

1. Click on: Create an account



READY FOR WHAT'S NEXT?
Career training and university transfer at a fraction of the cost

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 [Log In](#)

Powered by
Tech Products
Innovative | Affordable | Flexible
in-person education

V. 202107.01

2. Create a username and password.

3. Confirm the password (write down this information and keep it in a place where you can find it)



 Create Username *

 Password *

 Confirm Password *

4. Enter your personal information

5. Select the submit button



 Create Username *

 Password *

 Confirm Password *

 Title

 First Name *

 Middle Name

 Last Name *

 Name Suffix

Date of Birth *



 Email Address *

Submit

6. The Security Questions page displays.
7. Complete the Security Questions section by selecting each question from the drop-down menu on the left and entering the answer to the right. Make sure to keep the questions and answers for future reference if needed.
8. Check the I'm not a robot box.
9. Select the Register button.

Security Questions

Select your security question * Enter your answer *

Select your security question * Enter your answer *

Select your security question * Enter your answer *

I'm not a robot reCAPTCHA Privacy - Terms

Submit

10. The Registration OTP (one time password) page displays. It is used to validate the email address provided in the application. Go to the associated email account, locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam folder if you do not see it in the inbox.
11. Enter the OTP provided.
12. Select the Submit OTP button.

Registration ×

Validate One-Time Password (OTP)

A One-Time Password has been sent to admissionsoap@gmail.com

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.

Enter OTP

Submit OTP

Resend OTP

13. The OTP Verified Successfully message displays.

14. Select the Login Here button. Once you select the Login Here button, you will be directed to the Welcome to Online Admissions Application page.



OTP Verified Successfully.

Your registration successfully completed.

Login Here

15. The Welcome to Online Admissions Application page displays.
16. Enter your Username and Password-type this in DO NOT copy and paste.
17. Check the I'm not a robot box.
18. Select the Login button.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application

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

Username

sivessevis

Password

I'm not a robot



[Forgot my Password](#)

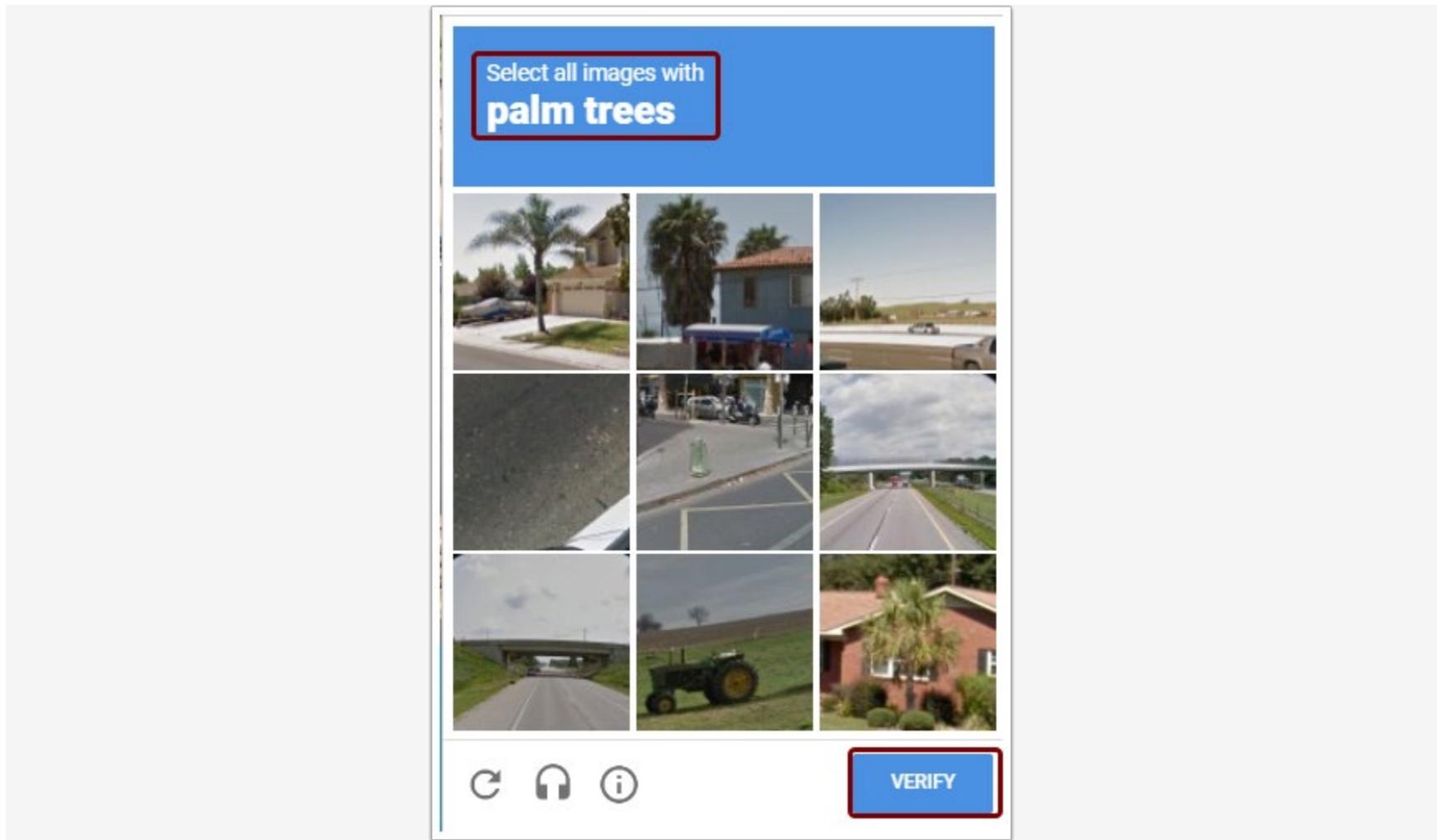
[Forgot my Username](#)

[Create an Account](#)

Log in

You may or may not need the steps on this page.

19. If you are a returning student, a **Captcha** image screen displays. Follow the instructions provided.
20. Select the **Verify** button.



21. The **Welcome** page displays again.
22. Select the **Login** button.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application

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

 Username

sivessevis

 Password

 I'm not a robot



[Forgot my Password](#)

[Forgot my Username](#)

[Create an Account](#)

[Log in](#)

- 23. The Start a New Application page displays.
- 24. College is Bellevue College
- 25. I will be enrolling as a: First-year student
- 26. Program is: Non-Award Seeking
- 27. Degree is: Other
- 28. Academic Focus Area: no need to fill this in

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

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 *
24

I will be enrolling as a... *
25

Program *
26

Term *
Go to courses to check which term

Degree or Certificate I am seeking... *
27

Academic Focus Area
28

[Apply](#)

[Explore our Programs](#) [In-progress applications](#) [Instructions Guide](#) [Submitted Applications](#)

College	I will be enrolling as a...
---------	-----------------------------

27. The application page now displays and is defaulted to the Personal Information section. Notice there is also a progress bar across the top to indicate how far the application has been completed.

28. There are links on the far left side that highlight when cursor is hovered over them:

- Start a New Application
- Instructions Guide
- In-Progress Applications
- Submitted Applications

29. Do not select any of those links at this time. We will review these in a later section following the application process.

30. Go to the Completing the Application section to continue the application.

COMMUNITY and TECHNICAL COLLEGES
Washington State Board

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Application Completed: 48%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

Personal Information self-service.

Title First Name Sives Preferred First Name

Middle Name Last Name Sevis Preferred Last Name

Name Suffix SSN or ITIN Social Security Number SSN or ITIN Number

Date of Birth 1/1/2000 Sex

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed

[Completing the Application](#)
[Quick Review of Left Side Menu Choices](#)
[Save for Later](#)
[Forgot Username or Password](#)

As noted in the previous section, the Personal Information page displays after selecting the Apply button. The information that was input in the previous create an account screens will auto-populate to this page. *The student will not be able to update their personal information used to create their account (Name, Email Address, and DOB). For example, if a student entered the incorrect date of birth when creating their account, the changes must be made in PeopleSoft after the student submits their application.*

There are additional fields that can be optionally entered in this section. Remember to complete all fields that are required items designated with an asterisk (*) in the field.

Scroll through the Personal Information area to review/complete optional fields such as:

- Additional Name preferences
- National ID and type
- Sex - see note below.

The Legal Definition of Sex

Please enter the legal sex as denoted on this person's birth certificate or driver's license per [WAC 246-490-075](#) or [WAC 308-104-0150](#)

1. Scroll down to review additional sections to complete:
 - Phone
 - Email
 - Citizenship
 - Address


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Application Completed: 48%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

Personal Information
 High School Attended
 Ethnicity Information
 Upload Documents
 Residency
 Supplemental Questions
 Review and Submit

* Requires response
 - All required fields are filled out
 - Required fields are not filled out
 - Completed
 - Started
 - Not Started

Home Country Code 3605551212
 Extension Preferred Phone Yes
 Email Information
 Email Type Email ID Preferred Email
 Home sivessevis@yahoo.com Yes
 Citizenship Information
 Country * Citizenship Status
 United States US Citizen
 Address Information

- The Phone and Email sections display below. None of these are required fields.
- Complete the Phone section as desired. If additional phone numbers to be added, select the Add New button on the right side to create a new row.
- The Email section is auto-populated with the information previously submitted. If there are additional emails to enter, select the Add New button.

+ Add New		
Phone Type	Country Code	Phone
Home		3605551212
Extension	Preferred Phone	
	Yes	
Email Information		
+ Add New		
Email Type	Email ID	Preferred Email
Home	sivesservis@yahoo.com	Yes
Citizenship Information		
+ Add New		
Country *	Citizenship Status	
United States	US Citizen	
Address Information		
+ Add New		
Address Type *	Country *	Address Line 1 *
Home	United States	3949 NE SELDOM SEEN LN

5. Upon completion of these sections, scroll down to the Citizenship section.

Citizenship Information		+ Add New
Country *	Citizenship Status	
United States	US Citizen	
Address Information		

6. The Address section contains a combination of drop-down menus and fill-in fields. Most of these are required fields.
7. Select applicable values from the Address Type, Country and State drop-down fields.
8. Complete the City, Address Lines, and Postal Code fields.
9. The County field is optional.
10. If additional addresses are to be added, select the Add New button to create a new row.

Personal Information ▶

High School Attended ▶

Ethnicity Information ✔

Upload Documents ○

Residency ○

Supplemental Questions ○

Review and Submit ○

* Requires response

▶ - All required fields are filled out

○ - Required fields are not filled out

✔ - Completed

○ - Started

○ - Not Started

Email Type	Email ID	Preferred Email
Home ▼	sivessevis@yahoo.com	Yes ▼
Citizenship Information		
+ Add New		
Country *	Citizenship Status	
United States ▼	US Citizen ▼	
Address Information		
+ Add New		
Address Type *	Country *	Address Line 1 *
Home ▼	United States ▼	3949 NE SELDOM SEEN LN
Address Line 2	Address Line 3	City *
		BREMERTON
Postal Code *	State *	County
98311-4519	Washington ▼	Kitsap

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

11. Select the **Next** button

Address Information + Add New

Address Type * Home	Country * United States	Address Line 1 * 3949 NE SELDOM SEEN LN
Address Line 2	Address Line 3	City * BREMERTON
Postal Code * 98311-4519	State * Washington	County Kitsap

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

12. The High School/College Information page displays.

13. Follow instructions on the screen to search and add High School information (*required*).


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 Washington State Board

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Application Completed: 52%

 Admissions Information
 Term: SPRING 2021
Type: First Year
Program: Academic
Plan: Academic Transfer AA DTA

 Start A New Application

 Instructions Guide

 In-Progress Applications

 Submitted Applications

Personal Information 

High School Attended 

 Ethnicity Information 

 Upload Documents 

 Residency 

 Supplemental Questions 

 Review and Submit 

*** Requires response**

-  - All required fields are filled out
-  - Required fields are not filled out
-  - Completed
-  - Started
-  - Not Started

High School Attended

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 * Location Code Country

Address Line 1 Address Line 2 Address Line 3

City Postal Code State

[Attended From Date *](#)
[Attended To Date *](#)

14. When you select the Search School field a school search pagelet displays.
15. Enter the filtering information for each field to narrow results.
16. Select the applicable high school. The information will then populate the screen.
17. If your school is not on the list, select the X in the top right corner of the pagelet to go back and manually add the high school information.

School/College Search



Enter School/College

Select Country



Select State



Enter City

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua



- Personal Information 🔒
- High School Attended 🔒
- Ethnicity Information ✅
- Upload Documents ⬜
- Residency ⬜
- Supplemental Questions ⬜
- Review and Submit ⬜

*** Requires response**

- 🔒 - All required fields are filled out
- 🔒 - Required fields are not filled out
- ✅ - Completed
- 🔒 - Started
- ⬜ - Not Started

High School Attended

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

School Name *

Manually Add School Information

Location Code

Country *

Address Line 1

Address Line 2

Address Line 3

City *

Postal Code

State *

Attended From Date *

Attended To Date *

Note: Students can also search for international high schools.

School/College Search ×

Enter School/College
Kenya Select Country Select State Enter City

School/College Name	Country	State	City
International School Of Kenya	KEN		Nairobi

18. Enter the Attended From Date and the Attended To Date (*required*).

19. Complete the required question: "What will be the highest level of completion when you begin college?" before proceeding to the College section (*required*).

City *

Postal Code

State *

Attended From Date *

5/2/2017



Attended To Date *

5/18/2021



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

High School Diploma

21. For those who have previously attended college, scroll down and add the information following the same process as listed for high school information.
22. When the School/College sections are completed, scroll down and select the Next button to continue to the Ethnicity section of the application.


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 Washington State Board

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Application Completed: 52%

 Admissions Information
 Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

College Attended

Add School/College + Add New

Search College Location Code Country: United States

Address Line 1 Address Line 2 Address Line 3

City Postal Code State

Attended From Date Attended To Date

* Requires response

-  - All required fields are filled out
-  - Required fields are not filled out
-  - Completed
-  - Started
-  - Not Started

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

23. Ethnicity Information page displays. It is Optional but available for all admit types.

24. For question 2 on this page, you may make more than one selection.

25. Once you select a checkbox, another drop-down field may display offering further filtering selections.

26. Scroll down to the bottom of this page and select the Next button to continue.



Personal Information

High School Attended

Ethnicity Information

Upload Documents

Residency

Supplemental Questions

Review and Submit

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

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 Ethnic Group *
- Black/African American African American ▼
- Hispanic/Latino Ethnic Group *
- Asian Laotian ▼
- 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](#)

27.The Upload Documents page displays. This page is optional and is used to upload a variety of documents such as:

- A. Transcripts**
- B. Test Scores**
- C. Work Experience**

28.Review the instructions on this page.

29.Select the Upload Document Type from the drop-down menu.

30.Select the Upload File button and follow instructions for locating and uploading the document.

31.Enter a Description.

32.Select the plus [+] icon on the right to add a new row for each document to be uploaded.

33.If you need to remove an uploaded document, select the trash can icon that is located to the right of the [+] sign.

34.Select the Next button to continue.

Application Completed: 52%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

If you would like to upload documents with your application, follow these steps:

In the "Upload Document Type" box, from the drop-down, choose the one that best fits the document you are about to attach. Provide a brief description in the "Description" box. (30 character limit) Choose "Upload File" to begin uploading your document. Only .doc, .docx, .pdf or .txt files are accepted. If you have more documents to upload, click the "+" button and repeat the process.

Upload document type *	Upload File	Description
High School Transcript	<input type="button" value="Upload File"/>	<input type="text"/>
College Transcript	<input type="button" value="Upload File"/>	<input type="text"/>
Upload document type	<input type="button" value="Upload File"/>	<input type="text"/>

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.

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

Start A New Application

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Residency

Supplemental Questions

Review and Submit

- 35. The Residency Information page will be seen on the General application only. Answers to questions will determine the Residency status for the student.
- 36. All questions on this page require a response.
- 37. Select the Next button to continue.

Application Completed: 47%

Admissions Information | **Term:** SPRING 2021 | **Type:** First Year | **Program:** Academic | **Plan:** Academic Transfer AA DTA

- Start A New Application
- Instructions Guide
- In-Progress Applications
- Submitted Applications

Personal Information 

High School Attended 

Ethnicity Information 

Upload Documents 

Residency 

Supplemental Questions 

Review and Submit 

*** Requires response**

-  - All required fields are filled out
-  - Required fields are not filled out
-  - Completed
-  - Started
-  - Not Started

Residency

This section will require that you complete all the questions presented to you indicated by an asterisk*.

Responses to this section will not affect your consideration for admission, however; you may be requested to submit supporting documentation.

Washington House Bill 1079 passed in 2003. It allows students who are eligible to sign this affidavit to pay in-state (resident) tuition and fees at public institutions (RCW 28B.15.012(2)(e)). [Access the form to see if you meet the residency requirements.](#)

Do you understand your response to residency questions will not affect your consideration for admissions? *

Yes 

Are you a U. S. Citizen? *

Yes 

Have you lived in the State of Washington for the past 12 consecutive months? *

Yes 

Do you have a driver's license or state ID? *

38. The Supplemental Questions page contains additional questions that are required to be answered.

39. Select the Next button to continue.

Application Completed: 61%

Admissions Information | **Term:** SPRING 2021 | **Type:** First Year | **Program:** Academic | **Plan:** Academic Transfer AA DTA

- Start A New Application
- Instructions Guide
- In-Progress Applications
- Submitted Applications

Personal Information 🔵
 High School Attended 🔵
 Ethnicity Information 🟢
 Upload Documents 🟢
 Residency 🟢
Supplemental Questions 🟢
 Review and Submit ⬤

*** Requires response**

- 🔵 - All required fields are filled out
- 🔴 - Required fields are not filled out
- 🟢 - Completed
- 🟡 - Started
- ⬤ - Not Started

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. *

Yes ▼

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

Yes ▼

Has either of your parents earned a bachelor's (4-year) degree? *

Yes ▼

Are you currently employed? *

Yes ▼

40.The Review and Submit page displays. This is the certification page that all answers are correct to the best of your knowledge.

41.Review instructions and select the Yes, I accept checkbox.

42. Notice the Submit Now button is grayed out.

The screenshot shows a web application interface for reviewing an application. At the top, a green progress bar indicates "Application Completed: 69%". Below this, a header section displays "Admissions Information" and application details: "Term: SPRING 2021", "Type: First Year", "Program: Academic", and "Plan: Academic Transfer AA DTA".

On the left, a dark blue sidebar contains navigation links: "Start A New Application", "Instructions Guide", "In-Progress Applications", and "Submitted Applications".

The main content area is titled "Review and Submit". It features a list of application sections on the left, each with a status icon: "Personal Information" (blue arrow), "High School Attended" (blue arrow), "Ethnicity Information" (green checkmark), "Upload Documents" (green checkmark), "Residency" (green checkmark), "Supplemental Questions" (green checkmark), and "Review and Submit" (green checkmark). A legend below this list explains the icons: a blue arrow for "All required fields are filled out", a blue arrow with a dot for "Required fields are not filled out", a green checkmark for "Completed", a blue arrow with a dot for "Started", and a gray circle for "Not Started".

The "Review and Submit" section contains a certification statement: "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." Below this is a checkbox labeled "Yes, I accept" which is checked, and a "Date: Feb 17, 2021" field. At the bottom, there are three buttons: a gray "Previous" button, a green "Save for later" button, and a grayed-out "Submit Now" button.

43. If you receive an error message as displayed below, it will highlight the area that is incomplete.

44. Select the OK button to return to the Review and Submit page.

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Tra DTA

Personal Information  | **Review and Submit**

High School Attended  | 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 an opportunity in education regardless of race, ethnicity, creed, color, national origin, religion, gender identity, veteran status, or disability.

Ethnicity Information  | I am applying as voluntary in this application.

Upcoming Deadlines

Required Documents

Submitted

Review and Submit

Date:

Please fill the Mandatory Fields!

OK

< Previous

Save for later

* - All required fields are filled out
x - Required fields are not filled out
✓ - Completed
● - Started

45. Notice the High School/College Information is highlighted in red, indicating this page still needs completion. Select the link to return to this page and complete the needed information.
46. Select the Next button to save the updated page.
47. Select the Review and Submit link, then again select the Yes, I accept checkbox.

48.If all areas are complete, the Submit Now button will display.

49.As long as no payment is required, you will get the "Application Successfully Submitted" response.

50.Process complete.

The screenshot shows a web application interface for Community and Technical Colleges. At the top left is the logo for the Washington State Board of Community and Technical Colleges. To the right of the logo are contact details: a phone icon with '+1 360-699-6398' and an email icon with 'dss@clark.edu'. On the far right, the user's name 'Sam' is displayed with a dropdown arrow.

A green progress bar at the top center indicates 'Application Completed: 69%'. Below this, a header section for 'Admissions Information' shows: 'Term: SPRING 2021', 'Type: First Year', 'Program: Academic', and 'Plan: Academic Transfer AA DTA'.

On the left side, a dark blue navigation menu contains the following items: 'Start A New Application', 'Instructions Guide', 'In-Progress Applications', and 'Submitted Applications'. The 'Review and Submit' section in the main content area is highlighted in blue.

The 'Review and Submit' section includes a list of application components with status indicators: 'Personal Information' (not started), 'High School Attended' (not started), 'Ethnicity Information' (completed), 'Upload Documents' (completed), 'Residency' (completed), 'Supplemental Questions' (completed), and 'Review and Submit' (completed). A legend below explains the status icons: a blue circle for 'All required fields are filled out', a circle with a dot for 'Required fields are not filled out', a green checkmark for 'Completed', a circle with a dot for 'Started', and a grey circle for 'Not Started'. A note states '* Requires response'.

The 'Review and Submit' section also contains a certification statement: '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.' Below this is a checked checkbox for 'Yes, I accept' and a 'Date: Feb 17, 2021' field.

At the bottom of the 'Review and Submit' section, there are three buttons: a grey '< Previous' button, a green 'Save for later' button, and a green 'Submit Now' button.

[Quick Review of Left Side Menu Choices](#)

