



Instructions for Bellevue College Online Admission:

You must be admitted to Bellevue College before Workforce Education can serve you
Please complete all the steps **before** meeting with your WE advisor.

#1 Go www.bellevuecollege.edu/admissions/ – scroll down, click

Apply for General Admission

#2 You will be directed to WA State Community and Technical College's Web Admissions Center

#3 Click **Set Up My Web Admissions Account**

#4 Enter your name, then create your **User ID** and **Password** and record them here:

User ID _____ Password _____

#5 Enter your birth date , mother's maiden name, and click "I'm not a robot" check box to do the reCAPCHA. Click **SUBMIT**.

It will tell you "Congratulations, your account was created successfully" and list your user ID.

#6 Go back to **Main Menu** and Click **Login to the Web Admissions Center**



In accordance with Federal civil rights laws, U.S. Department of Agriculture (USDA) and Bellevue College , Workforce Education does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, [425-564-2641](tel:425-564-2641), Office C227, and EEOC/504 Compliance Officer, [425-564-2178](tel:425-564-2178), Office R130.

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#7 Fill out the application with your information. Click **SAVE and CONTINUE** to move to the next section.

Social Security Number <input type="text"/> <input type="text"/> - <input type="text"/>	To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report payments made by you that may qualify for a tax credit or a tax deduction on your income tax return. We may also use this information to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to an IRS penalty of \$100. Pursuant to state and federal law, the college will protect your SSN from unauthorized use and/or disclosure.
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Section 1 - Personal Information

It is extremely important you enter your Social Security Number. Without your SSN we are not able to authorize any payments to your account, including tuition.

Section 2 - Course of Study :

Enter your **Professional/Technical major area of study** (*not a transfer degree*) title as listed on the Workforce Education Approved Professional/Technical Programs. If unsure, choose a closest match.

For question 5: Do you plan to transfer to a four-year college? Select **NO**

Section 3, 4, 5, 6 - Residency, Race and Citizenship Information, Testing Info and Academic History:

Please answer all required questions in these sections (indicated by an asterisk *)

Click **SAVE and CONTINUE** to continue to the **Submit Application** page

#8 Click the **Checkbox** next to Bellevue College and then scroll to the bottom to click **Submit**

Select	College and Branch	Fee	Date and Time Applied	Application Status
<input type="checkbox"/>	Bates Technical College	None	Not applied	Not applied
<input type="checkbox"/>	Bellevue College	55.00	10/13/2017 2:11:00 PM	Pending
<input type="checkbox"/>	Bellingham Technical College	0.00	Not applied	Not applied

#9 Print the Application History

When ready to print, click on the "Review Application History" tab and print this page.

- **Bring this printed page to your appointment** to receive a ***waiver of your application fee.***
- If you **are not able** to print the Application History, bring your username and password from Step #4 to your appointment. You can print it in our office prior to your appointment.

#10 STOP— DO NOT proceed to payment process.
You are done!

If you self-pay, we will not be able to reimburse you.

Web Admissions Center
Washington State Community and Technical Colleges

Logout | FAQ

Fill Out Application | Review Application Readiness | Submit Application | **Review Application History** | Change Password

Review Application History

Instructions: Read Me First

The following table displays a history of all transactions you have made on your Application for Admission. Each entry includes the date, time, and type of action. The most recent transaction is shown first.

Date/Time	Action
9/15/2015 10:08:40 AM	Application form submitted to Bellevue College
9/15/2015 10:01:56 AM	Application form updated, Section 6 - Academic History
9/15/2015 10:00:06 AM	Application form updated, Section 5 - Testing Information
9/15/2015 9:59:57 AM	Application form updated, Section 4 - Race/Citizenship Information
9/15/2015 9:59:35 AM	Application form updated, Section 3 - Residency Information
9/15/2015 9:58:25 AM	Application form updated, Section 2 - Course of Study
9/15/2015 9:57:53 AM	Application form updated, Section 1 - Personal Information
9/15/2015 9:54:02 AM	Admissions Account created