not affect your admission. Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

[< Previous](#)

[Next >](#)

[Save for later](#)

RESIDENCY

The responses provided in this section will not affect your eligibility for admission; however, they will affect your residency coding. The Admissions Department may request for additional documentation, so make sure to check your email for any follow-up communication.

Questions

- Do you understand your response to the residency questions will not affect your consideration for admissions?
- Are you a U.S. Citizen?
- Have you lived in the State of Washington for the past 12 consecutive months?
- Do you have a driver's license or state ID?
 - ✓ *If yes is selected, Your current driver's license or state ID was issued in which state?*
- Do you have a registered vehicle?
 - ✓ *If yes is selected, Your current vehicle registration was issued in which state?*
- Are you under the age of 24 years old?
 - ✓ *If yes is selected, For the current or past calendar year, will/did your mother, father, legal court-appointed guardian claim you as a dependent for federal income tax purposes? Has your mother, father, legal court-appointed guardian lived continuously in Washington the past 12 months?*
- Are you getting financial assistance from another state?
 - ✓ *If yes is selected, Does that funding require residency in another state?*
- Are you an active duty member of the U.S. Armed Forces or Washington National Guard?
- Are you the spouse or dependent of an active duty military person stationed in Washington or a spouse or dependent of an active duty member of the Washington National Guard?
- Have you separated from active duty in the last 12 months?

SUPPLEMENTAL QUESTIONS

Supplemental Questions

Required items are indicated by an asterisk*

Response or non-response to this section will not affect your consideration for admission.

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *



Has either of your parents earned a High School Diploma? *



Are you currently employed? *



Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *



Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous

Next >

Save for later

REVIEW & SUBMIT

Select the checkbox next to **Yes, I accept.**

You can select **Save for later** or **Submit Now.**

You will receive a message stating “**Your application submitted successfully**” after you select **Submit Now.**

Review and Submit

By selecting "Yes" below: I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

☒ Yes, I accept

Date: Jun 29, 2021

[< Previous](#)

Save for later

Submit Now



Your application submitted successfully.

Ok

FREQUENTLY ASKED QUESTIONS

Washington state colleges have transitioned to a new PeopleSoft software system (project titled **ctcLink**) and online application platform (OAAP).

Who needs to submit a new online admission application?

If you earned credit from Bellevue College, Edmonds College, or Cascadia College for **summer 2021 or prior**, you have already been assigned a **ctcLink ID number** and must simply **activate your account**. All colleges will be transitioned to ctcLink as of May 2022.

I made a mistake on my application. How can I make a correction?

Contact admissions at the college just as soon as possible. They will assist with updating your information.

The application cannot find my high school or college. How can I proceed?

Select the checkbox next to “Add School/College”, then manually enter your school’s information.

When and how will I receive communication regarding my application?

All admission applications are manually processed by the Admissions Department. Once your application has been processed, they will send an acceptance email to the email account used on the application. Please check your spam/junk folder if you do not see an acceptance email within 5 business days.

**REMEMBER TO COMPLETE THE INTENT TO
PARTICIPATE FOR THE HIGH SCHOOL
PROGRAM YOU PLAN TO ATTEND**

[HTTPS://WWW.BELLEVUECOLLEGE.EDU/HIGHSCHOOL/](https://www.bellevuecollege.edu/highschool/)

**See your program Website for information and
the Intent to Participate Form!**