

WHAT TO BRING FOR INITIAL INTERVIEW



- ☐ Make an appointment with **BFET, Opportunity Grant, or Worker Retraining** advisor.

Advisor's Name: _____ Date: ____/____/____ Time: _____

Call **425-564-4054** (TTY Line :425-564-6189) to make, change or cancel your appointment.

Workforce Education office: **B131**

Please allow time to park and locate the office - see map on back.

*** * *Prepare and bring the following documents to your first meeting: * * ***

ALL PROGRAMS - Everyone needs to bring:

- ☐ A completed IEP (Individual Employment Plan) form
- ☐ Print out the "Review Application History" page of the online Application form process or bring your log-in and password to print at our office. This shows you have completed the BC on-line Application but have not paid
- ☐ Unofficial Transcript for any non-BC classes (if applicable)
- ☐ If non-citizen, bring permanent resident card (I-94)
- ☐ Check for Basic Food eligibility at **www.washingtonconnection.org** prior to appointment

If you are WorkFirst Eligible:

- ☐ Contact your DSHS case manager about your interest in attending Bellevue College. Please wait for a call from your WorkFirst advisor for the initial appointment.

If you are Worker Retraining Eligible:

- ☐ Photo ID
- ☐ If you have not yet opened a UI claim: bring Layoff Notice
- ☐ If you are currently receiving or have exhausted your UI benefits: bring Proof of 1) current Unemployment Benefits or 2) Exhausted Unemployment benefits. See steps below to obtain the proof.
 1. Go to: <https://esd.wa.gov>
 2. Click "Sign in or Create account" under "Individual"
 3. Click "Apply for UI Benefits or manage your current and past claim"
 4. Click "UI Claim"
 5. Print screenshot of payment history —you can bring your log-in info to print at our office, too.
- ☐ Review CAT/TB Handout
- ☐ Displaced Homemakers: Statement of work history and documentation of income loss (i.e. divorce decree, death certificate, etc.)
- ☐ Veteran: Please bring your DD214
- ☐ Formerly self-employed: business closure documentation

If you are Opportunity Grant (OG) Eligible:

- ☐ Most recent tax return *or* 2 months verification (check stubs or other documentation) for all sources of income



Main Campus Parking Map

3000 Landerholm Cir SE, Bellevue, WA 98007-6484

For more information, visit: bellevuecollege.edu/visitors

NEED HELP? CALL:

Information (425) 564-1000
North Campus (425) 564-4000
Public Safety (425) 564-2400
Student Affairs (425) 564-2222

