

# Admission Application Guide

**Thank you for your interest in Everett Community College!**

This application guide is intended to provide additional information regarding the online admission application. If you have any questions regarding the application, please contact Admissions ([admissions@everettcc.edu](mailto:admissions@everettcc.edu)).

# 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 online admission application account is separate from your ctcLink and myEvCC 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@everettcc.edu](mailto:admissions@everettcc.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.

**Review the “Helpful Definition Terms”** to make sure you are selecting the correct options on the application.

**International students** (seeking an F, M. or J Visa) should apply through the [International Student Programs office](#).

**Running Start students** (seeking an F, M. or J Visa) should apply through the [Running Start Programs office](#).

Please **do NOT** select **Transitional Studies** for **Program** unless you are enrolling in a High School Completion program or English as a Second Language. Selecting “Transitional Studies” will skip the necessary citizenship/immigration and residency questions that will determine your eligibility for the in-state, resident tuition rate. We may have to withdraw your application and ask you to reapply under the correct program, which will delay your application process.



**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 [Login](#)

Powered by  
**K Tech Products**  
Innovate | Automate | Transform  
a Hastech company

V. 202103.02

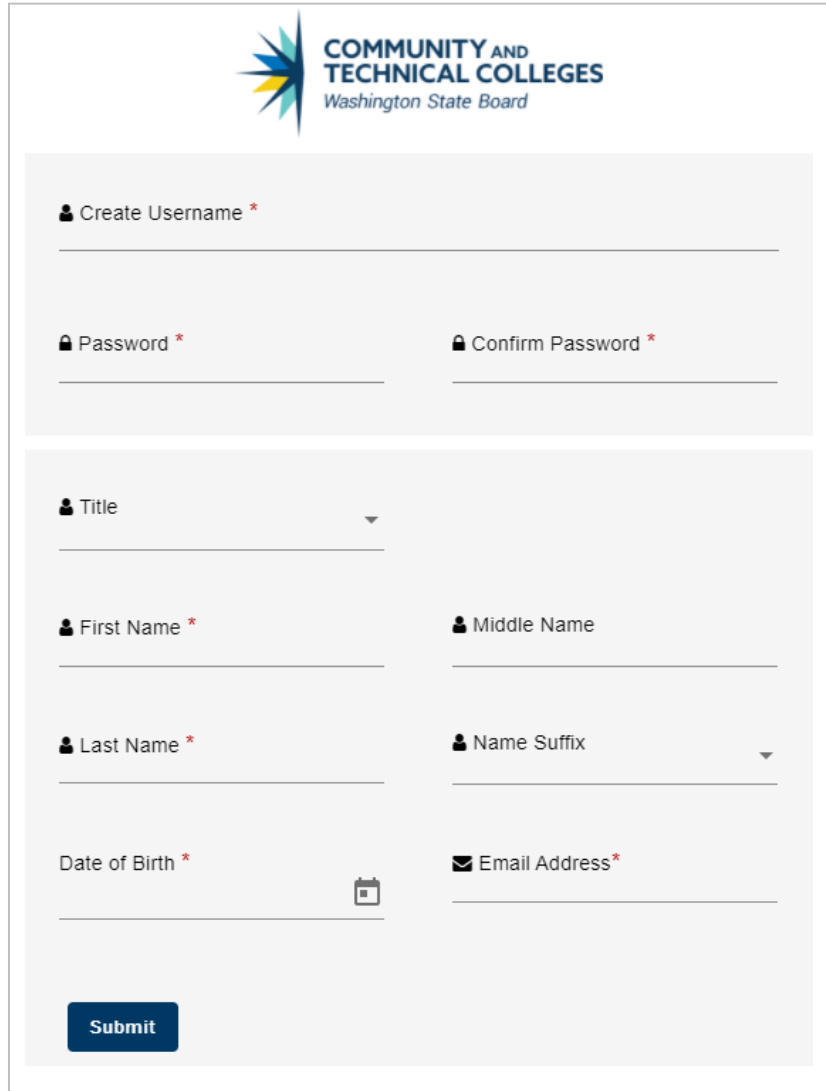
## READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost

**If you already have an existing ctLink account, click on “Login” and enter your ctLink credentials.**

**If you do not have a ctLink account or you do not remember your information, you can click on “Create an account” to create a new application account.** *EvCC transitioned to the new online application on November 8<sup>th</sup>, 2021. If you applied for admission prior to November 8<sup>th</sup>, 2021, your previous application account login information will not be recognized by this site. You will either need to create a new application account or login with your ctLink credentials.*

# Create a New Online Application Account (OAAP)



The screenshot shows a registration form for the Washington State Board of Community and Technical Colleges. At the top left is the logo, which consists of a stylized sunburst in blue, green, and yellow, followed by the text "COMMUNITY AND TECHNICAL COLLEGES" and "Washington State Board" below it. The form is divided into two main sections. The first section contains a "Create Username" field with a red asterisk, a "Password" field with a red asterisk and a lock icon, and a "Confirm Password" field with a red asterisk and a lock icon. The second section contains a "Title" dropdown menu, "First Name" and "Middle Name" fields, "Last Name" and "Name Suffix" fields, a "Date of Birth" field with a calendar icon and a red asterisk, and an "Email Address" field with a red asterisk and an envelope icon. A blue "Submit" button is located at the bottom left of the form.

1. Select the **Create an account** button.
2. Create a **Username** and **Password**.  
*Password should be at least 8 characters long and must contain one special character, an alphabetical character, and 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.

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.

# Security Questions

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

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.

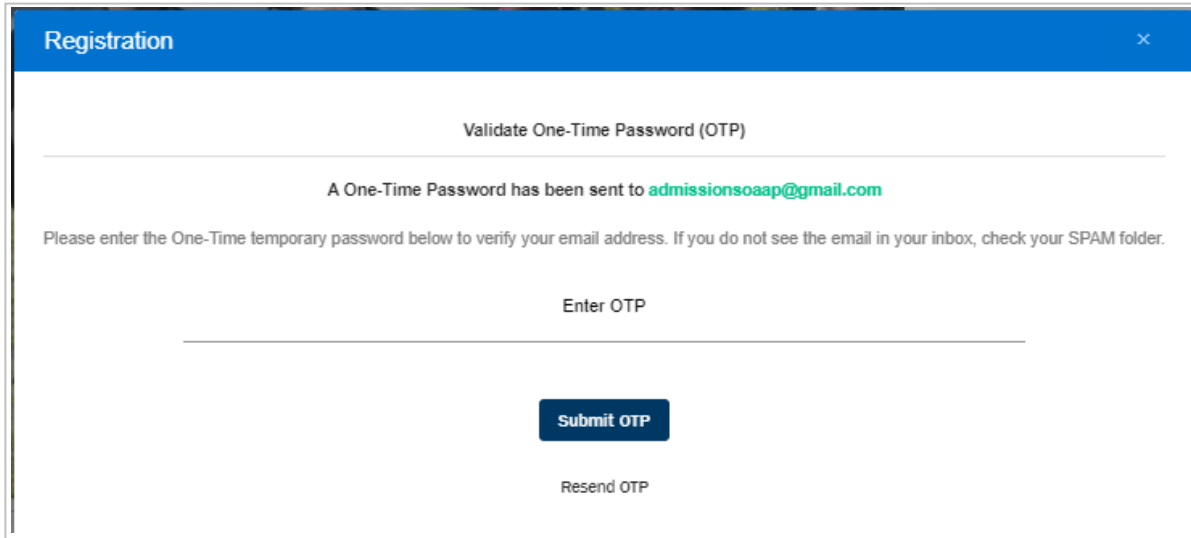
7. Check the **I'm not a robot** box.

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



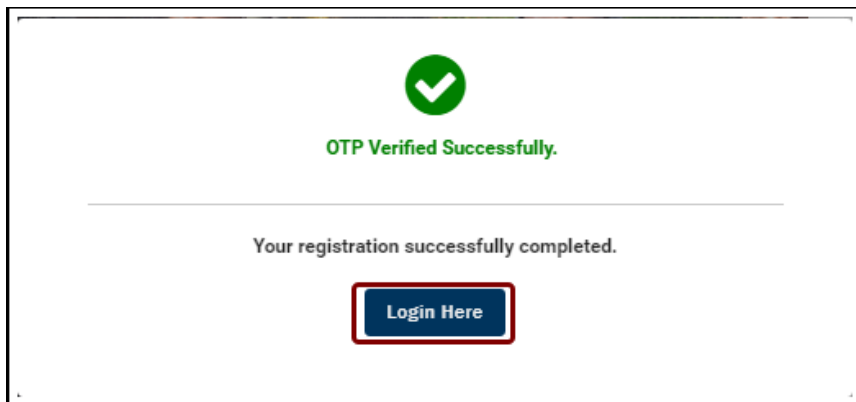
The screenshot shows a web browser window titled "Registration". The main heading is "Validate One-Time Password (OTP)". Below this, a message states: "A One-Time Password has been sent to [admissionsoap@gmail.com](mailto:admissionsoap@gmail.com)". A sub-message reads: "Please enter the One-Time temporary password below to verify your email address. If you do not see the email in your inbox, check your SPAM folder." There is an input field labeled "Enter OTP" and a blue "Submit OTP" button. A "Resend OTP" link is located below the button.

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.

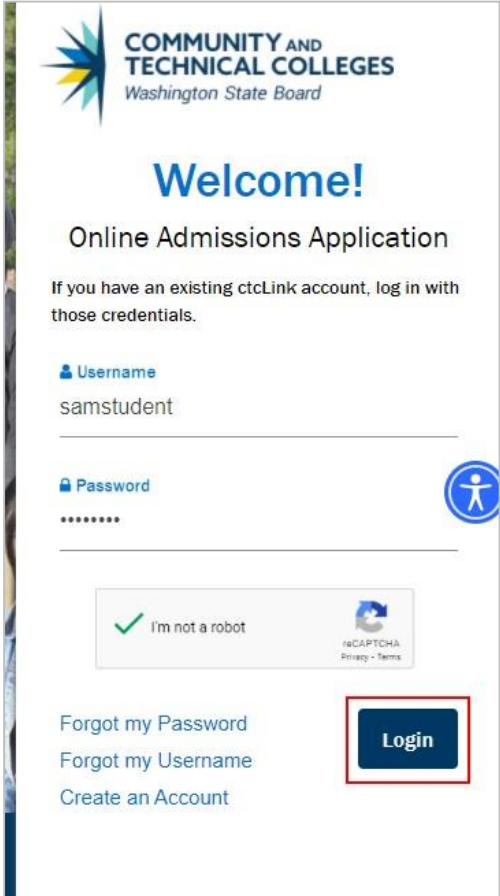
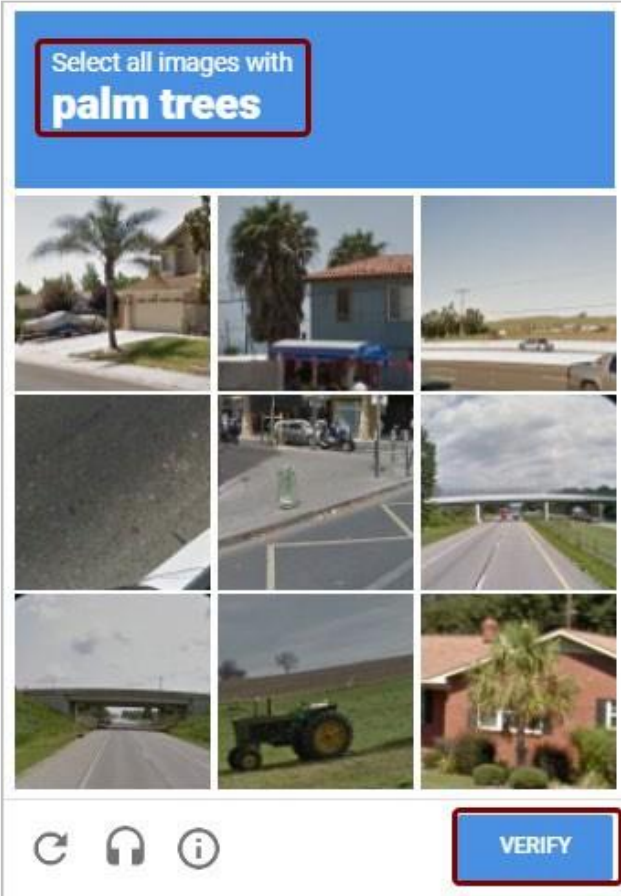


The screenshot shows a confirmation message. At the top is a green checkmark icon. Below it, the text reads "OTP Verified Successfully." A horizontal line separates this from the message "Your registration successfully completed." At the bottom, there is a blue "Login Here" button with a red border.

The **OTP Verified Successfully** message displays.

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

# Captcha Verification and 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



## 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 \*

 Everett Community 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](#)

# College



## 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 \*

 Everett Community 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](#)


# I will be enrolling as...

## Start A New Application

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

[Logout](#)

College \*

 Everett Community College ▼

I will be enrolling as a... \* ▼

Program \*

\_\_\_\_\_ ▼

Degree or Certificate I am seeking... \*

\_\_\_\_\_ ▼

- First Year If this will be your first year attending college
- Reapplying If you attended EvCC previously
- Running Start Running Start applicants should apply via the Running Start Program website.
- Transfer If you are transferring from another college


# Program

## Start A New Application

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

[Logout](#)

College \*

 Everett Community College

I will be enrolling as a... \*

First Year

Program \*

Term \*

Academic

Non-Award Seeking

Professional Technical

Transitional Studies

Do you need help selecting a program? Please visit our website to see available degrees and certificates.

If you do not see a specific Direct Transfer Agreement, please select Academic Transfer AAS DTA.

Select this if your goal is earn your High School Diploma or G.E.D. at EvCC or if you are intending to learn English as a Second Language (ESL/ELA) classes.

# Term

## Start A New Application

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

[Logout](#)

College \*

 Everett Community College ▼

I will be enrolling as a... \*

First Year ▼

Program \*

Academic ▼

Term \* ▼

Degree or Certificate I am seeking... \* ▼

- WINTER 2023 Select a term
- SPRING 2023 Please visit our website to Important Dates and Deadlines.
- SUMMER 2023
- FALL 2023

## Degree or Certificate I am seeking....


<b>College *</b> Everett Community College	<b>I will be enrolling as a... *</b> First Year
<b>Program *</b> Academic	<b>Term *</b> WINTER 2022
<b>Degree or Certificate I am seeking... *</b>	<b>Academic Focus Area</b>

Scroll through the drop-down menu to find the degree or certificate you are planning to pursue. *If you do not see the degree or certificate you are seeking, please select the one that best fits. You can always change your selection later.*



## Click on Apply

College \*

 Everett Community College

I will be enrolling as a... \*

First Year

Program \*

Academic

Term \*

WINTER 2022

Degree or Certificate I am seeking... \*

Academic Transfer AAS DTA

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	<input type="text" value="Social Security Number"/>	<input type="text" value="SSN or ITIN Number"/>
Date of Birth	<input type="text" value="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 an application.

*\*If you are a returning student logging in with your ctcLink credentials and need to make corrections to your address, email, and phone information, you will need to do this in ctcLink before applying for admissions.*

Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and 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		425-388-9219	
Extension	Preferred Phone		

Email Information			+ Add New
Email Type	Email ID	Preferred Email	
Home	Admisisions@everettcc.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 EvCC 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

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**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**

<b>Address Type *</b> Home	<b>Country *</b> United States	<b>Address Line 1 *</b>
Address Line 2	Address Line 3	<b>City *</b>
<b>Postal Code *</b>	<b>State *</b>	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.

[< Previous](#)

[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. \*

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

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Are you currently employed? \*

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Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. \*

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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](#)

# Review and Submit

Select the checkbox next to **Yes, I accept**. You can select **Save for later** or **Submit Now**. You will receive a **Your application submitted successfully** message when 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

## **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, we will send your acceptance email to the email account used on the application. Please make sure to check your spam/junk folder if you do not see an acceptance email from [admissions@everettcc.edu](mailto:admissions@everettcc.edu). Most applications are processed within 5 business days.

## **I made a mistake on my application. How can I make a correction?**

Contact [admissions@everettcc.edu](mailto:admissions@everettcc.edu) as soon as possible. We can assist with updating your application information.

## **I applied for EvCC last year, but I cannot log in to my account to reapply.**

EvCC transitioned to a new application platform (OAAP) on November 8, 2021. If you applied for admission prior to November 8, then your previous application account login information will not be recognized. You can create a new application account or login with an existing ctcLink account (if applicable).

## **The application cannot find my high school or college. How can I proceed?**

You can select the checkbox next to "Add School/College" and then manually enter your previous school information.

## **Who needs to submit a new online admission application?**

The application is required for new students to the college and former students who have not enrolled in courses at Highline in the last 12 months (4 quarters).

## **How can I receive assistance with the application?**

In-Person: Please visit our website for our hours of operation. We are located in Parks Student Union Room 201.

Email: [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Phone: 425-388-9219 Text: 425-382-7533