Seattle Colleges Application Guide

For SPS Class of 2022 Seniors

SEATTLE PROMISE
FIND YOUR FUTURE

Applying to the Seattle Colleges

SEATTLE COLLEGES
Central · North · South

Before you get started!

Take a moment to review the Seattle Promise upcoming deadlines.

This guide will help you complete Step 2: Admissions Application. If

Required Program Milestones

Fall 2021/Winter 2022	**APPLY**	• Promise Application - **February 1, 2022** • Admissions Application - **February 1, 2022** • FAFSA/WASFA - **April 30, 2022** • Complete Financial Aid File - **August 1, 2022**
Spring/Summer 2022	**PREPARE**	• Readiness Academy - **May/June 2022** • Summer Bridge - **September 13, 14 & 19, 2022**
Fall 2022	**START**	Begin classes as a full-time college student (12 credits) - **September 2022**

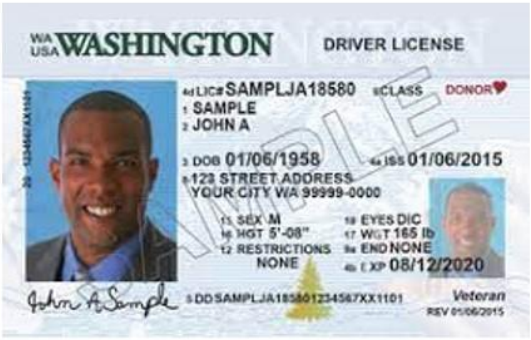
you have not already completed Step 1: Seattle Promise Application please visit Tinyurl.com/PromiseApply to get started.

Tip: Use your Legal Name

Key Concepts: Applying for College

Seattle Colleges is an open access institution, meaning **your application will NOT be rejected**—if you apply, you can get in!

1. Your Promise, College, FAFSA and WASFA applications should all match your legal personal records. Name, birthdate, SSN or ITIN, sex assigned at birth and gender are all pieces of information that can be found in your legal record.
   - Focus on **EXACTLY MATCHING your legal record**.
   - Some students are in the process of a legal name change or a legal change to their gender marker. We will always respect the pronouns and name you ask us to use, but we also know college application processes encounter errors with these mismatches. That is why we recommend using legal information, even if it is out-of date.



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Tip: Use the same email address

Key Concepts: Applying for College

2. Use the **same** email address for **every. Single. College-related application!** And make sure it is an email address you check **at least once a week.**

- A typo in your email address or forgetting to check your inbox can be the difference between keeping and losing eligibility for Promise and other scholarships.
- Deadline reminders, requests for more information, and step-by-step instructions will all go TO YOUR EMAIL, not your parent, guardian, or teachers'. By law, college staff can't share your private info with anyone but YOU.

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Tip: Include your SSN or ITIN

Key Concepts: Applying for College

3. You do **NOT need to be a U.S Citizen** to go to college, but you will be asked for your Social Security Number a lot. **If you have one, you should include it.**

- Almost every college-related application will have a spot for you to fill in your Social Security Number, but don't let that trick you into thinking you have to have one. Undocumented students can apply too! Just leave this field blank or enter all zeroes.
- Your Social Security Number is a personally identifying piece of information (it only leads to you) so colleges will ask for it to help match the right student to the right record. It will save you a ton of time and headache to include it CORRECTLY every time if you have a Social Security Number.

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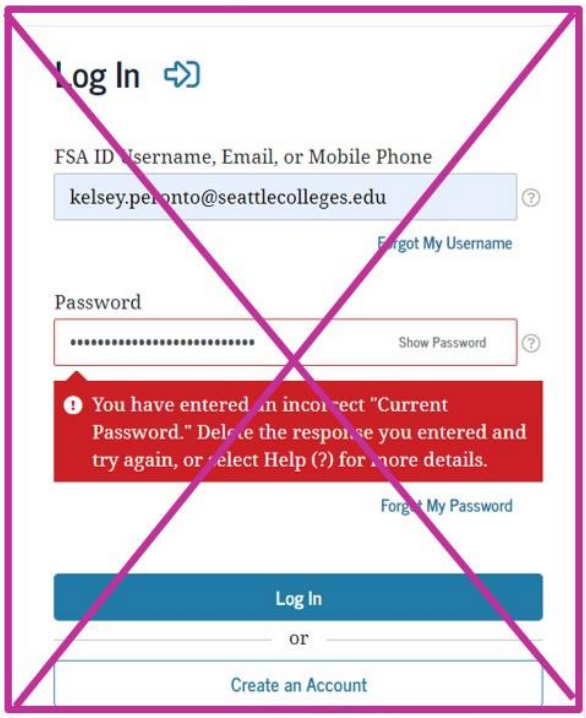
Tip: Save your passwords

Key Concepts: Applying for College

4. You will need to create and access A LOT of different logins to different systems to go to college, and they do not all have the same rules for creating passwords. Do yourself a huge favor and find a secure place to save ALL of this information so you don't get locked out of an important system right before a deadline.

- This is true for your parent/guardian, too! If you need to include parent information on a FAFSA, they will need this information to complete the process!



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Tip: Students complete the apps

Key Concepts: Applying for College

5. You, **the high school senior must complete each application** for yourself. Family members should not complete the application on behalf of a student.

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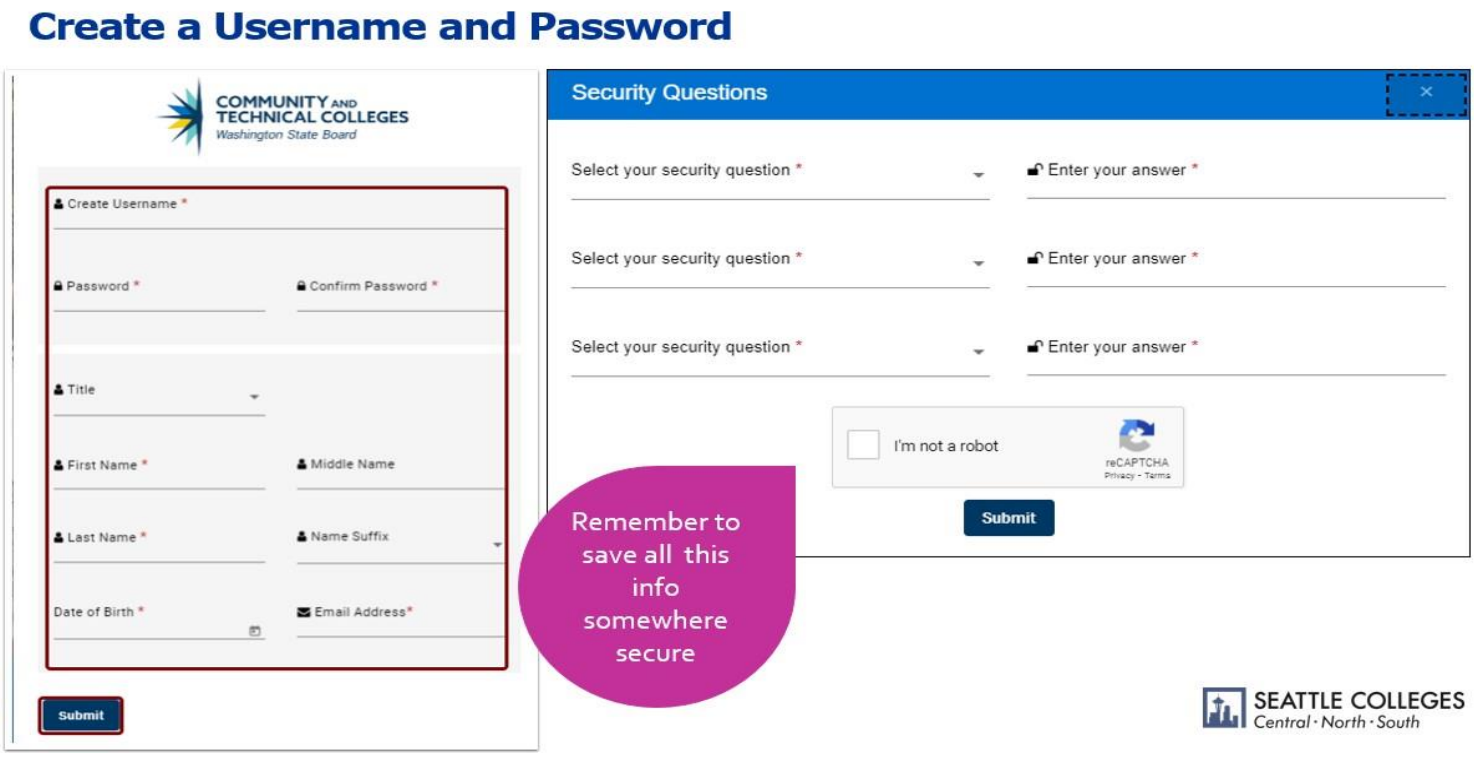
Start your application by clicking on the picture below!

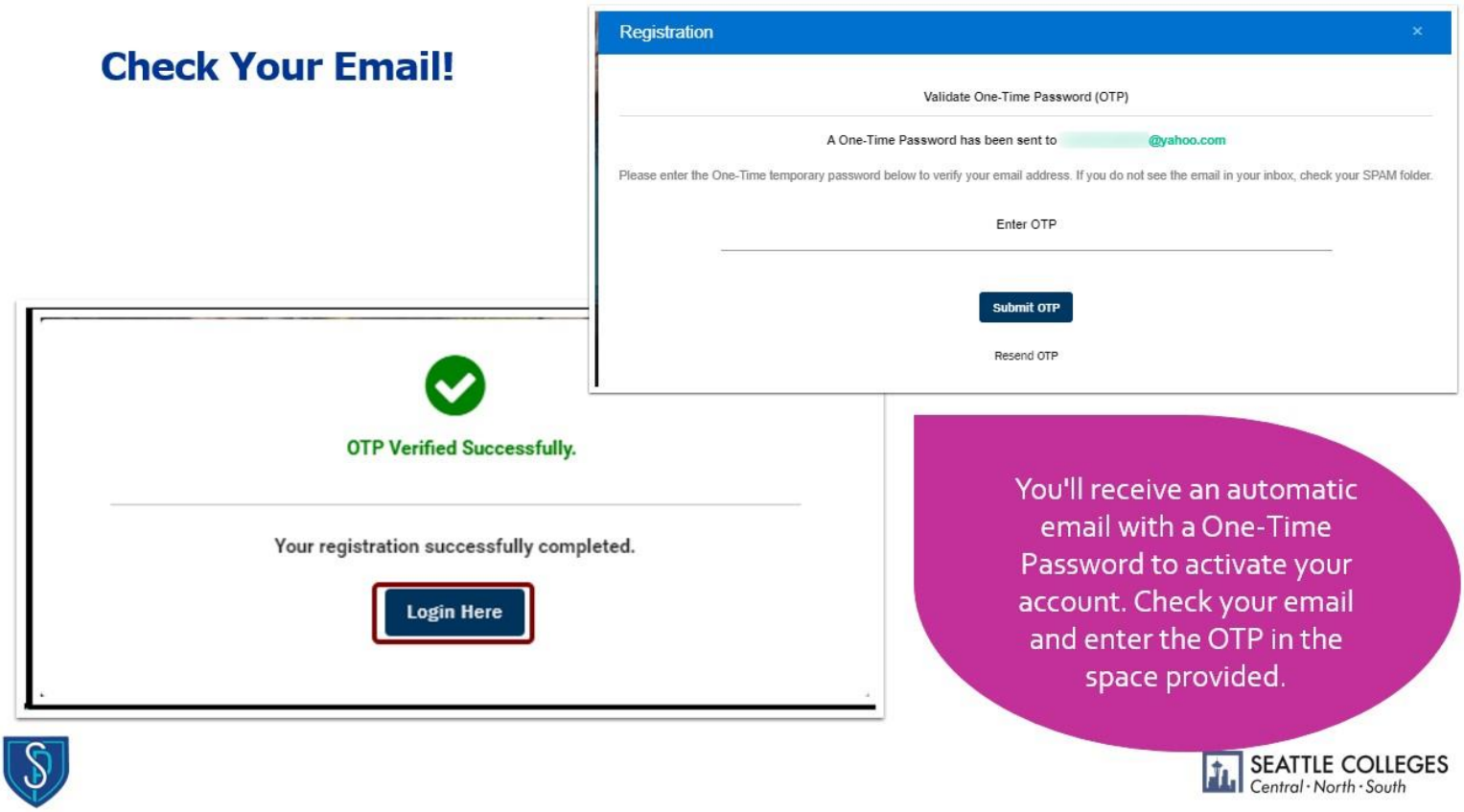
You can get started by either clicking on the image above or visiting https://tinyurl.com/SeattleCollegesApply.

Create your account



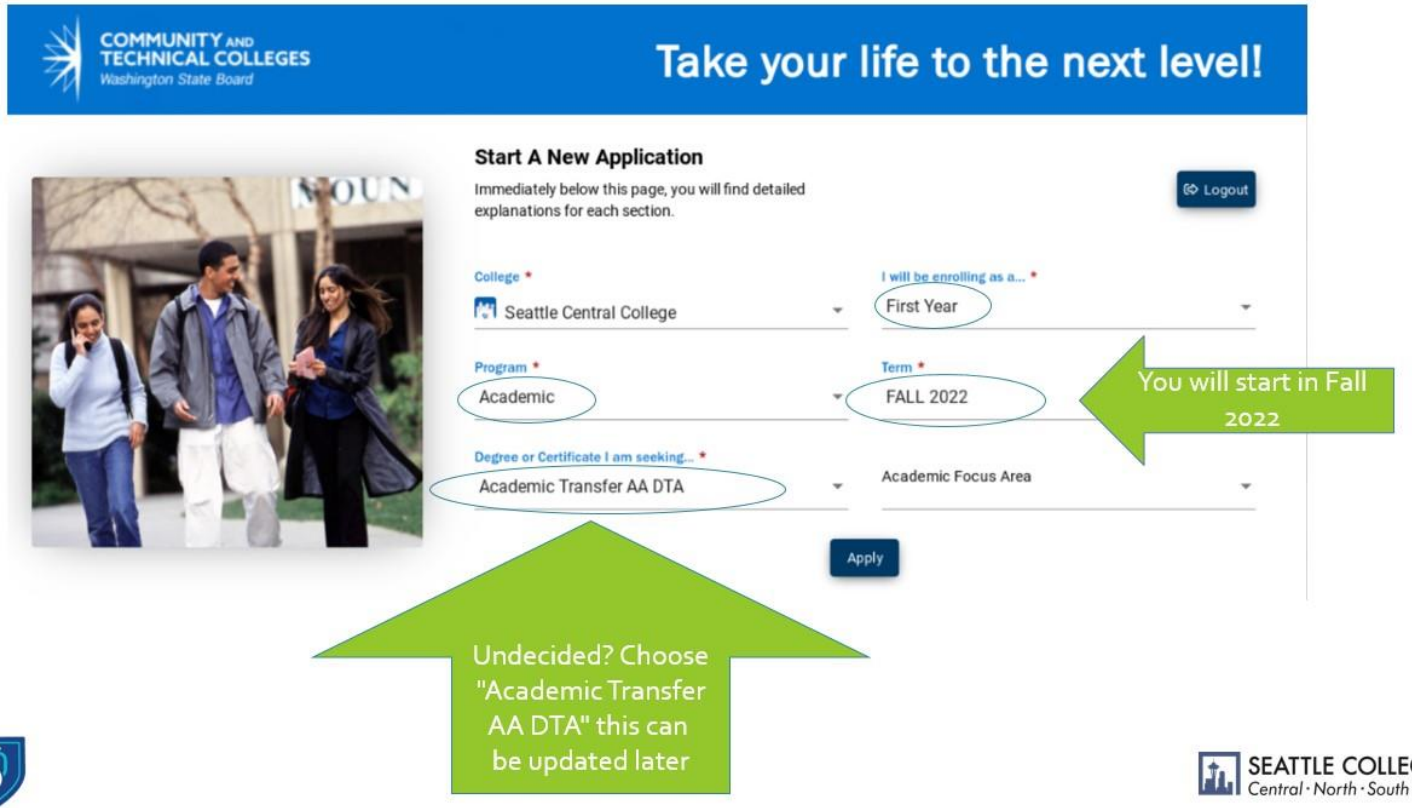
- **Username and Password**: Enter ones that you will remember
- **First and Last Name**: Enter your legal first and last name and Date of Birth
- **Email Address**: Add the same email address that you listed on your Seattle Promise application
- Click the 'Submit' button.
- When you click 'Submit' you'll see a new screen pop-up. Here you'll choose three different security questions from the drop-down menus and add answers for each one.
- Once you've chosen three questions and added answers for each one, click "Submit" again and move to the next page.

Check your email for a One-Time Password (OTP)



- As soon as you click ‘Submit’ on your Security questions, you’ll see a screen titled ‘Registration’.
- Open a new tab in your computer browser and check your email for a message from “noreply@sbctc.edu”.
- This message will contain a numerical code at the bottom that is called a One-Time Password (OTP).
- Copy the OTP and paste it into your application tab where it says ‘enter OTP’.
- Once you’ve copied the OTP, please click the button that says ‘Submit OTP’.
- When you click ‘Submit OTP’ a new screen should pop-up that says ‘OTP Verified Successfully’.
- Click the blue button that reads ‘login here’ and move to the next step.

Create your application



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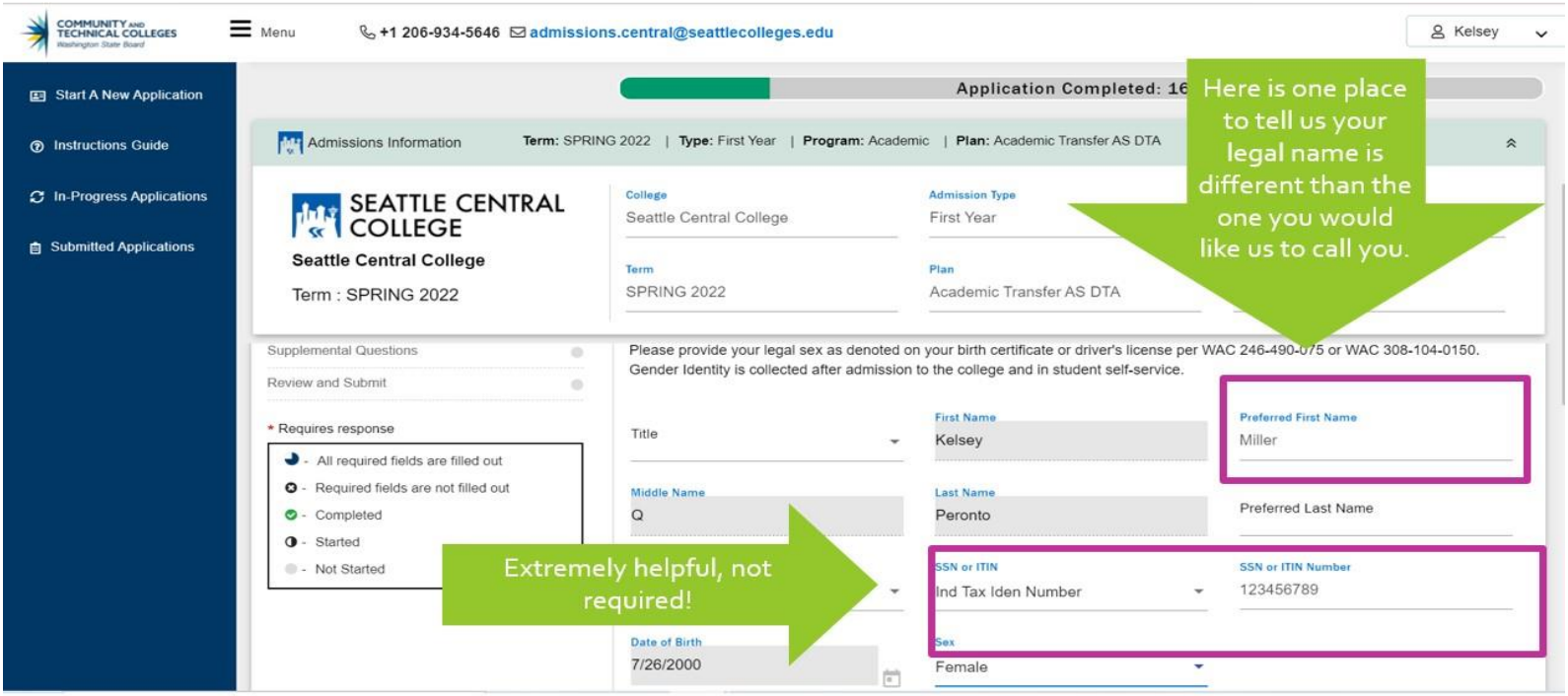
- After you click ‘Login here’ you’ll be taken to the ‘Start a New Application’ page.
- **College**: Choose Seattle Central College, South Seattle College, or North Seattle College.
- **I will be enrolling as a…:** Choose ‘First Year’.
- **Program:** Choose either ‘Academic’ or ‘Professional Technical depending on what you want to study. **Undecided?** choose Academic.
- **Term:** Choose **FALL 2022** as your term.
- Degree or Certificate: Choose the program you want to study. **Undecided?** Choose ‘Academic Transfer AA DTA.
- Once all boxes with a red star* are filled out, click ‘Apply’ and move to the next step.

Personal Information



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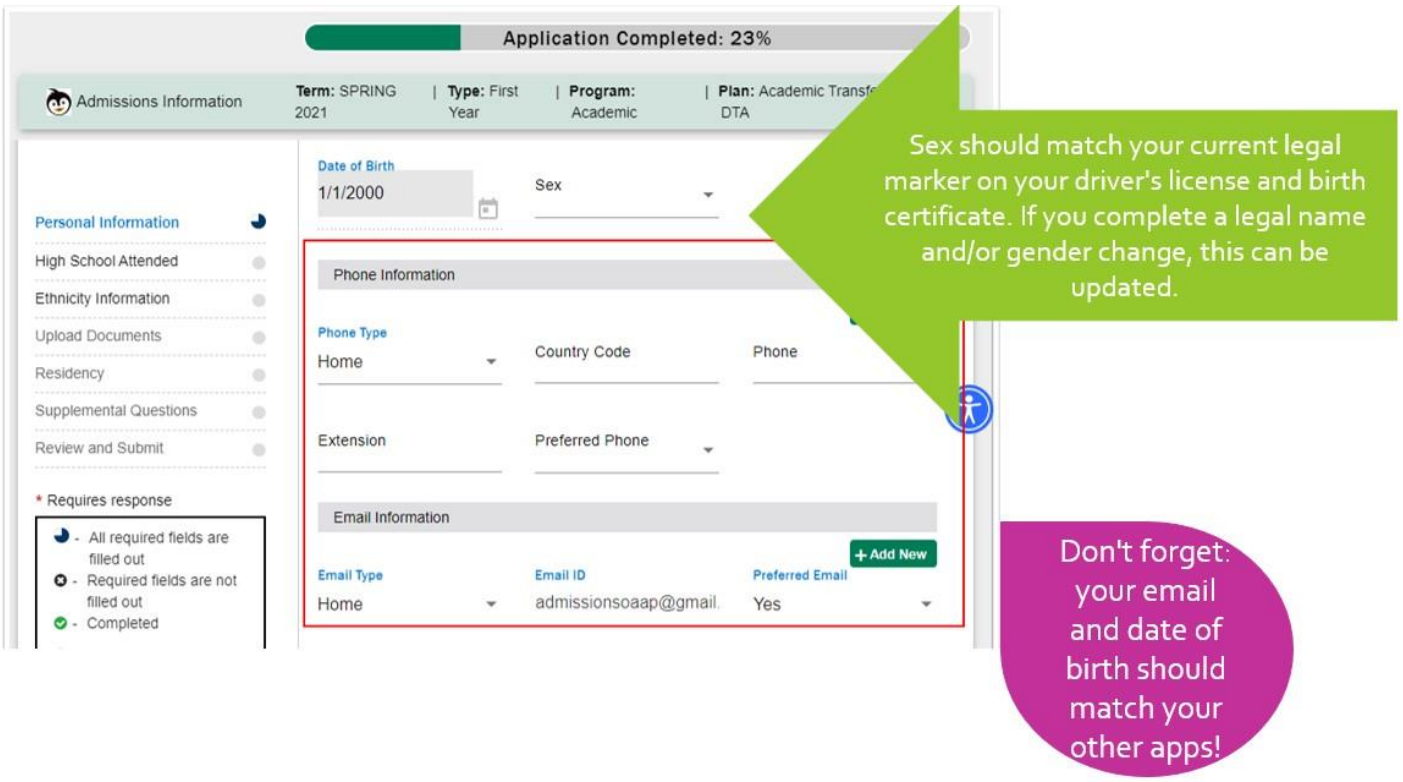
- When you click ‘Apply’ you’ll be taken to the Application for your Seattle College. Before we get started let’s take a moment to get familiar with two helpful features:
    - On the left side of the page, you’ll notice a list of sections with gray circles next to them. These represent every section of the application, and the circles will change over time as you complete the application.
    - On the top of the page, you’ll notice a green progress bar that tracks your progress through the application.
- The first section of the application is ‘Personal information’.
- **Name:** You’ll notice that some boxes (first name, last name, middle name, and date of birth) are grayed out and already filled. This means you don’t have to fill out those boxes yourself.
- **Preferred First Name:** If your name is different than the name listed on your *government issued ID,* use this box to let us know what we should call you.
- **SSN/ITIN:** If you have a social security number (SSN) or Individual Taxpayer Identification Number (ITIN), add it here. If you do not have one, you can leave the box blank. (Tip: Double check your number to make sure it is accurate!)
- Scroll down the page a little bit until you see ‘Sex’ and ‘Date of Birth’ and move to the next section.

More Personal Information



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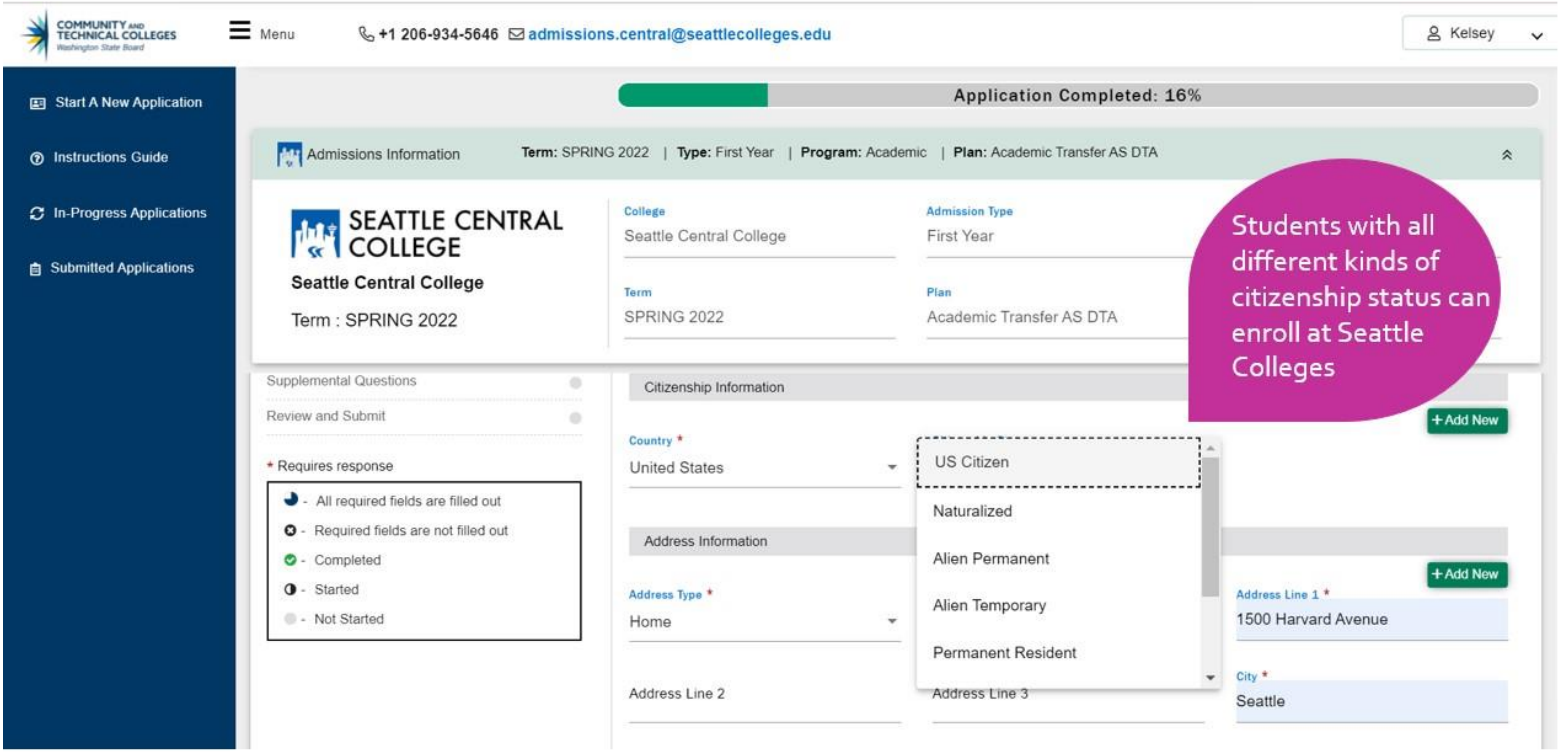
- **Sex:** this box should be completed using the information that is currently listed on your birth certificate and Driver's License. If you later complete a legal name and/or gender change it can be updated. (Seattle Promise and Seattle Colleges will always use the name and pronouns that you tell us to use!)
- **Phone Information:** Please include your phone number.
- **Email Information:** This is how the colleges will send you most of the information you need, so make sure to list an email that you check regularly. (**Reminder:** Your email address on this application should be the same as the email address you listed on your Seattle Promise application).
- Scroll down to the last two sections of Personal information and move on to the next step of this guide.

Final personal information



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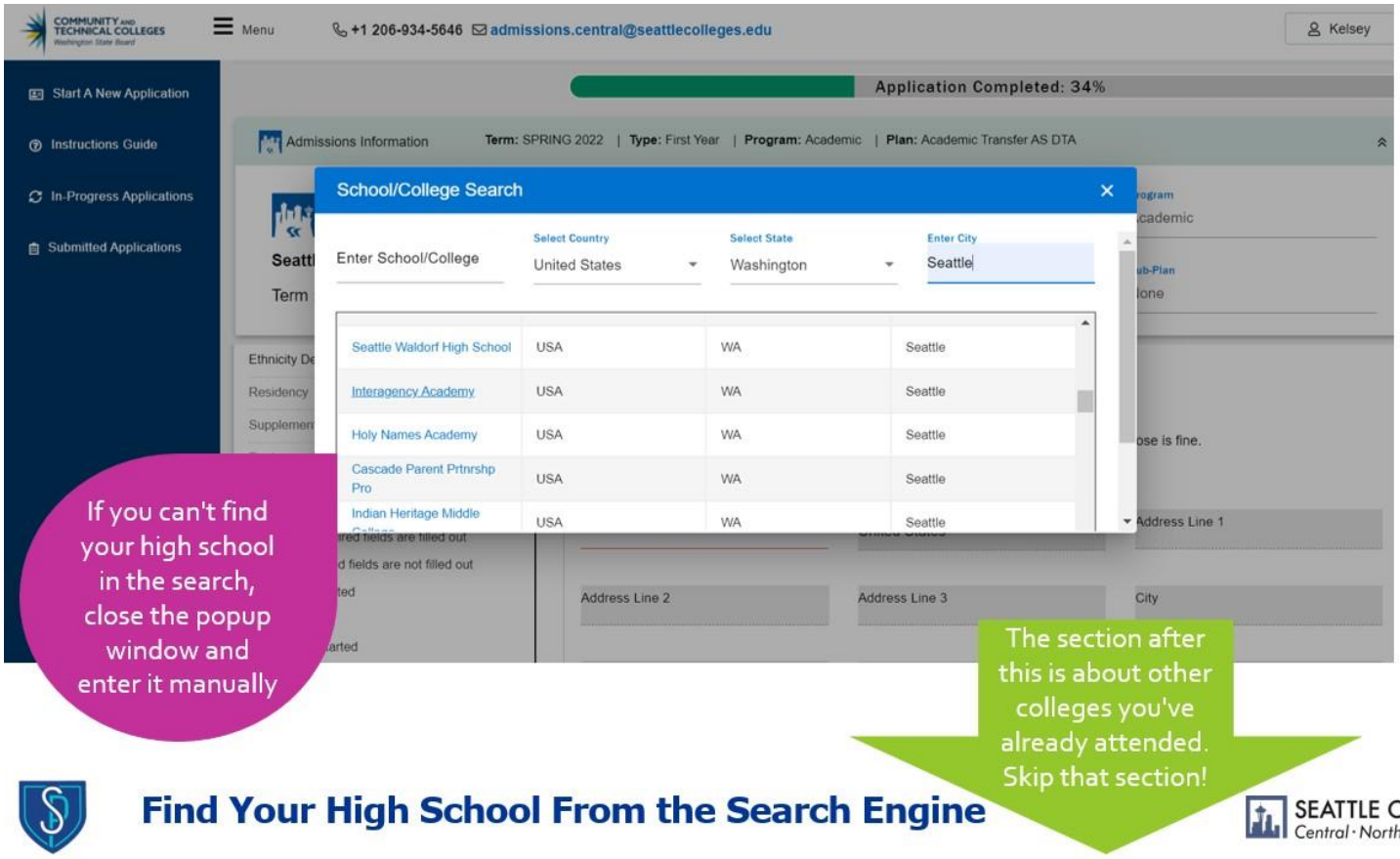
- The next section is 'Citizenship Information'.
- **Country:** Please choose United States.
- **Citizenship Status:** Choose the option that you think applies to you. Students with all kinds of citizenship statuses can apply at the Seattle Colleges.
- **Address Information:** Enter your address. If you don't have a contact address you can list the address for your Seattle College (North, Central, South) or connect with your Outreach Specialist.
- Click the blue button that says 'Next >' and move to the next step of the guide.

High School Information



Find Your High School From the Search Engine

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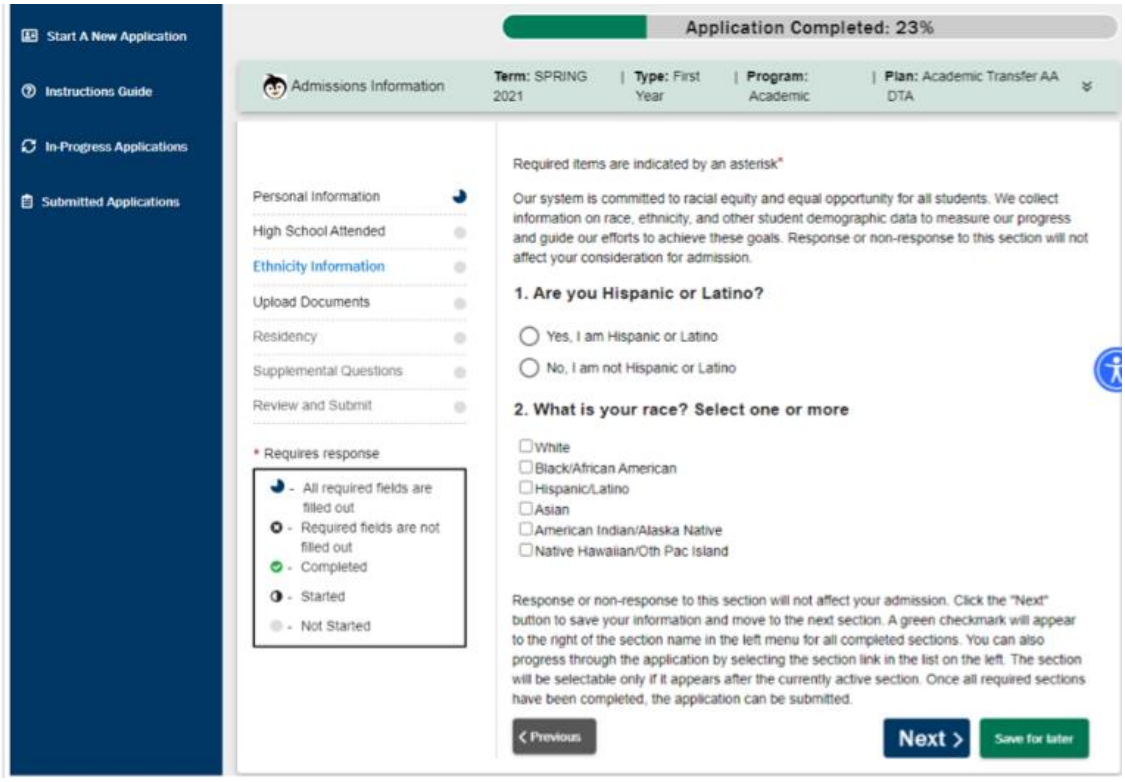
- When you click ‘Next’ you’ll move on to the ‘High School Information’ page of the application.
- Click in the box with a red star* that says ‘Search High School’
- **Search High School: T**ype the name of your school in the first space. Choose your high school from the list and the box will close.
- **Attended From:** Go to the box that says ‘Attended from Date’ and enter the date that you started high school (**Tip:** If you can’t remember the exact month that you started school, choose something close, just make sure the year is correct).
- **Attended to:** Choose the final day that you’ll be in school (**Tip:** The last day of the 2021-2022 school year at SPS is June 17th, 2022**).**
- **What will your high school…:** Choose High School Diploma.
- **College Attendance:** Since you’re applying as a first-year student you’ll leave this section blank and scroll to the bottom of the page to click ‘Next’ and move to the next step.

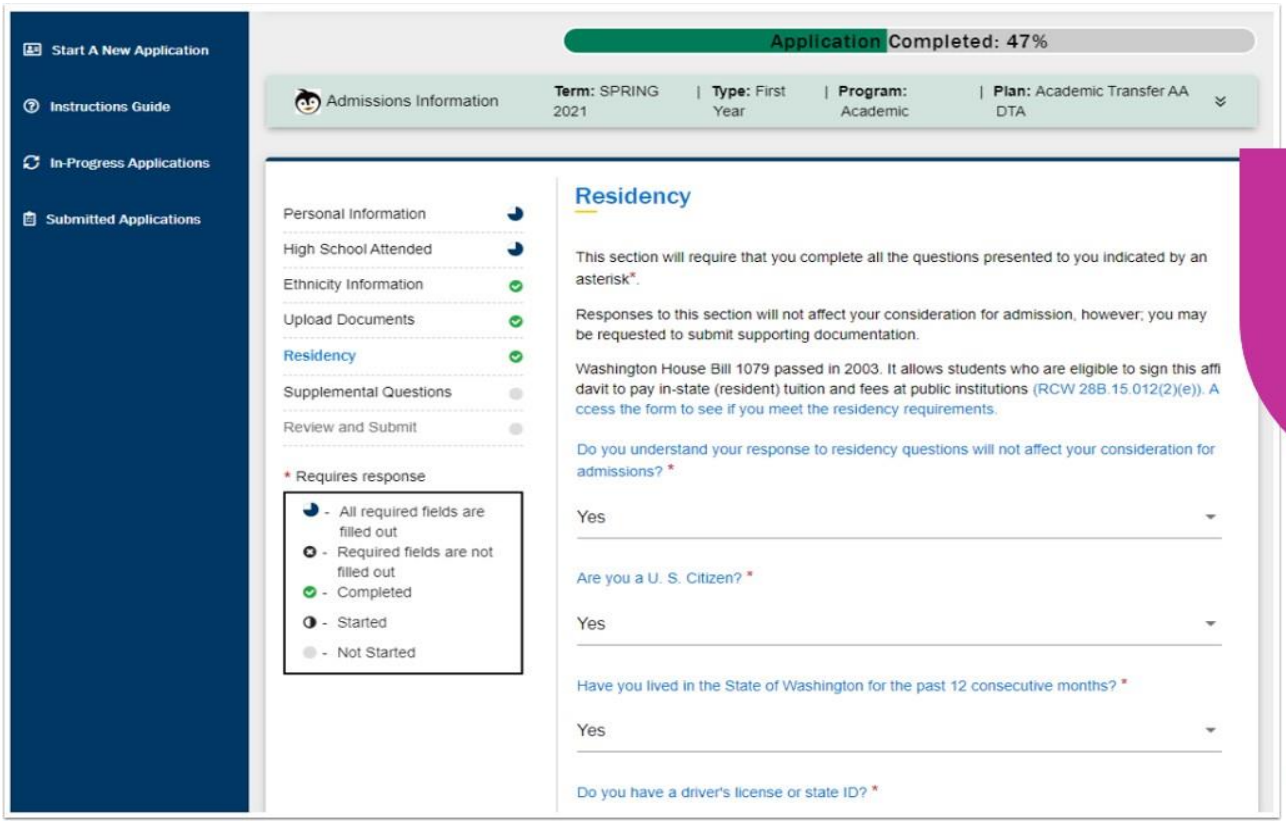
Race and Ethnicity Information



- After clicking “Next”, you arrive at the Race and Ethnicity section. The Seattle colleges collect this information in order to track progress towards serving students equitably.
- **Are you Hispanic or Latino?** Answer whether you are Hispanic or Latino or not.
- **What is your race?** Select the race(s) that you identify with. If you check a box or boxes, you will be required your corresponding ethnicity from the drop down menus that appear on the right.
    - For example, if you select “Asian”, you will need to choose one or more of the ethnic groups listed for Asia.
- This section is not required. Not responding to this section will not affect your admission.

Residency Information

When you click “Next”, you continue to questions to determine your Washington residency status. **Note: For Seattle Promise students, the scholarship will cover tuition regardless of residency status.**



All SPS students are eligible for tuition through Seattle Promise. Fill this out accurately to reduce steps later.

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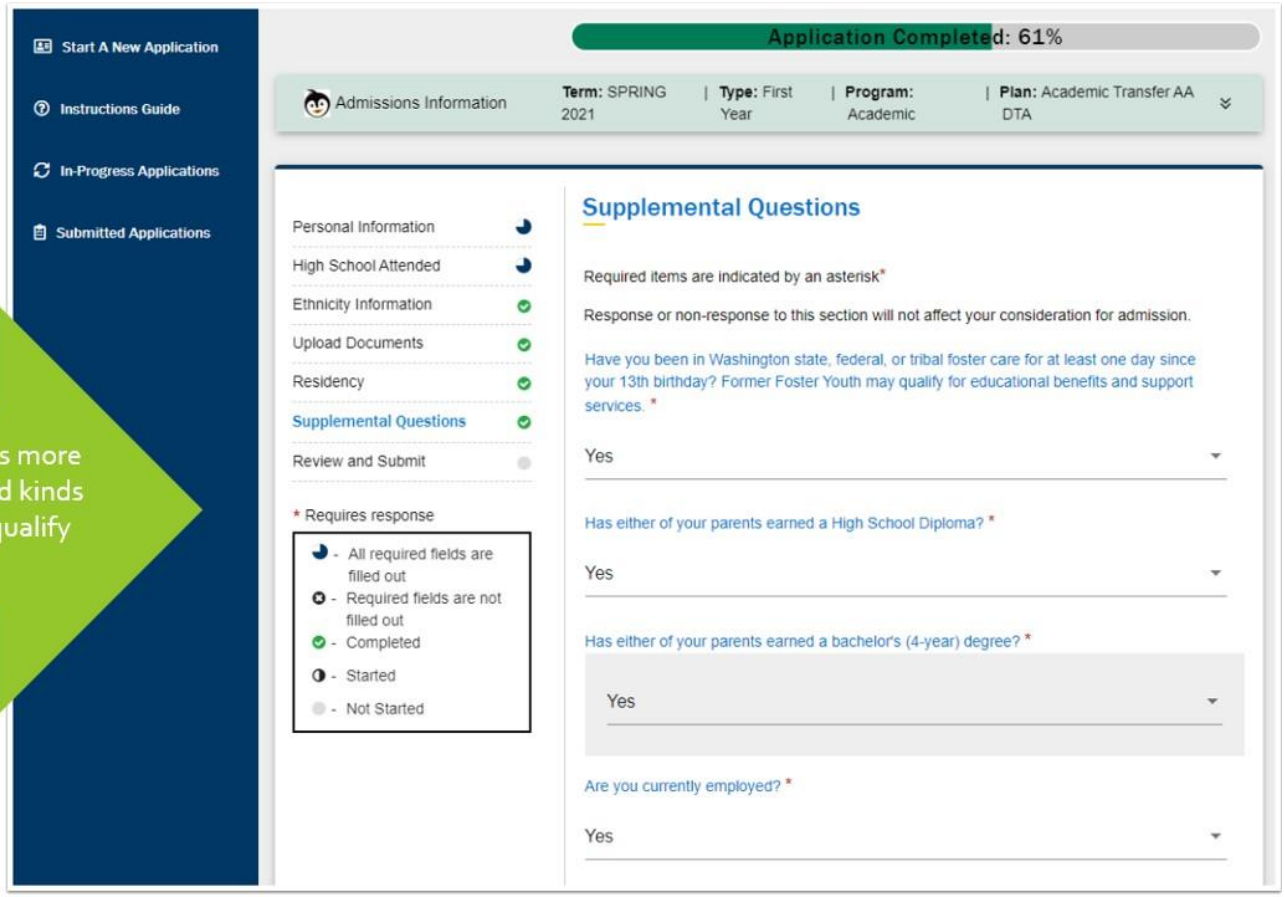
- Answer the questions about your citizenship and driver’s license/state ID and whether you have a car. A state ID is a non-driving identification card. **Your driver’s permit is considered a state ID, so if you have one, mark “Yes”.**
- The next question determines whether you are considered a dependent or independent student. If you are supported financially by a parent or legal guardian, then you should answer yes. **If you are unsure or do not currently live with a parent or legal guardian, contact your Counselor or Seattle Promise Outreach Specialist.**
- If you are getting financial assistance from another state, please indicate so. This is not likely unless you have recently moved to Washington from another state.
- The final three questions have to do with whether you or your family members are in the military. Read these closely and answer as accurately as possible.
    - Sometimes additional funding is available for students who have served in the military or whose parents have served in the military.

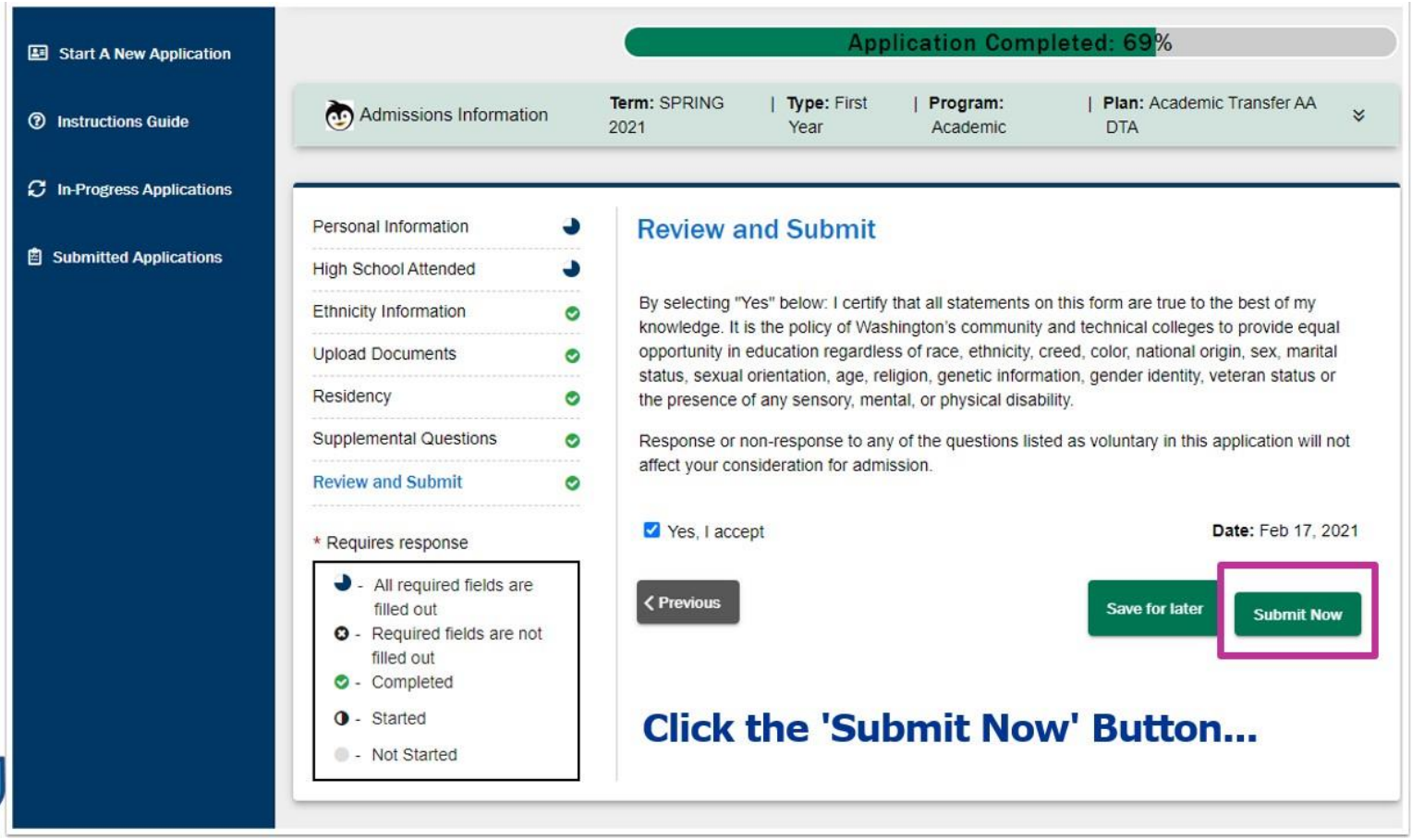
Supplemental Questions



These questions tell us more about who you are and kinds of support you may qualify for in college!

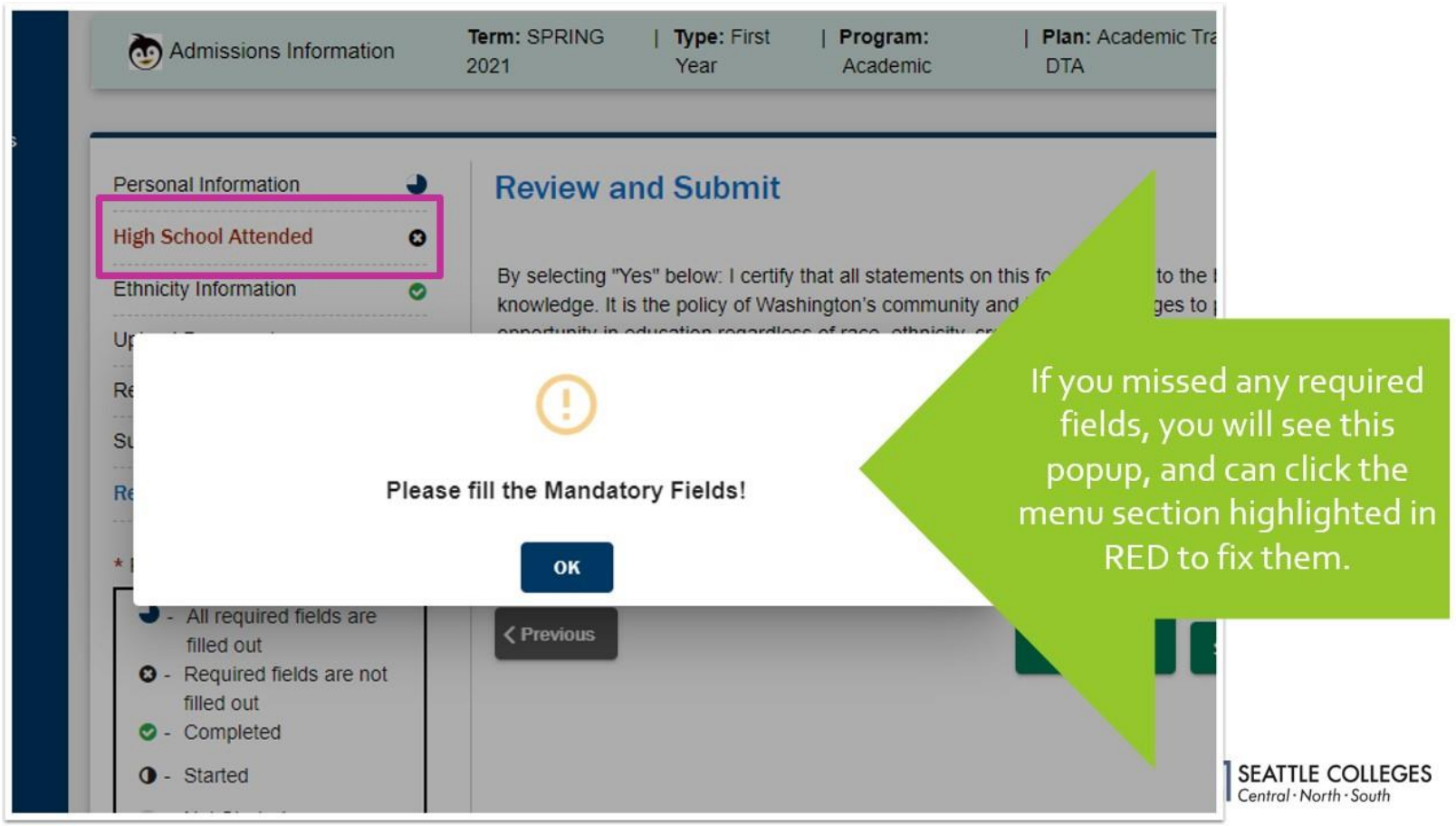
- You have reached the second-to-last section! All questions on this screen are required, but you have the option to indicate that you “Prefer not to respond”.
- If you have been in foster care at least one day since your 13th birthday, please indicate so. **Students who have been in foster care may qualify for additional educational funding.**
- Further questions ask about your parents’ educational levels, your employment status, and whether your parent/guardian served in the military.

Review and Submit



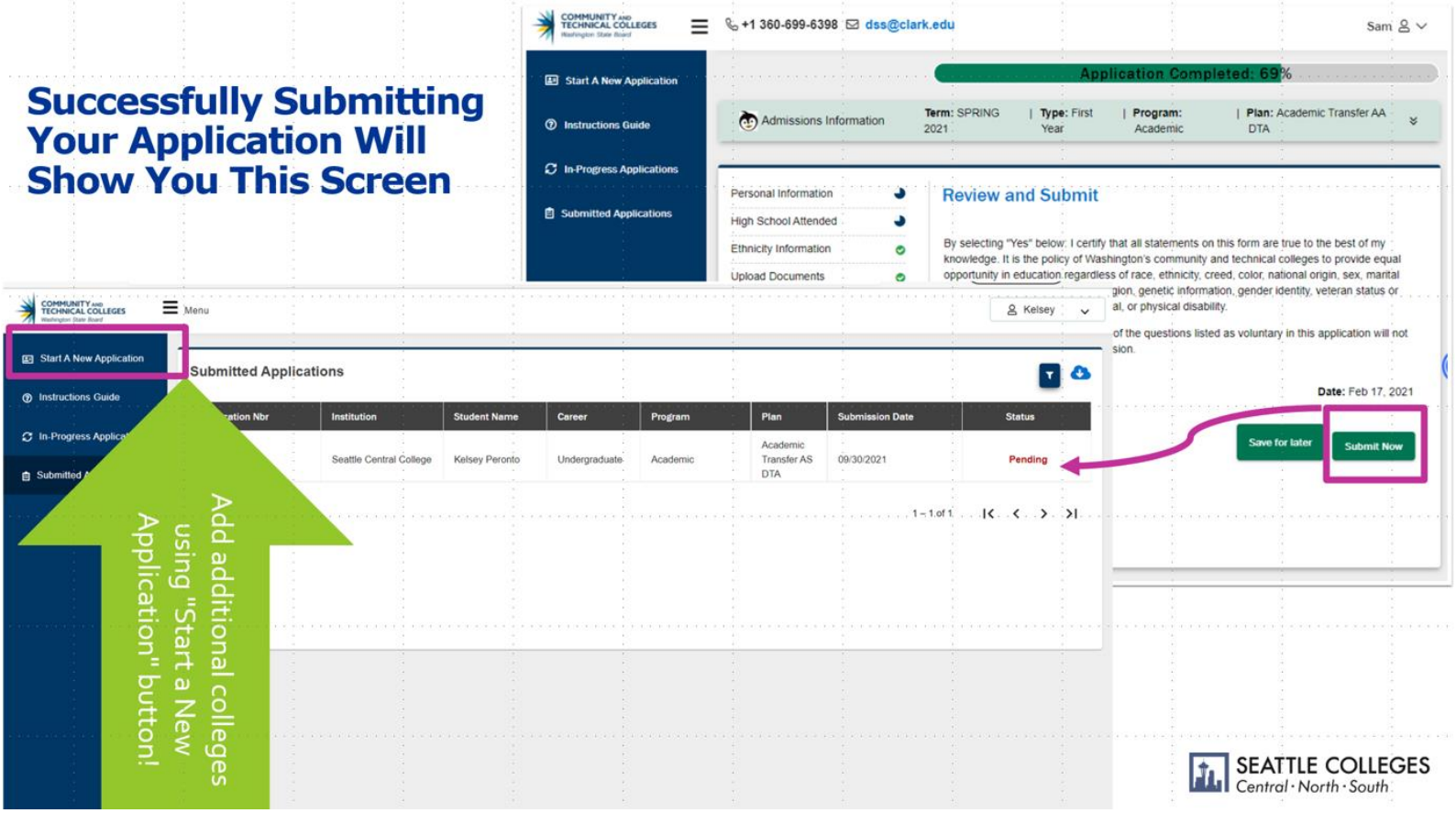
- Take a moment to review your answers—do all of your sections have a green check mark next to them? Have you input your name correctly? Your ITIN or SSN? Take a moment to double-check your work. Make sure that you have saved your ctcLink login and password.
- Once you have looked through your answers, check "**Yes, I accept**", then "**Submit Now**" on the right of the screen.

Missing Fields



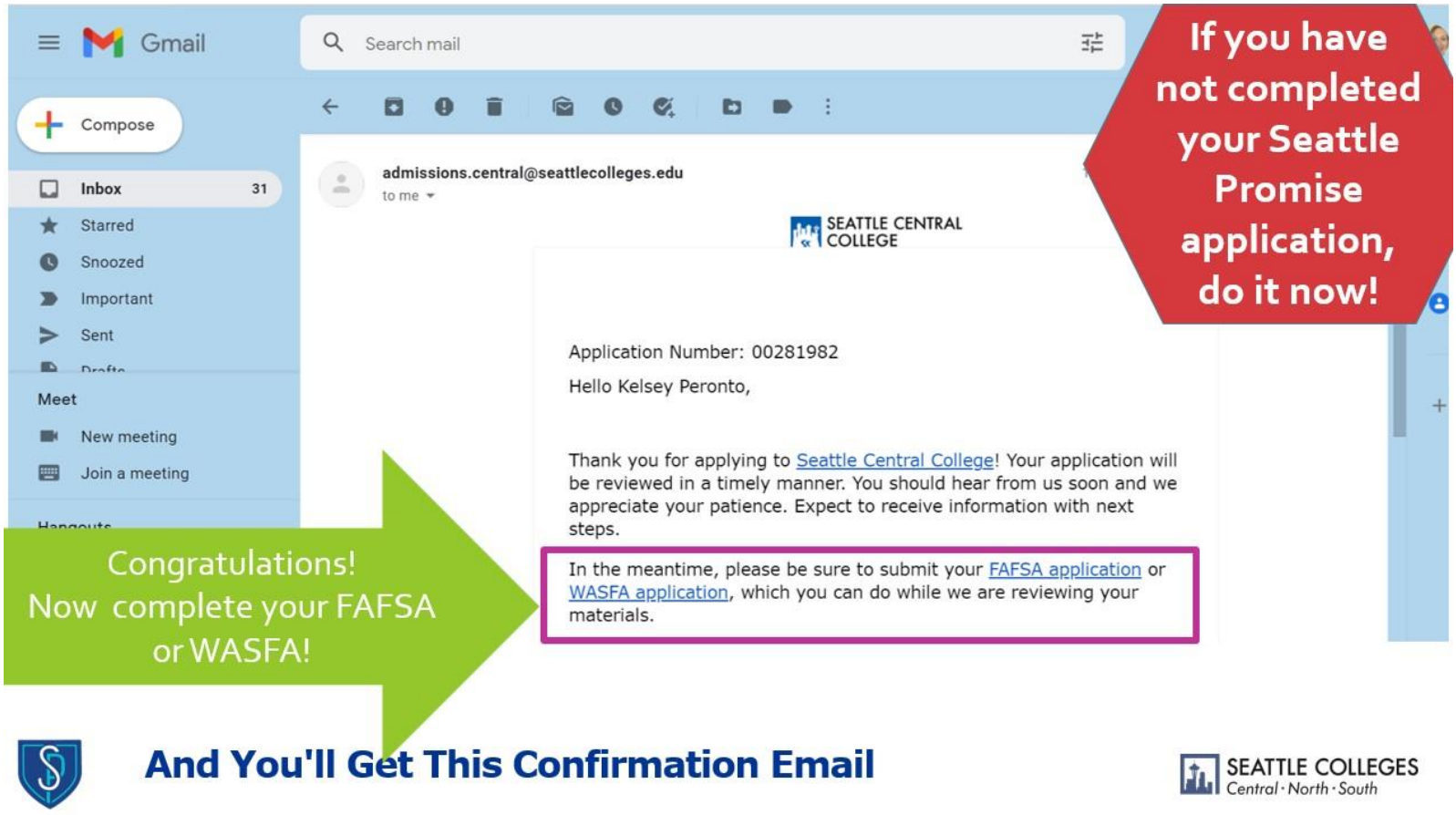
- If you forgot to fill something out, an error message. No problem-- the section for which you have not filled out all required fields will be indicated by red text (see “High School Attended” above).
- Click on the red text to return to the incomplete section. Look for the red asterisks to identify which questions you still need to answer. **Make sure to look at the whole screen**— there are multiple columns of questions and sometimes required fields will be to the right rather than below the preceding questions.
- If you can’t figure out what you are missing, touch base with your Outreach Specialist or Counselor.

Successful Submission



- Once you are done, you should see that your application has been submitted and is pending review (above in red) by the college that you applied to.
- **If you want to apply to another college, you can do so by clicking ”Start a New Application”** in the upper right corner.
    - All of your other answers will have been saved, but you will need to redo the residency and supplemental sections (see pages 16-17).
- The Seattle Promise Scholarship can only be used at Seattle Central, North Seattle, and South Seattle College. Talk to your Outreach specialist about which campus might be best for you. It’s okay to switch campuses, but you must finalize your choice by May 1.
- If you have not done so already, complete the Seattle Promise application and pat yourself on the back! You have taken your first steps to furthering your education and preparing for the workforce!

Email Confirmation: Check Spam



- Once you have successfully submitted your application, you should receive a confirmation email with an application number. **Don't see the email? Check your Spam folder!**
  - Note: If you used your seattleschools.org account to apply, you will not receive this email. Talk to your Outreach Specialist about changing your email in the system.
- Your next step is to complete the FAFSA or the WASFA, which are used to provide you with aid from the federal government and the state. To determine which of these two forms you should be filling out, take this quiz or speak with your Counselor or Outreach Specialist.

Questions?

Visit https://www.seattlecolleges.edu/promise/contact to get in touch with your Outreach Specialist.