

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>

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.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application

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

[Create an account](#)

or

[Login](#)

Powered by

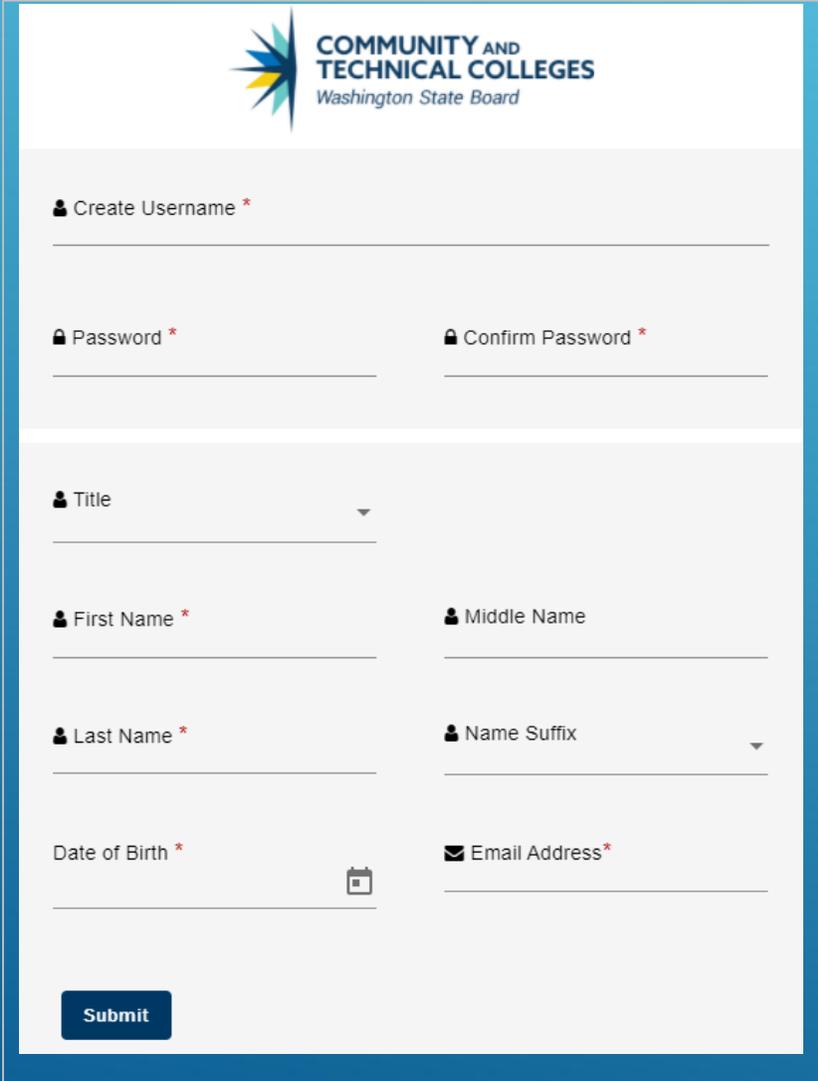


V. 202103.02

Click on “Create an account”

If you have a ctcLink account, Click on “Login”

CREATE A NEW ONLINE APPLICATION ACCOUNT (OAAP)



The screenshot shows a registration form for the Washington State Board of Community and Technical Colleges. The form is titled "COMMUNITY AND TECHNICAL COLLEGES Washington State Board". It contains the following fields and sections:

- Create Username ***: A text input field.
- Password *** and **Confirm Password ***: Two text input fields for password creation.
- Title**: A dropdown menu.
- First Name ***, **Middle Name**, **Last Name ***, and **Name Suffix**: Four text input fields for personal information.
- Date of Birth ***: A date picker field.
- Email Address ***: A text input field.
- Submit**: A dark blue button at the bottom left.

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*.

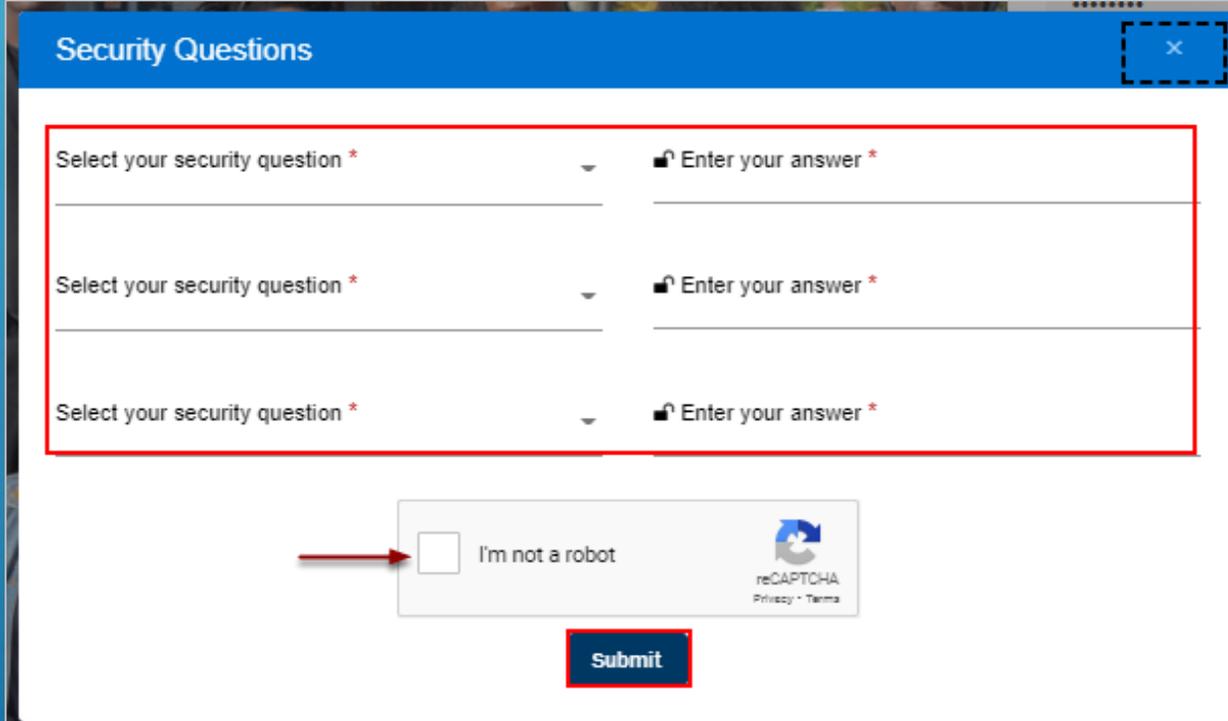
3. Confirm the **Password**

4. Enter your personal information

- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth**
- **Email Address**

5. Select the **Submit** button

SECURITY QUESTIONS



The screenshot shows a web form titled "Security Questions" in a blue header. The form contains three rows, each with a drop-down menu labeled "Select your security question *" and a text input field labeled "Enter your answer *". A red rectangular border highlights these three rows. Below the rows is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a red arrow pointing to it. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA widget is a blue "Submit" button with a red border.

The **Security Questions** page displays.

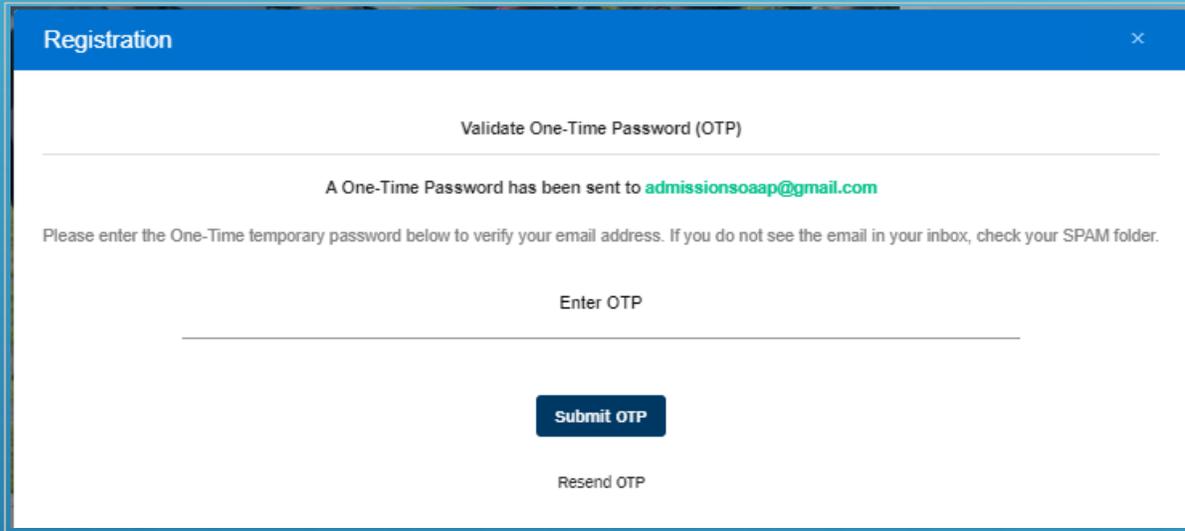
6. Complete the Security Questions by selecting each question from the drop-down menu on the left and entering the answer to the right.

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

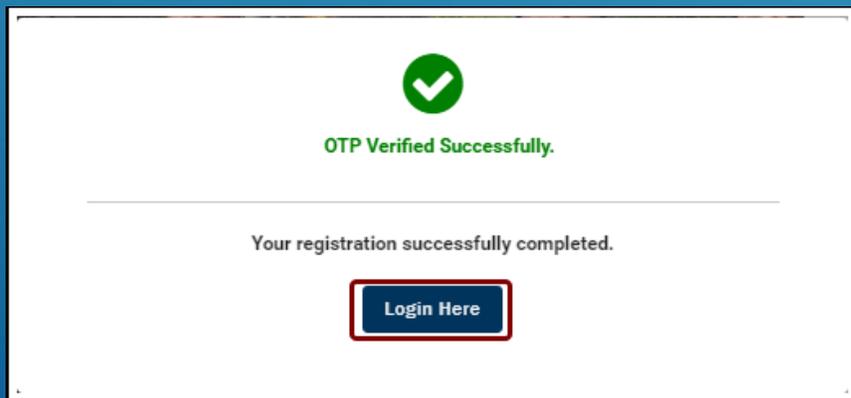
8. Select the **Submit** box.

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 screenshot shows a web browser window titled "Registration" with a close button (x) in the top right corner. The main heading is "Validate One-Time Password (OTP)". Below this, a message states: "A One-Time Password has been sent to admissionsoap@gmail.com". A sub-message reads: "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." There is a text input field labeled "Enter OTP" with a horizontal line below it. Below the input field is a dark blue button labeled "Submit OTP". At the bottom, there is a link labeled "Resend OTP".



The screenshot shows a confirmation message. At the top center is a green checkmark icon inside a circle. Below it, the text "OTP Verified Successfully." is displayed in green. A horizontal line separates this from the next line of text: "Your registration successfully completed." At the bottom center is a dark blue button labeled "Login Here" with a red border.

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.

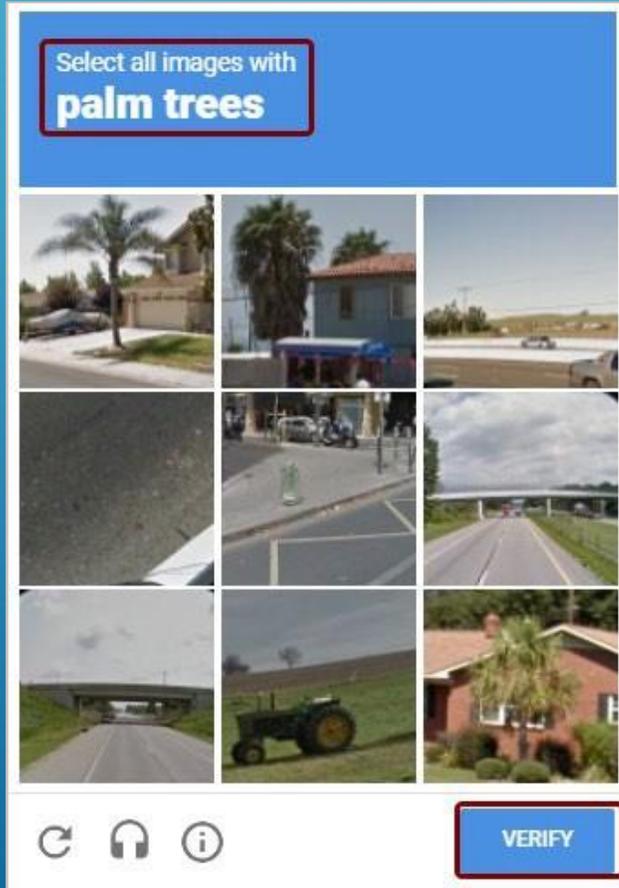
10. Enter the **OTP** provided.

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

The **OTP Verified Successfully** message displays.

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

CAPTCHA VERIFICATION & LOGIN



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!

Online Admissions Application

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

Username
samstudent

Password

I'm not a robot

Forgot my Password
Forgot my Username
Create an Account

VERIFY

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



Start A New Application

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

[Logout](#)

College *

I will be enrolling as a... *

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

[Apply](#)

 [Explore our Programs](#)

 [In-progress applications](#)

 [Instructions Guide](#)

 [Submitted Applications](#) ¹

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 *

B 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"**



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 *

B Bellevue College

I will be enrolling as a... *

First Year

Program *

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

PROGRAM

****NOTE: Select “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 *

B Bellevue College

I will be enrolling as a... *

First Year

Program *

Non-Award Seeking

Term *

Degree or Certificate I am seeking... *

Academic Focus Area

[Apply](#)

TERM

****NOTE:** Select the “Term” (college quarter) for which you plan on attending as a CEO 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 *

B Bellevue College

I will be enrolling as a... *

First Year

Program *

Non-Award Seeking

Term *

FALL 2025

Degree or Certificate I am seeking... *

Academic Focus Area

Apply

In my example I chose Fall 2025

DEGREE OR CERTIFICATE I AM SEEKING....

****NOTE: Select "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 *

B Bellevue College

I will be enrolling as a... *

First Year

Program *

Non-Award Seeking

Term *

FALL 2025

Degree or Certificate I am seeking... *

Non-degree - Other

Academic Focus Area

You will leave this blank

[Apply](#)

CLICK ON APPLY



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 *

B Bellevue College

I will be enrolling as a... *

First Year

Program *

Non-Award Seeking

Term *

FALL 2025

Degree or Certificate I am seeking... *

Non-degree - Other

Academic Focus Area

[Apply](#)

PERSONAL INFORMATION

Personal Information

Required items are indicated by an asterisk* [Read Less..](#)

Your Social Security Number (SSN) is used for several purposes:

- » to administer financial aid
- » to verify academic records
- » to conduct research
- » to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's licence per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

Title	<input type="text" value="Carl"/>	Preferred First Name
Middle Name	<input type="text" value="Smith"/>	Preferred Last Name
Name Suffix	SSN or ITIN <input type="text" value="Social Security Number"/>	SSN or ITIN Number
Date of Birth	Sex	

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!*

PERSONAL INFORMATION

Personal Information

Required items are indicated by an asterisk* [Read Less..](#)

Your Social Security Number (SSN) is used for several purposes:

- » to administer financial aid
- » to verify academic records
- » to conduct research
- » to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's licence per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

Title	First Name	Preferred First Name
_____	Carl	_____
Middle Name	Last Name	Preferred Last Name
John	Smith	_____
Name Suffix	SSN or ITIN	SSN or ITIN Number
_____	Social Security Number	_____
Date of Birth	Sex	
_____	_____	

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.

Phone Information			+ Add New
Type	Country Code	Phone	
Home		2065923181	
Extension	Preferred Phone		
	Yes		

Email Information			+ Add New
Email Type	Email ID	Preferred Email	
Home	outgoingtranscripts@highline.edu	Yes	

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.**

Citizenship Information

[+ Add New](#)

Country *
Portugal

Country * **Citizenship Status**
United States Permanent Resident



ADDRESS INFORMATION

Enter in your valid address information.

You can add multiple addresses by selecting the **Add New** button under each section.

Address Information + Add New

Address Type * Home	Country * United States	Address Line 1 * _____
Address Line 2 _____	Address Line 3 _____	City * _____
Postal Code * _____	State * _____	County _____

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**

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.

High School Information

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 *	Country	Address Line 1
Address Line 2	Address Line 3	City
Postal Code	State	Location Code
Attended From Date *	Attended To Date *	

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

High School Diploma

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.

 College Information

Add School/College + Add New

Search College	Country United States	Address Line 1
Address Line 2	Address Line 3	City
Postal Code	State	Location Code
Attended From Date	Attended To Date	

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](#)

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/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.

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[Next >](#)

[Save for later](#)

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

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.

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[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**.

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

[< Previous](#)

[Save for later](#)

[Submit Now](#)



Your application submitted successfully.

[Ok](#)

FREQUENTLY ASKED QUESTIONS

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.

Access the CEO website for information and the process/phases to complete to apply for the CEO Program

<https://www.bellevuecollege.edu/ceo/>