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.
Click on “Create an account”

If you have a ctcLink account, Click on “Login”
CREATE A NEW ONLINE APPLICATION ACCOUNT (OAAP)

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**
   - **Name Suffix**
   - **Date of Birth**
   - **Email Address**

5. Select the **Submit** button
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.
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.
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

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

College *
- Highline College

Program *

I will be enrolling as a... *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

Logout
I WILL BE ENROLLING AS…

Start A New Application
Immediately below this page, you will find detailed explanations for each section.

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
PROGRAM

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 courses.
## DEGREE OR CERTIFICATE I AM SEEKING....

<table>
<thead>
<tr>
<th>College</th>
<th>I will be enrolling as a...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highline College</td>
<td>First Year</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Academic</td>
<td>FALL 2021</td>
</tr>
</tbody>
</table>

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
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!
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.

<table>
<thead>
<tr>
<th>Phone Information</th>
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<tr>
<td><strong>Type</strong></td>
<td><strong>Country Code</strong></td>
<td><strong>Phone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td>2065923181</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extension</strong></td>
<td><strong>Preferred Phone</strong></td>
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<td></td>
<td>Yes</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Email Type</strong></td>
<td><strong>Email ID</strong></td>
<td><strong>Preferred Email</strong></td>
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<tr>
<td>Home</td>
<td><a href="mailto:outgoingtranscripts@highline.edu">outgoingtranscripts@highline.edu</a></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
ADDRESS INFORMATION

Enter in your valid address information. You can add multiple addresses by selecting the Add New button under each section.

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.
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.
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.
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/Other Pacific Islander

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.
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

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.
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

Save for later  Submit Now

Your application submitted successfully.

Ok
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/

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