

## Step by Step Guide – Applying for Admission to North Seattle College

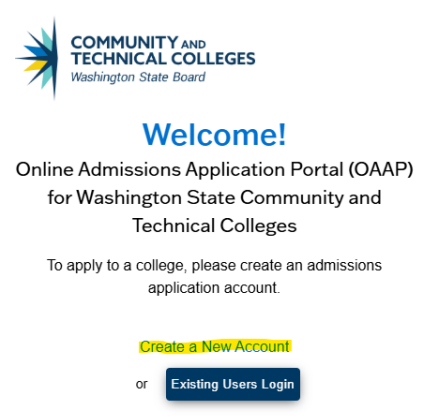
### Who Needs to Apply?

If you have participated in Running Start at North Seattle College (or another College in the High School Course at NSC), you don't need to apply for admission. However, if you participated in Running Start or College in the High School through another college, you will need to complete this process and apply for admission to North Seattle College.

If at any time you run into difficulty, reach out to the following  
[NSCAdmissions@seattlecolleges.edu](mailto:NSCAdmissions@seattlecolleges.edu)

### Creating Your Account

Log in to the Washington State Free Online Application at the link below or go to [www.northseattle.edu](http://www.northseattle.edu) and click on the *Apply Now* button at the top of the page. The landing page for the application is shown below.



The screenshot shows the landing page of the Online Admissions Application Portal (OAAP) for Washington State Community and Technical Colleges. At the top left is the logo for the Washington State Board of Community and Technical Colleges. Below the logo, the text reads "Welcome!" followed by "Online Admissions Application Portal (OAAP) for Washington State Community and Technical Colleges". A message states: "To apply to a college, please create an admissions application account." Below this message are two buttons: "Create a New Account" (highlighted in yellow) and "Existing Users Login" (a blue button). The text "or" is placed between the two buttons.

### Steps for Creating Your Account

- Click on the *Create an Account* link shown above.
- Fill in the required information (name, date of birth, email address).
- For the password recovery option, choose a device you have immediate access to, such as a phone text.
- Create a username and password and click *Submit*.

**Important!** *Don't use your Seattle Public Schools email address as it may block information you'll need from the state to sign up for class.*

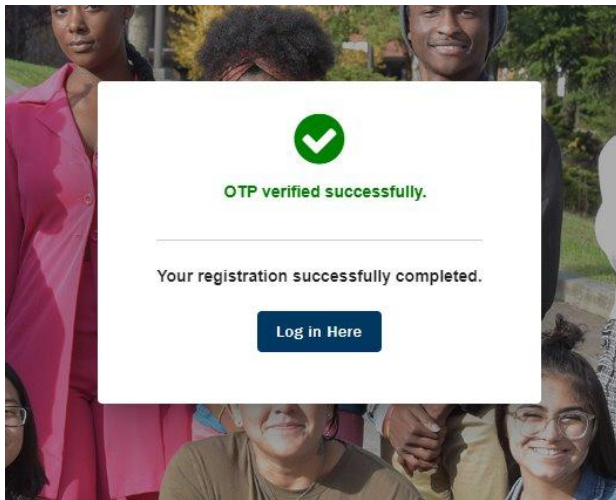


## Creating Your Account – The OTP

After you click on Submit, a pop-up window will appear prompting you to enter a one-time password (OTP). This OTP will be sent to the email address you provided in the previous step. Find the OTP/Code in your email and enter it in the pop-up window. Click on *Submit OTP*. (The email with the OTP, usually a numeric code, will be from the address [noreply@sbctc.edu](mailto:noreply@sbctc.edu).)

After you submit, you may receive a text message (if you selected that as your recovery method) with another code to enter. Click *Submit*.

You should now see the log-in prompt shown below. Click on *Log in Here* and use the username and password you just created.



## Step 1 General Information

You are finally ready to create your admissions application. After you log in, you'll be taken to the page shown below. Here are the answers you should use on this page:

For **College**: Select *North Seattle College*

**I will be enrolling as a**: Select *College in the High School*

**Program**: Select *Non-Award Seeking*

**Term**: Select *Winter 2026* (Even though you are in your Fall Semester)

**Degree of Certificate I am Seeking**: Select *College in the High School*

Skip the Academic Focus Area

**Click Apply** when finished





## Start A New Application

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

[Logout](#)

Required items are indicated by an asterisk\*

<b>College *</b> North Seattle College	<b>I will be enrolling as a... *</b> College in the High School
<b>Program *</b> Non-Award Seeking	<b>Term *</b> WINTER 2026
<b>Degree or Certificate I am seeking... *</b> College in the High School	<b>Academic Focus Area</b>

[Apply](#)

## Step 2 – Personal Information

- Answer the questions on the Personal Information page as appropriate. This page includes some pull-down menus and some blank spaces for you to type your information.
- You only need to answer items with the \* mark (shown in red on the application). On this page, the only thing you are required to add is your address.
- When finished with this page, click NEXT on the lower right corner of the page or save for later.

## Step 3 – High School Information

After you click NEXT on the Personal Information Page, you'll be taken to the High School Information Page. Click on *Search High School* and a new dialogue box opens. Type in the name of your high school and options will appear. Click the link that represents your school.

School/College Search
×

Enter School/College
Select Country
Select State
Enter City

Nathan Hale

School/College Name	Country	State	City
Nathan Hale-Ray High School	USA	CT	Moodus
Nathan Hale High School	USA	OK	Tulsa
Nathan Hale High School	USA	WA	Seattle
Nathan Hale High School	USA	WI	West Allis

After you select the link that corresponds to your high school, the dialogue box closes and you'll see that your school information has been entered.



<b>Add School/College</b> <input type="checkbox"/> Search High School * Nathan Hale High School		Country United States	Address Line 1 10750 30Th Ave Ne
Address Line 2	Address Line 3	City Seattle	
Postal Code 98125-7937	State Washington	Location Code	

## Finishing the High School Information Page

- Add the date you began high school. You don't need to know the exact day. You can select a day in August or September. If you pick a Saturday or Sunday, you'll get a red error message. Pick another date.
- For the end date, select the current day.
- Finally, select your current grade from the drop-down menu when asked, "What will be the highest level of completion when you begin college?" If you are in 12th grade, select *High School Diploma*. Look for the little arrow on the right side of the page to find the drop-down menu. Click NEXT or Save for Later.

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

Ninth Grade



## Step 4 – Ethnicity Information

Complete the Ethnicity Information page. (This is not required but helps the college with planning and support services.) When finished, select NEXT or save for later.

## Step 5 – Supplemental Questions

Answer the questions on this page. Every answer is in a drop-down menu. Look for the little arrow on the right side of the page. It is a small triangle with the point going downward.

**Important!** You need to answer every question, but you may select *Prefer not to answer* from the list of options. Click NEXT or save for later.

### 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? \*



## Step 6 – Review and Submit

This is the last step. Read the text and click on the box next to “Yes, I accept.” Finally, select *Submit Now* and you are done!

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**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: Aug 29, 2023

[< Previous](#)

[Save for later](#)

[Submit Now](#)

## What Happens Next?

After the end of the application period, you'll receive your student ID number (ctcLink ID number) via email. This will be a 9-digit number, likely beginning with 203 or 204. Be sure to write this down. You'll need this later to sign up for class. This step only admits you to the college. If you don't receive your number in a few days, be sure to check your junk folder OR log back into your application and the number should be on the top of the screen.

**NOTE:** *This process admits you to be a student of North Seattle College. It doesn't sign you up for your College in the High School course. That will happen later; your teacher will help you through the process.*