Step by Step Guide
Applying for College Admission

If at any time you run into difficulty, reach out to the following:
NSCAdmissions@seattlecolleges.edu OR NSCRegistration@seattlecolleges.edu

Step 1
Log in to the Washington State Free Online Application at this link. (The URL for this link is listed at the bottom of this document.) Create an account using the link on the landing page shown below. Be sure to write down your username and password!

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**

Unfortunately, creating your account is a rather lengthy process with lots of steps. Here is an outline of the steps you'll need to follow:

- Click on the *Create an account* link (shown above).
- Create a username and password. This will only work for your application. You'll have different credentials for your College in the High School course.
- Fill out the *Other Information* (name, date of birth, email address) then click *Submit*.
- Fill out the security questions when prompted, select "I am not a robot" and click *Submit*.
- A pop-up window should appear prompting you to enter a one-time password (OTP) that was sent to the email address you provided. Find the OTP in your email, click on *Enter OTP* in the pop-up window, then enter your code. (The email with the code will be from the address noreply@sbctc.edu.

Step 2
You're *finally* ready to create your admissions application! Use your new Username and Password to log in to the application and complete the first page. These are the answers you should use on this page:

College: select *North Seattle College*
I will be enrolling as a: select *First Year*
Program: select *Transitional Studies*
Term: Select *Fall 2022* if applying prior to September 26. If it's after that date, select *Winter 2023.*
Degree or Certificate I'm seeking: select *Undecided-Transitional Studies*

That's it – anything else can be left blank!
Click on *Apply*

Step 3

Answer the questions on the Personal Information page as appropriate. This page includes some pull-down menus and blanks for you to type your information.

When finished with this page, click NEXT on the lower right corner of the page or save for later.

Step 4

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

After you select the link that corresponds to your high school, the window closes and you'll see that your school's information has been entered (shown below).
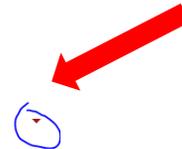
Add School/College ☐		
Search High School *	Country	Address Line 1
Nathan Hale High School	United States ▾	10750 30Th Ave Ne
Address Line 2	Address Line 3	City
		Seattle
Postal Code	State	Location Code
98125-7937	Washington ▾	

Step 5

We're not quite done with the high school page. Next, 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 day that is on a Saturday or Sunday, you'll get a red error message. For the end date, select the current day. Finally, select your <u>current grade</u> 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 far right side of the page to find the drop-down menu (shown below). Click NEXT or save for later.

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

Step 6

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

Step 7

Next, you'll be on the Residency Page. Fill this out and when finished select NEXT or save for later. (On this page, every answer is in a drop-down menu. Look for the little arrow on the right side of the page.)

Step 8

After clicking SAVE, you'll arrive on the Supplemental Questions page. (This is not required but helps the college with planning and support services.) Although not required, you DO have to select an answer (one of which is *Prefer not to answer*.) When finished, select NEXT or save for later.

Step 9

This is the last step. After clicking NEXT on the Supplemental Questions, you'll be taken to the Certification Statement shown below. Read the text and click on the box next to "Yes, I accept." Finally, select *Submit Now* and you're done. Within a few days, you'll receive your student ID number (ctcLink ID number). You'll need to share this number with your High School teacher, so be sure to write it down. If you don't receive your number in a few days, be sure to check your junk folder!

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:** Jan 27, 2022

[< Previous]   [Save for later] [Submit Now]

Full Application Link:

https://apply.ctc.edu/user