1. Application

College in the High School (CHS)

Complete the following steps if you are applying to Bellevue College as a second college. **This means you <u>already</u> have a ctcLink ID.**

1. Visit <u>https://apply.ctc.edu/user</u>



If you remember the information you used to login to your previous college application, you may select **"Existing Users Login."**

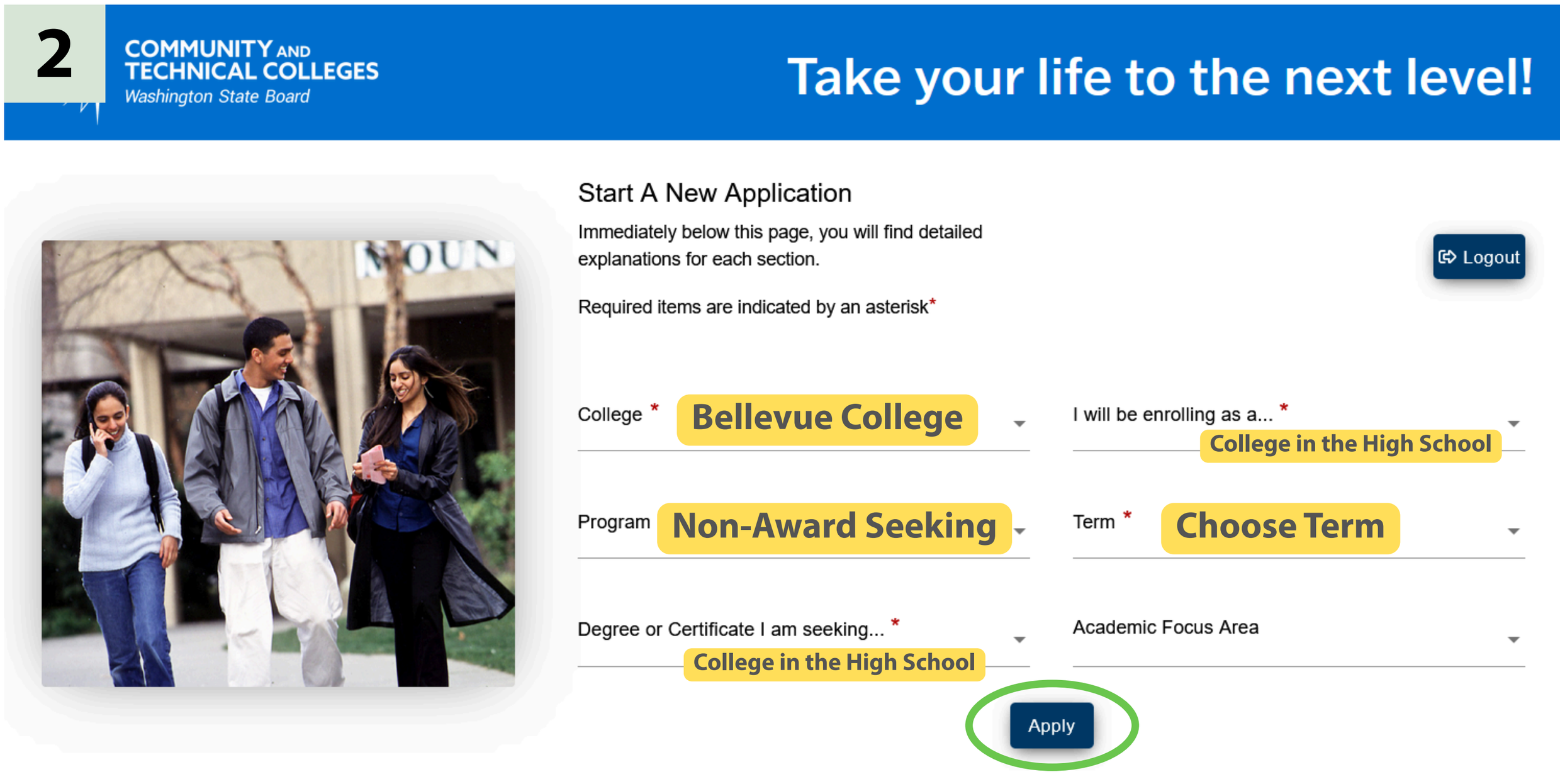
If you do not remember, then click on **"Create a New Account."** You may use all the same information from your first application <u>EXCEPT</u> your email. You must use a **different email** than the one used in your first application. Make sure you can access this email easily as you will need it to verify your account.

2. Complete “Start A New Application” page

Choose the following options:

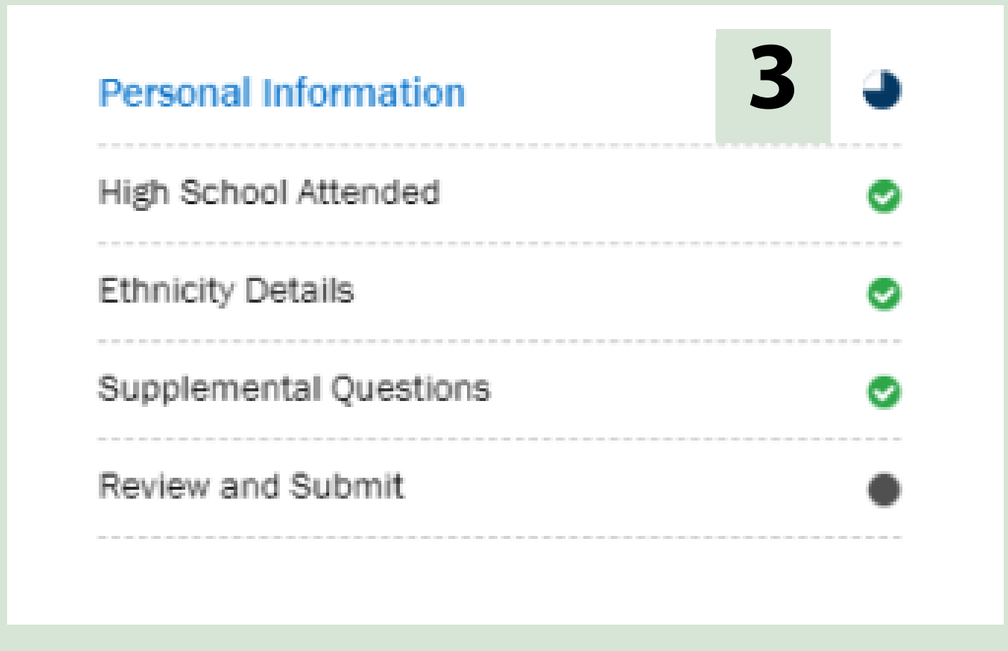
- College
  - Bellevue College
- I will be enrolling as a
  - College in the High School (CHS)
- Program
  - Non-Award Seeking
- Term
  - Choose Term (Yearlong and First Semester Classes are Winter)
- Degree or Certificate I am seeking
  - College in the High School (if not an option, select non-degree other)

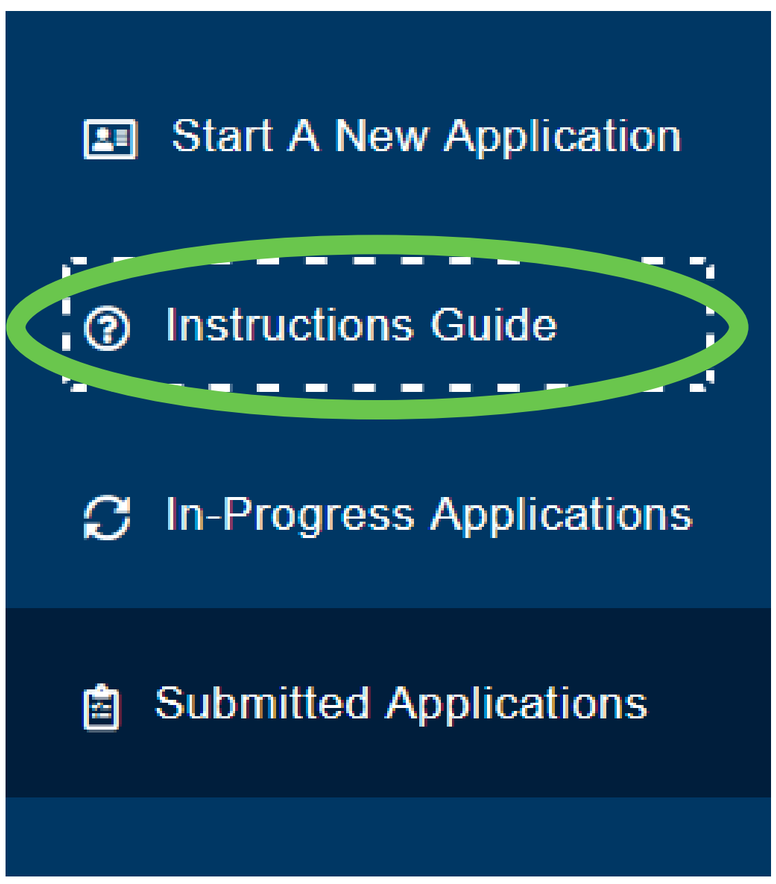
Click “Apply”



3. Next – Complete the following sections:

- Basic Information
- Phone Information
- Email Information
- Address Information
- High School Attended
  - Search for your High School
  - Input Attended From/To Dates
  - What will your HS completion status be when you begin college?
  - Ethnicity Details
  - Supplemental Questions





The "Instructions Guide" found in the Application Portal is a useful tool if the steps to submit your application are unclear.

4. Review & Submit
   - Check **"Yes, I accept"** box and **"Submit Now"**

Woo-Hoo! You have submitted your application and are on your way to earning college credits!

Please Note:

- The application takes about 4-8 business days to process.
- You will receive an email once your application has been approved (This will be sent to the email you created your account with).
- You may log back in to the Online Admissions Application Portal to check the status of your application.