WASHINGTON STATE COLLEGES WEB ADMISSIONS APPLICATION

This guide provides step by step instructions for submitting an Admissions Application

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

Revised 5/30/2025

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. *__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, 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 parent's.

Please do not submit multiple applications. If you need to make a correction on your application contact **Enrollment Services (admissions & registration)** as soon as possible.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!

Online Admissions Application

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

Create an account

or **Login**

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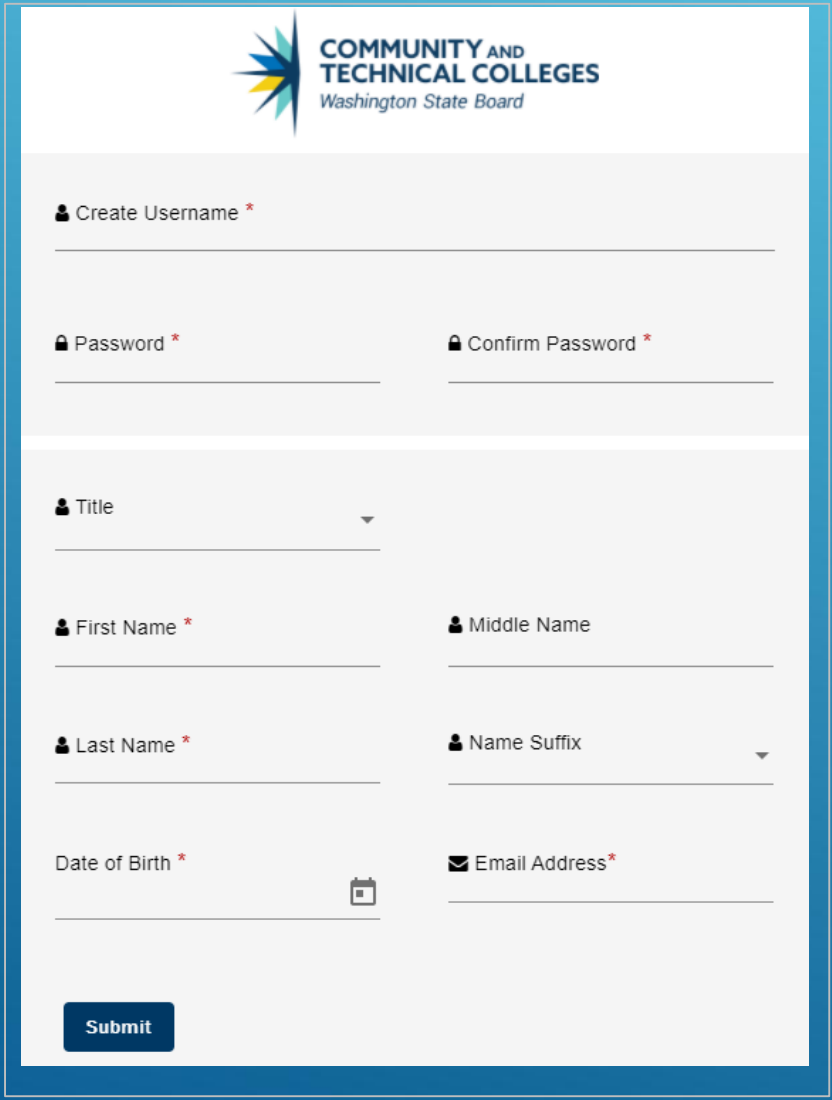
V. 202103.02

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

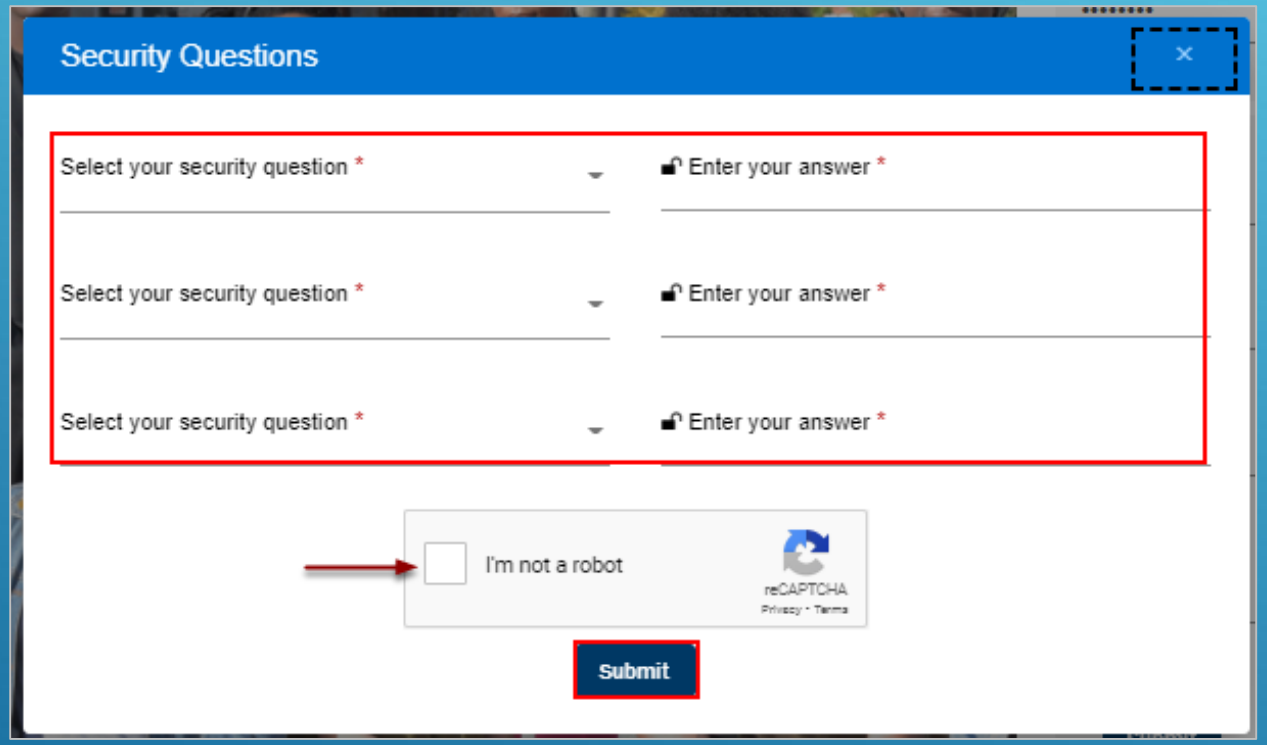
2. Create a **Username** and **Password.** *Password must:*
   - Be at least *8 characters long*
   - Contain one *special character*
   - Contain an *alphabetical character*
   - Contain *a number.*

3. Confirm the **Password**

4. Enter your personal information
   - **First Name**
   - **Middle Name**
   - **Last Name**
   - **Date of Birth**
   - **Email Address**

5. Select the **Submit** button

SECURITY QUESTIONS



*The **Security Questions** page displays.*

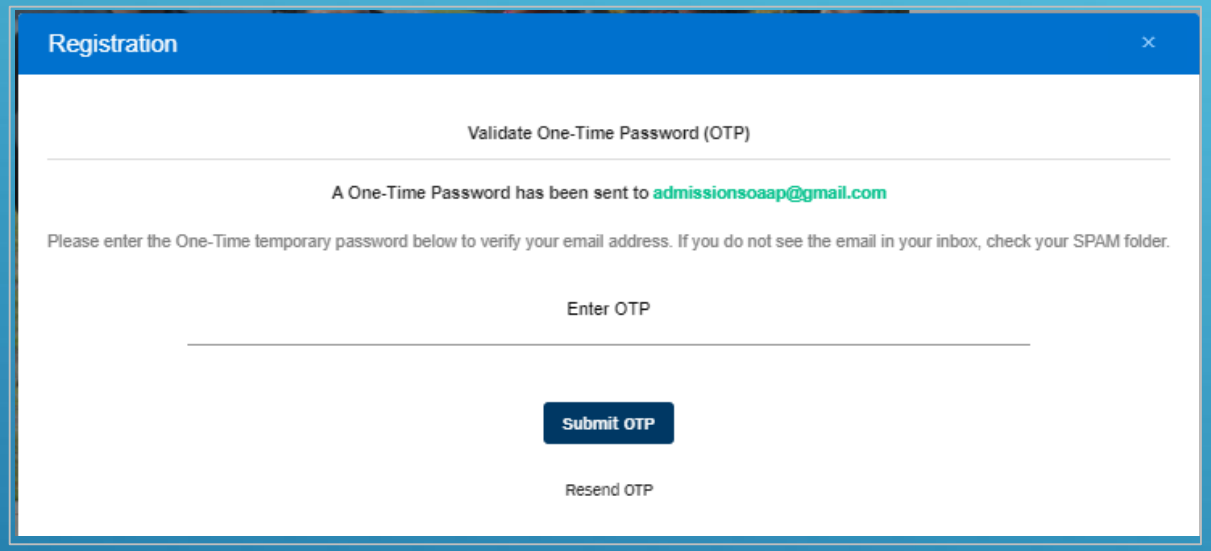
6. Complete the Security Questions by selecting each question from the drop-down menu on the left and entering the answer to the right.

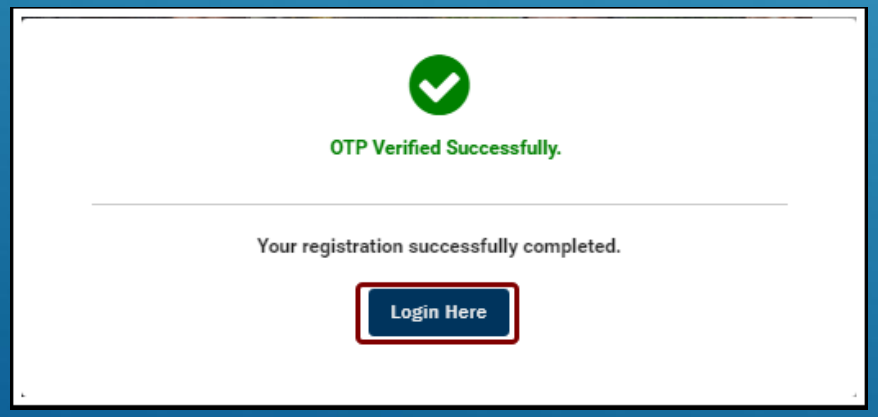
7. Check the **I'm not a robot** box.

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 **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.

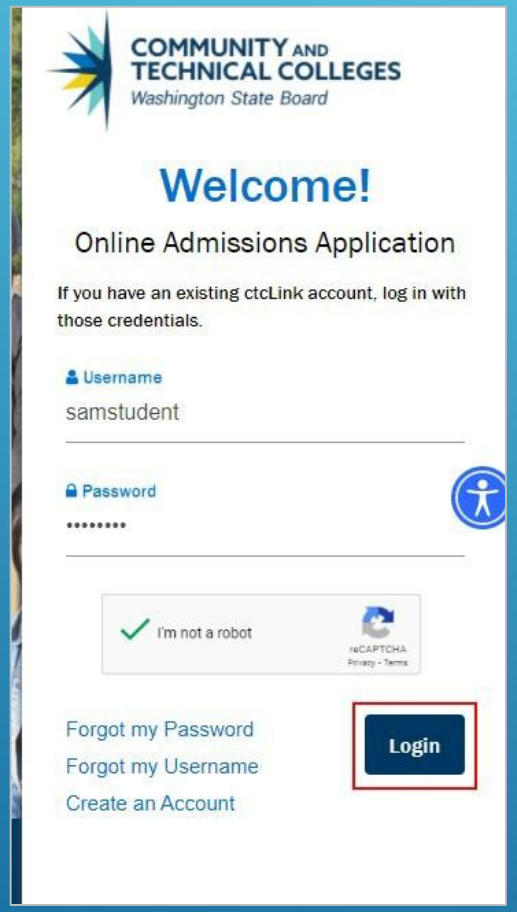
10. Enter the **OTP** provided.

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

*The **OTP Verified Successfully** message displays.*

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

CAPTCHA VERIFICATION & LOGIN



*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: COLLEGE

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... *

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

I WILL BE ENROLLING AS…

NOTE**: Select "First-Year" ***NOT Running Start

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... *

First Year

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

PROGRAM

***NOTE**: **Do Not** select “Transitional Studies”
If you are not planning on completing an associate degree or certificate choose “**Non-Award Seeking**”

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... *

First Year

Program *

Do not select Transitional Studies

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

TERM

Select the “Term” (college quarter) for which you plan on attending as a Running Start Student

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... *

First Year

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

In my example I chose Fall 2025

DEGREE OR CERTIFICATE I AM SEEKING….

If you are not planning on completing an associate degree or certificate choose “**Non-degree-Other**”

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... *

First Year

Program *

Term *

FALL 2025

Degree or Certificate I am seeking... *

Non-degree - Other

Academic Focus Area

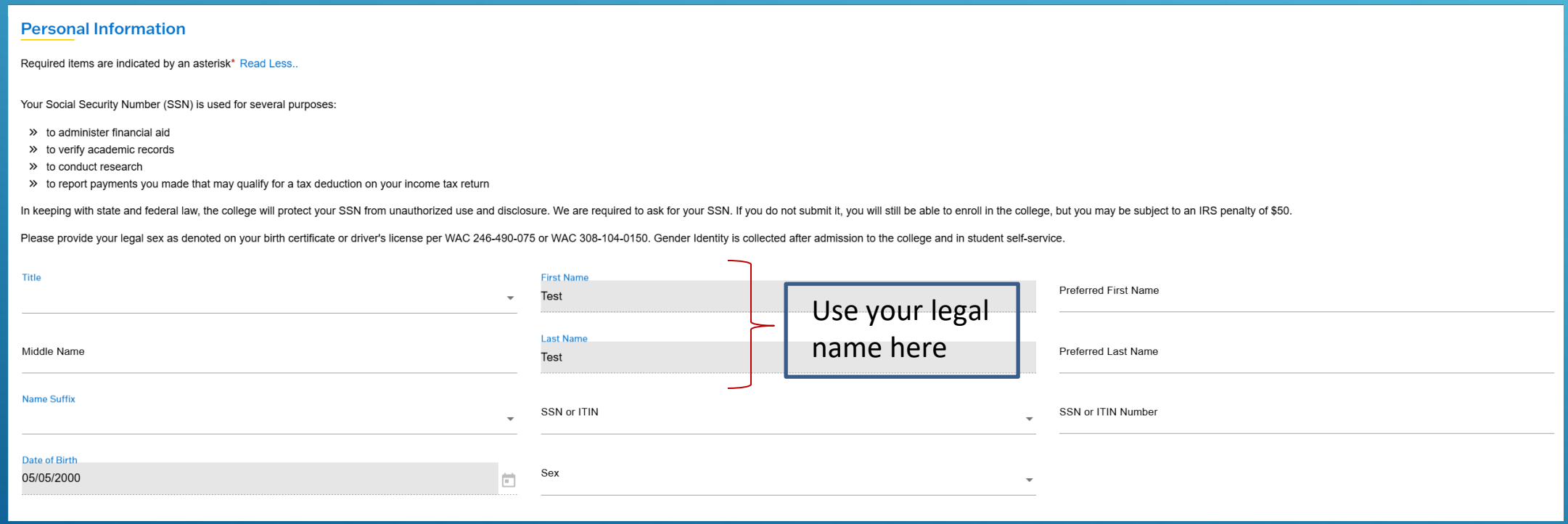
You will leave this blank

Apply

Click on “Apply” button to continue the application

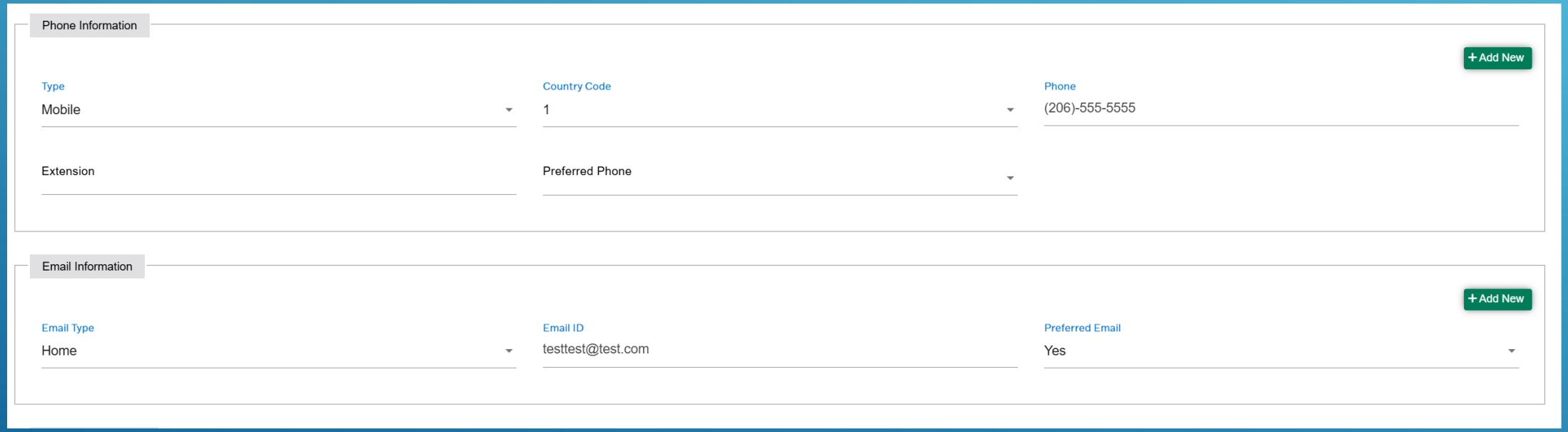
PERSONAL INFORMATION

*Note: If you are a returning student logging in with your ctcLink credentials and/or you need to make corrections to your personal information. Please do this in ctcLink before applying for admissions!



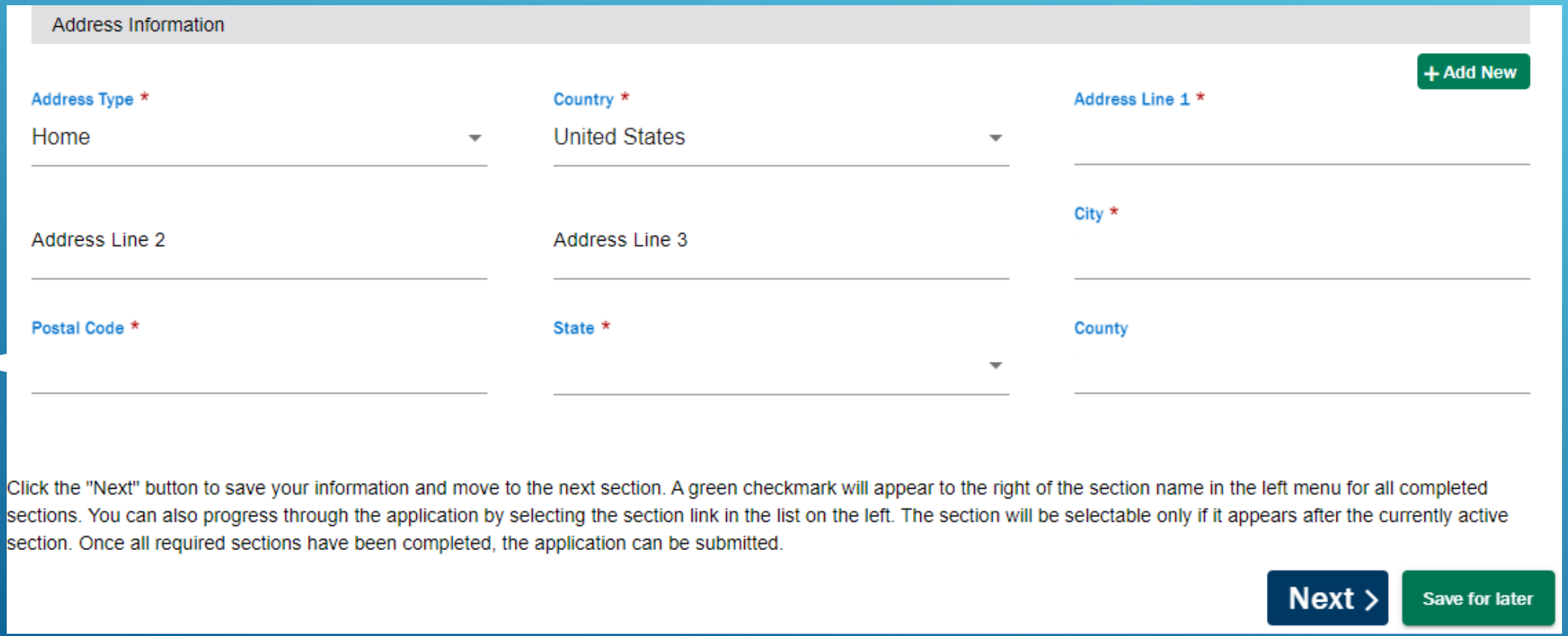
PHONE & EMAIL INFORMATION

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.



ADDRESS INFORMATION

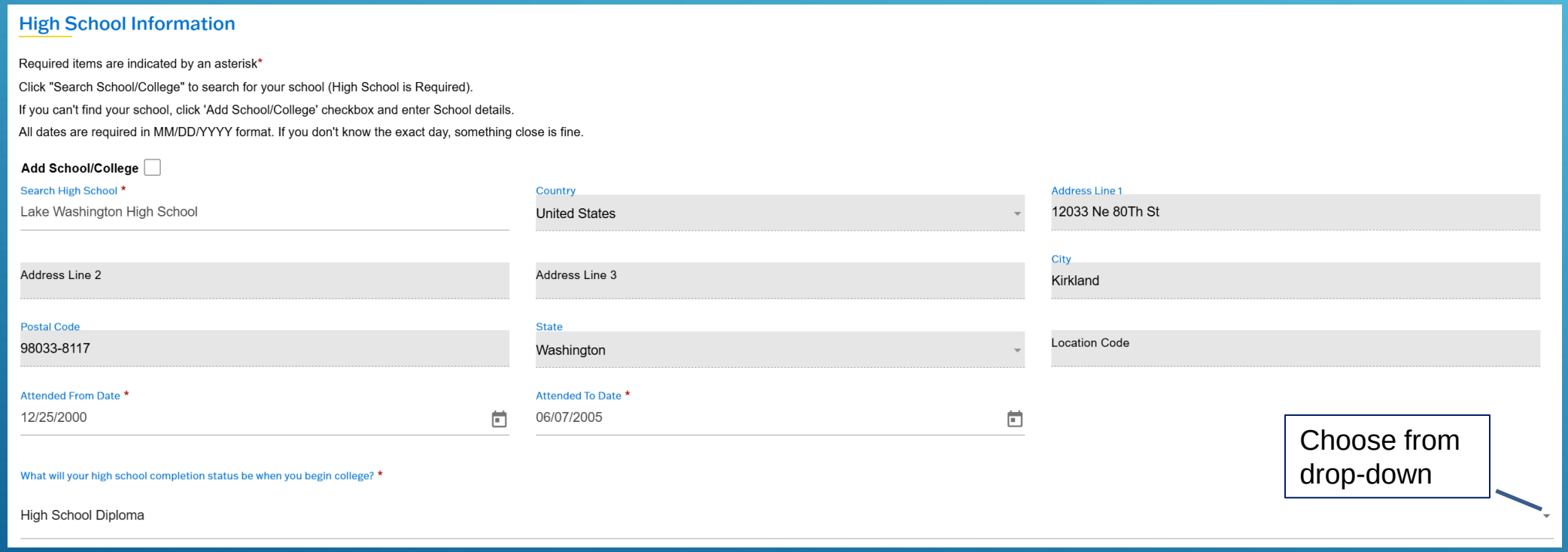
Enter in your valid address information.
You can add multiple addresses by selecting the **Add New** button under each section.



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.

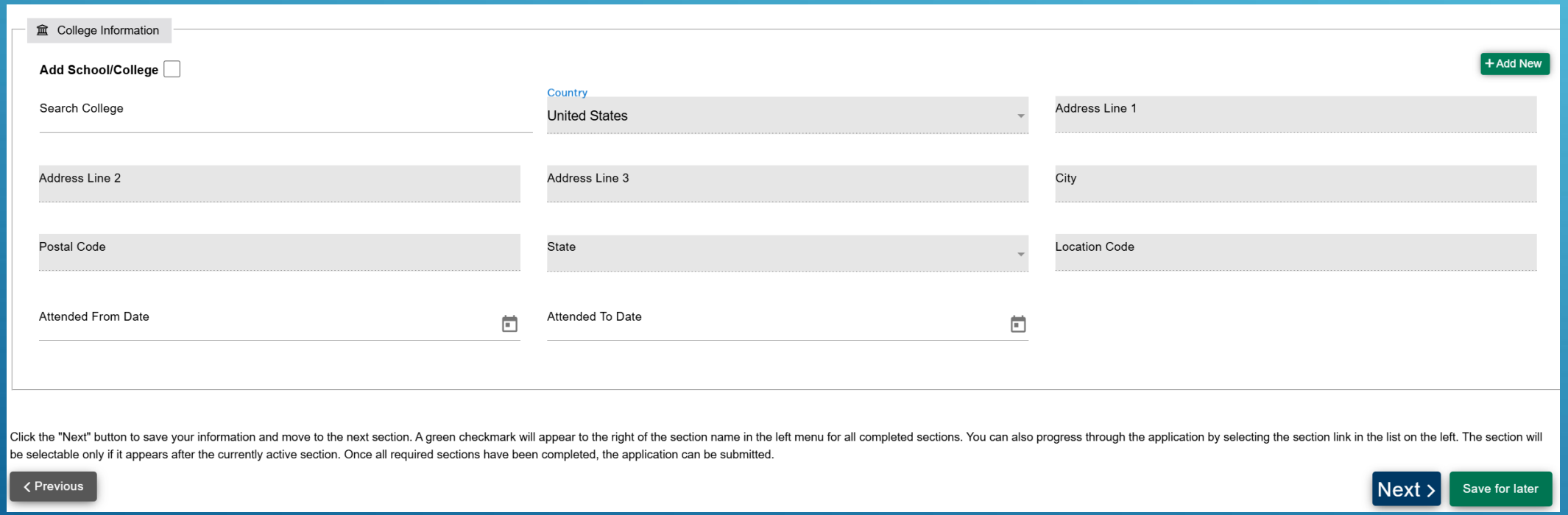
If you do not remember the exact dates of attendance, we recommend entering approximate dates.



COLLEGE INFORMATION

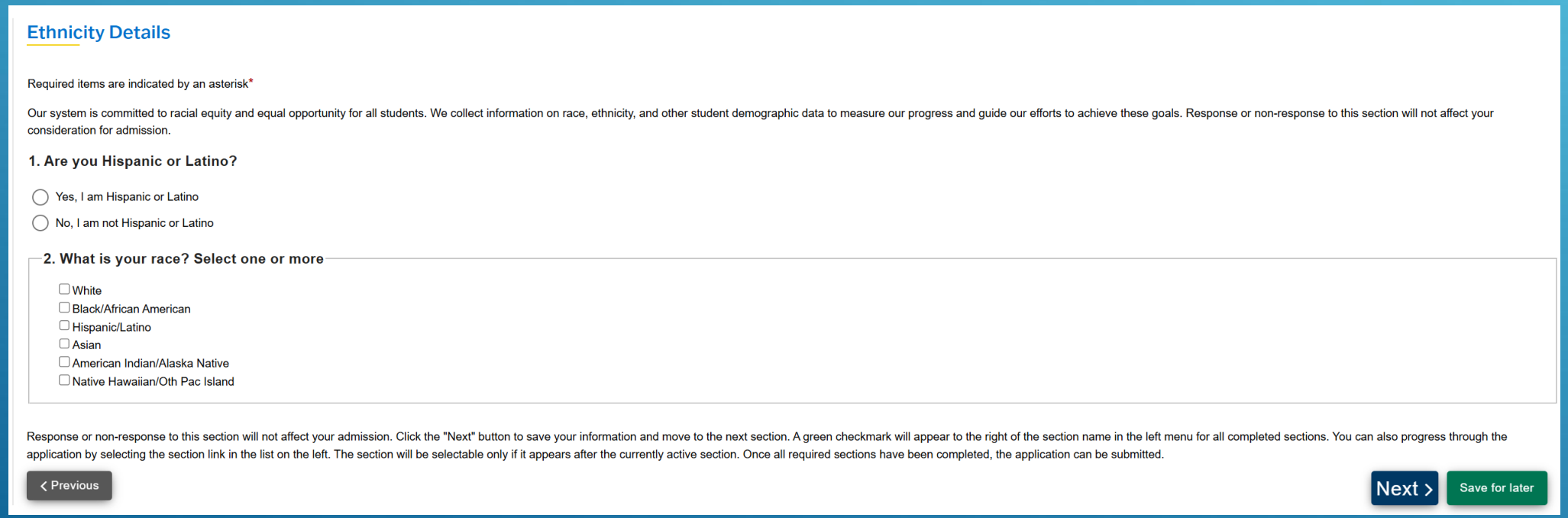
This section is optional, but highly recommended for applicants with previous college experience. Enter in the name of your college in **Search College**.

- 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.



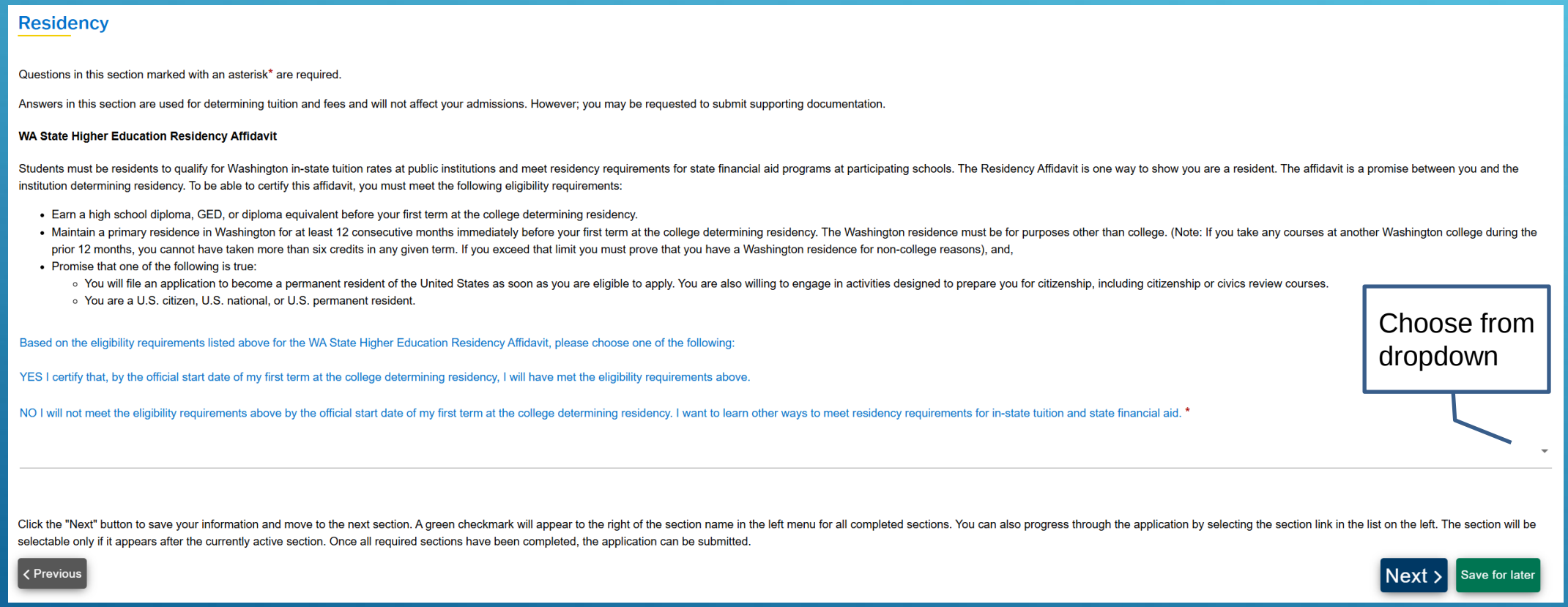
ETHNICITY DETAILS

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



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.



Residency

Questions in this section marked with an asterisk* are required.

Answers in this section are used for determining tuition and fees and will not affect your admissions. However; you may be requested to submit supporting documentation.

WA State Higher Education Residency Affidavit

Students must be residents to qualify for Washington in-state tuition rates at public institutions and meet residency requirements for state financial aid programs at participating schools. The Residency Affidavit is one way to show you are a resident. The affidavit is a promise between you and the institution determining residency. To be able to certify this affidavit, you must meet the following eligibility requirements:

- Earn a high school diploma, GED, or diploma equivalent before your first term at the college determining residency.
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before your first term at the college determining residency. The Washington residence must be for purposes other than college. (Note: If you take any courses at another Washington college during the prior 12 months, you cannot have taken more than six credits in any given term. If you exceed that limit you must prove that you have a Washington residence for non-college reasons), and,
- Promise that one of the following is true:
  - You will file an application to become a permanent resident of the United States as soon as you are eligible to apply. You are also willing to engage in activities designed to prepare you for citizenship, including citizenship or civics review courses.
  - You are a U.S. citizen, U.S. national, or U.S. permanent resident.

Based on the eligibility requirements listed above for the WA State Higher Education Residency Affidavit, please choose one of the following:

YES I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements above.

NO I will not meet the eligibility requirements above by the official start date of my first term at the college determining residency. I want to learn other ways to meet residency requirements for in-state tuition and state financial aid. *

Choose from dropdown

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

Residency determinations must be made for students who exceed the 1.40 FTE and AAFTE limitations or enroll in non-college level courses during the regular term. These situations would not be covered under the Running Start reimbursement and would be subject to residency for tuition determination in accordance with RCW 28B.15.012. 76.

Provided that the student meets the definition of an enrolled student in accordance with WAC 392-121- 106, a student's immigration status does not impact their eligibility nor prohibit them from enrolling in classes that receive basic education funding, including Running Start in accordance with WAC 392-137-115.
However, residency determinations must be made for students who exceed the 1.40 FTE and AAFTE limitations or enroll in non-college level courses during the regular term. These situations would not be covered under the Running Start reimbursement and would be subject to residency for tuition determination in accordance with RCW 28B.15.012.

You can access this information on the Washington Office of Superintendent Public Instruction (OSPI) website **Running Start** FAQ - OSPI

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. *

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? *

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.

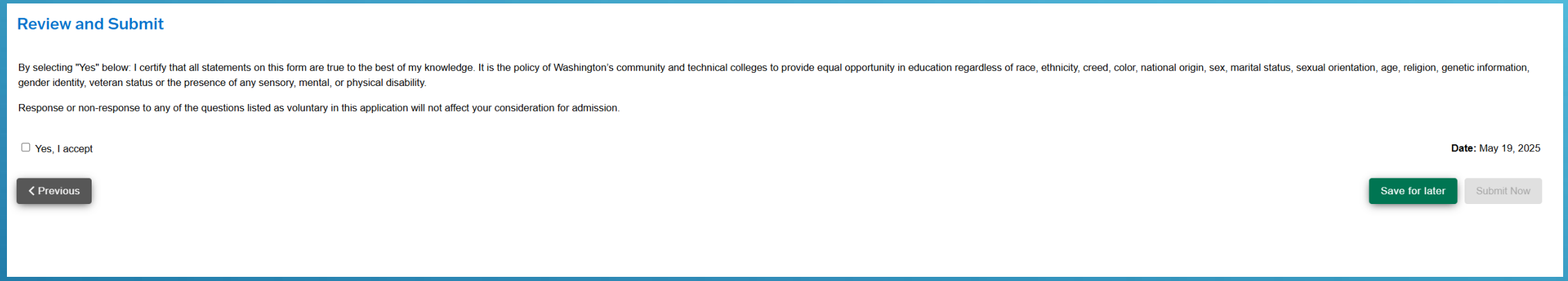
< Previous

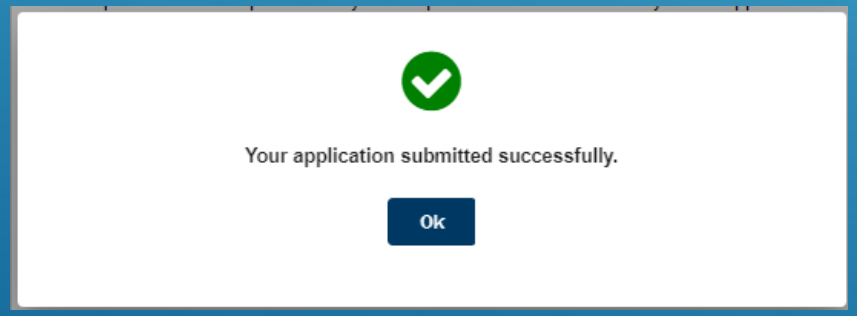
Next >

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**.





FREQUENTLY ASKED QUESTIONS

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.

Access the Running Start Admissions website for information and the process/phases to complete to apply for the Running Start Program

https://www.bellevuecollege.edu/runningstart/