

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.

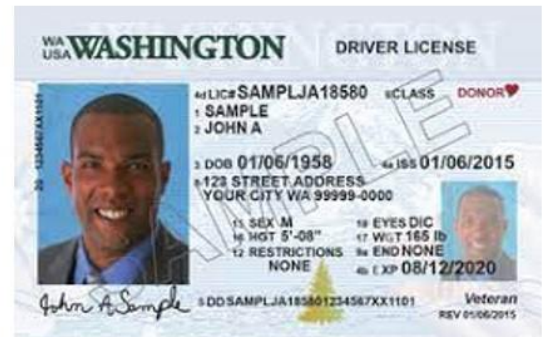
Tip: Use your Legal Name

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 That is why we recommend using legal information, even if it is out-of date.



First Name *

~~Johnny~~

John

Last Name *

Public

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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.



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.



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!

Log In ➡

FSA ID Username, Email, or Mobile Phone
kelsey.peltono@seattlecolleges.edu ?
[Forgot My Username](#)

Password
..... Show Password ?

❗ You have entered an incorrect "Current Password." Delete the response you entered and try again, or select Help (?) for more details.

[Forgot My Password](#)

Log In

or

[Create an Account](#)

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Central · North · South



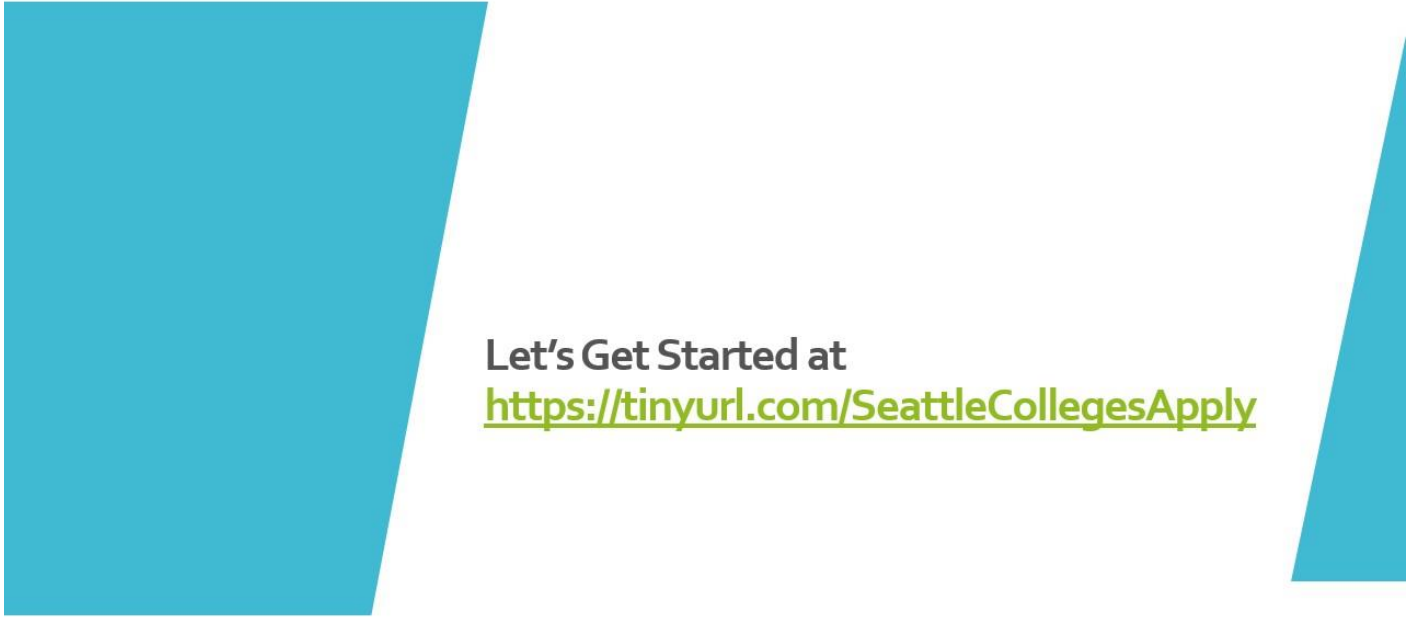
Tip: Students complete the apps

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.



Start your application by clicking on the picture below!



Let's Get Started at
<https://tinyurl.com/SeattleCollegesApply>

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

Create your account

Create a Username and Password

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Create Username *

Password * **Confirm Password ***

Title

First Name * **Middle Name**

Last Name * **Name Suffix**

Date of Birth * **Email Address ***


Submit

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

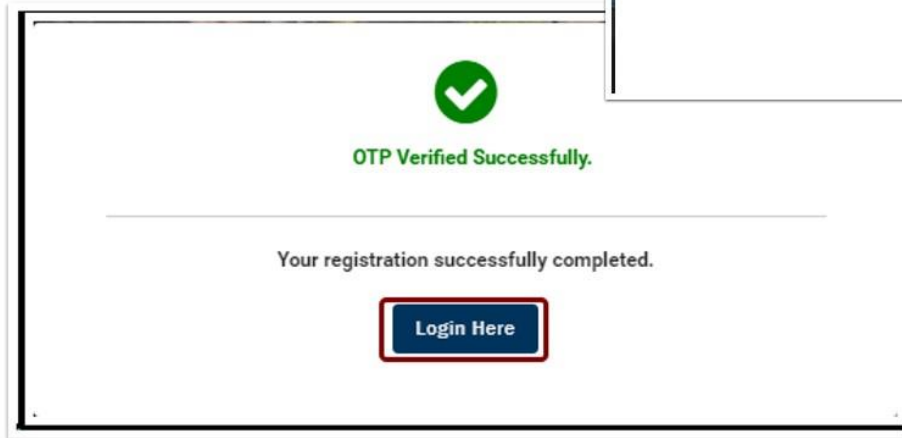
Remember to save all this info somewhere secure

 **SEATTLE COLLEGES**
Central · North · South

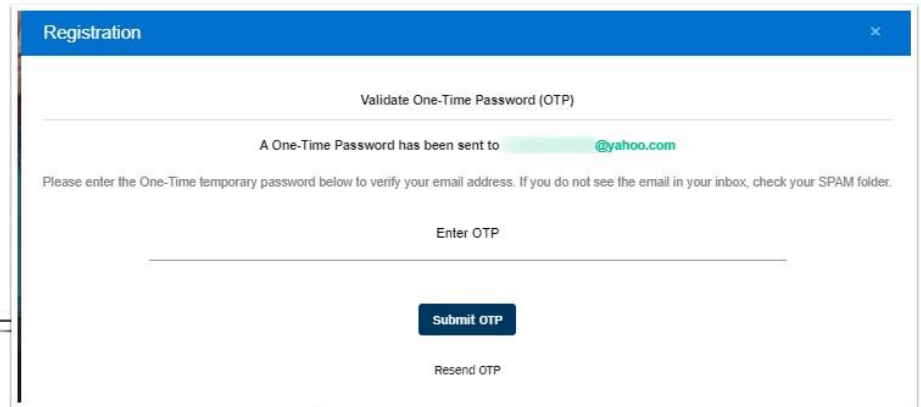
- **Username and Password:** Enter ones that you will remember
- **First and Last Name:** Enter your legal first and last name and Date of Birth
- **Email Address:** Add the same email address that you listed on your Seattle Promise application
- Click the 'Submit' button.
- When you click 'Submit' you'll 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)

Check Your Email!



A screenshot of a web page showing a green checkmark icon and the text "OTP Verified Successfully." Below this, it says "Your registration successfully completed." and there is a blue button labeled "Login Here" with a red border.



A screenshot of a web page titled "Registration". It shows a form to "Validate One-Time Password (OTP)". The text says "A One-Time Password has been sent to @yahoo.com". Below this, it says "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", a blue button labeled "Submit OTP", and a link labeled "Resend OTP".

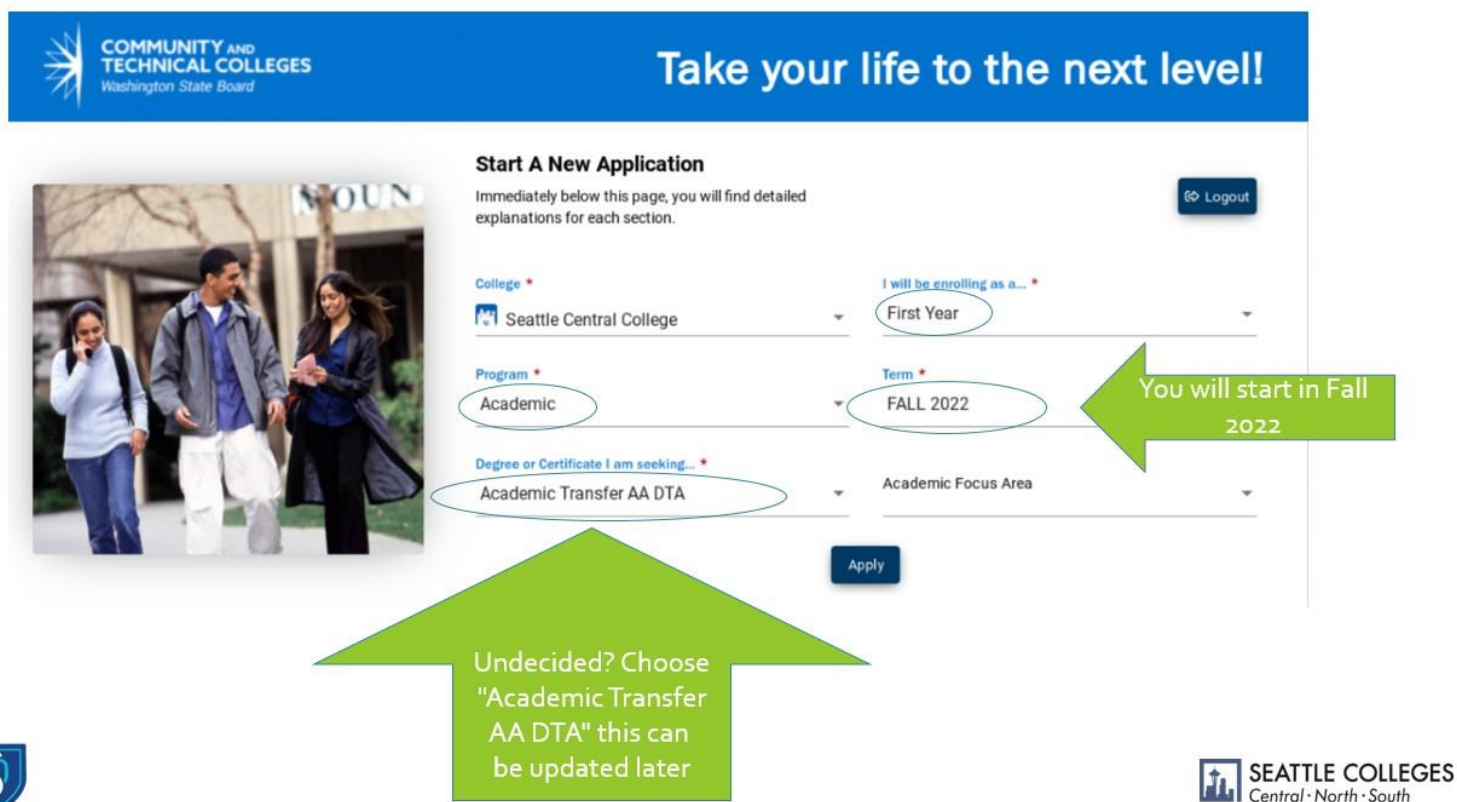
You'll receive an automatic email with a One-Time Password to activate your account. Check your email and enter the OTP in the space provided.



 SEATTLE COLLEGES
Central · North · South

- 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



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

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 *
Seattle Central College

I will be enrolling as a... *
First Year

Program *
Academic

Term *
FALL 2022


Degree or Certificate I am seeking... *
Academic Transfer AA DTA

Academic Focus Area

[Apply](#)

You will start in Fall 2022

Undecided? Choose "Academic Transfer AA DTA" this can be updated later



SEATTLE COLLEGES
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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

The screenshot shows the 'Personal Information' section of the Seattle Central College application. The top navigation bar includes the Community and Technical Colleges logo, a menu icon, contact information (+1 206-934-5646, admissions.central@seattlecolleges.edu), and a user profile for 'Kelsey'. A green progress bar at the top indicates 'Application Completed: 16%'. The left sidebar lists application stages: 'Start A New Application', 'Instructions Guide', 'In-Progress Applications', and 'Submitted Applications'. The main form area is titled 'Admissions Information' and shows 'Term: SPRING 2022', 'Type: First Year', 'Program: Academic', and 'Plan: Academic Transfer AS DTA'. The 'College' field is 'Seattle Central College'. The 'Admission Type' is 'First Year'. The 'Plan' is 'Academic Transfer AS DTA'. The 'Supplemental Questions' section includes a 'Review and Submit' button and a list of required fields: 'All required fields are filled out', 'Required fields are not filled out', 'Completed', 'Started', and 'Not Started'. The 'Name' section includes 'First Name' (Kelsey), 'Last Name' (Peronto), 'Middle Name' (Q), and 'Preferred First Name' (Miller). The 'SSN or ITIN' section includes 'Ind Tax Iden Number' (123456789) and 'SSN or ITIN Number' (123456789). The 'Sex' field is 'Female'. The 'Date of Birth' is '7/26/2000'. Annotations include a green arrow pointing to the 'Preferred First Name' field with the text 'Here is one place to tell us your legal name is different than the one you would like us to call you.' and a green arrow pointing to the 'Middle Name' field with the text 'Extremely helpful, not required!'.



- 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

Application Completed: 23%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer DTA

Personal Information

- High School Attended
- Ethnicity Information
- Upload Documents
- Residency
- Supplemental Questions
- Review and Submit

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed

Date of Birth: 1/1/2000

Sex: [Dropdown]

Phone Information

Phone Type: Home | Country Code: [Field] | Phone: [Field]

Extension: [Field] | Preferred Phone: [Dropdown]

Email Information

Email Type: Home | Email ID: admissionsoap@gmail.com | Preferred Email: Yes

+ Add New

Sex should match your current legal marker on your driver's license and birth certificate. If you complete a legal name and/or gender change, this can be updated.

Don't forget: your email and date of birth should match your other apps!



- **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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Washington State Board

Menu +1 206-934-5646 admissions.central@seattlecolleges.edu Kelsey

Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Application Completed: 16%

Admissions Information Term: SPRING 2022 | Type: First Year | Program: Academic | Plan: Academic Transfer AS DTA

SEATTLE CENTRAL COLLEGE
Seattle Central College
Term : SPRING 2022

College
Seattle Central College

Admission Type
First Year

Term
SPRING 2022

Plan
Academic Transfer AS DTA

Supplemental Questions

Review and Submit

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

Citizenship Information

Country *
United States

Address Information

Address Type *
Home

Address Line 2

US Citizen

Naturalized

Alien Permanent

Alien Temporary

Permanent Resident

Address Line 3

Address Line 1 *
1500 Harvard Avenue

City *
Seattle

Students with all different kinds of citizenship status can enroll at Seattle Colleges

+ Add New

+ Add New



- 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

Enter School/College	Select Country	Select State	Enter City
Seattle Waldorf High School	USA	WA	Seattle
Interagency Academy	USA	WA	Seattle
Holy Names Academy	USA	WA	Seattle
Cascade Parent Ptnrshp Pro	USA	WA	Seattle
Indian Heritage Middle	USA	WA	Seattle



Find Your High School From the Search Engine



- 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:** Type 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

A screenshot of an online application form. The top bar shows 'Application Completed: 23%'. The left sidebar has links: 'Start A New Application', 'Instructions Guide', 'In-Progress Applications', and 'Submitted Applications'. The main content area is titled 'Admissions Information' and shows progress for 'Personal Information', 'High School Attended', 'Ethnicity Information' (highlighted), 'Upload Documents', 'Residency', 'Supplemental Questions', and 'Review and Submit'. A legend explains the status icons: a blue circle with a checkmark for 'All required fields are filled out', a grey circle with a checkmark for 'Required fields are not filled out', a green circle with a checkmark for 'Completed', a black circle with a checkmark for 'Started', and a grey circle for 'Not Started'. The 'Ethnicity Information' section contains two questions: '1. Are you Hispanic or Latino?' with radio buttons for 'Yes' and 'No', and '2. What is your race? Select one or more' with checkboxes for 'White', 'Black/African American', 'Hispanic/Latino', 'Asian', 'American Indian/Alaska Native', and 'Native Hawaiian/Other Pacific Island'. A disclaimer states that response to this section will not affect admission. At the bottom are 'Previous', 'Next', and 'Save for later' buttons.

- 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.

The screenshot shows the Seattle Promise application portal. On the left is a dark blue sidebar with navigation links: "Start A New Application", "Instructions Guide", "In-Progress Applications", and "Submitted Applications". The main content area has a header bar with "Application Completed: 47%". Below this is a section for "Admissions Information" with details: Term: SPRING 2021, Type: First Year, Program: Academic, Plan: Academic Transfer AA DTA. The left sidebar of the main content area lists application steps: Personal Information, High School Attended, Ethnicity Information, Upload Documents, Residency (highlighted in blue), Supplemental Questions, and Review and Submit. A legend box explains the status icons: a blue circle with a white dot for "All required fields are filled out", a grey circle with a white dot for "Required fields are not filled out", a green circle with a white checkmark for "Completed", a grey circle with a white dot for "Started", and a grey circle with a white dot for "Not Started". The "Residency" section contains the following text and questions:

Residency

This section will require that you complete all the questions presented to you indicated by an asterisk*.

Responses to this section will not affect your consideration for admission, however; you may be requested to submit supporting documentation.

Washington House Bill 1079 passed in 2003. It allows students who are eligible to sign this affidavit to pay in-state (resident) tuition and fees at public institutions (RCW 26B 15.012(2)(e)). [Access the form to see if you meet the residency requirements.](#)

Do you understand your response to residency questions will not affect your consideration for admissions? *

Yes

Are you a U. S. Citizen? *

Yes

Have you lived in the State of Washington for the past 12 consecutive months? *

Yes

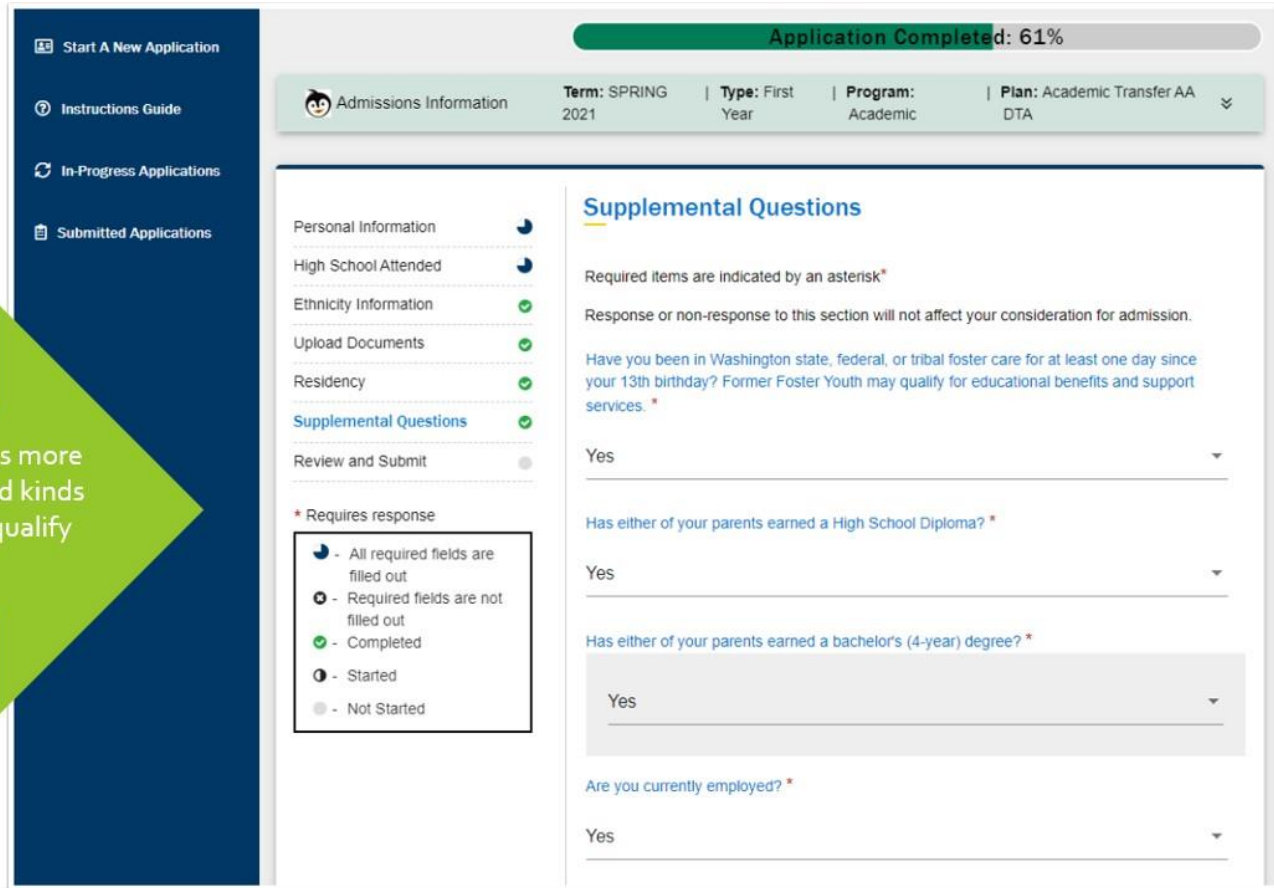
Do you have a driver's license or state ID? *

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



- 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



Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Application Completed: 61%

Admissions Information

Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

Personal Information

High School Attended

Ethnicity Information

Upload Documents

Residency

Supplemental Questions

Review and Submit

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

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. *

Yes

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

Yes

Has either of your parents earned a bachelor's (4-year) degree? *

Yes

Are you currently employed? *

Yes

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

Application Completed: 69%

Admissions Information | Term: SPRING 2021 | Type: First Year | Program: Academic | Plan: Academic Transfer AA DTA

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: Feb 17, 2021

[< Previous](#) [Save for later](#) [Submit Now](#)

Click the 'Submit Now' Button...

Navigation: Start A New Application, Instructions Guide, In-Progress Applications, Submitted Applications

Checklist:

- Personal Information
- High School Attended
- Ethnicity Information
- Upload Documents
- Residency
- Supplemental Questions
- Review and Submit

*** Requires response**

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

- 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

The screenshot shows the 'Admissions Information' form for the 'Term: SPRING 2021', 'Type: First Year', 'Program: Academic', and 'Plan: Academic Trajectory DTA'. The 'Personal Information' section is highlighted with a red box, and the 'High School Attended' field is marked with a red asterisk, indicating it is a required field that has not been filled out. A green callout box points to this field with the text: 'If you missed any required fields, you will see this popup, and can click the menu section highlighted in RED to fix them.'

Please fill the Mandatory Fields!

OK

< Previous

SEATTLE COLLEGES
Central · North · South

- 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

Successfully Submitting Your Application Will Show You This Screen

COMMUNITY and TECHNICAL COLLEGES Washington State Board

+1 360-699-6398 dss@clark.edu Sam

Application Completed: 69%

Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Admissions Information

Term: SPRING 2021

Type: First Year

Program: Academic

Plan: Academic Transfer AA DTA

Personal Information

High School Attended

Ethnicity Information

Upload Documents

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, religion, genetic information, gender identity, veteran status or physical disability.

Kelsey

of the questions listed as voluntary in this application will not be used.

Date: Feb 17, 2021

Save for later

Submit Now

Submitted Applications

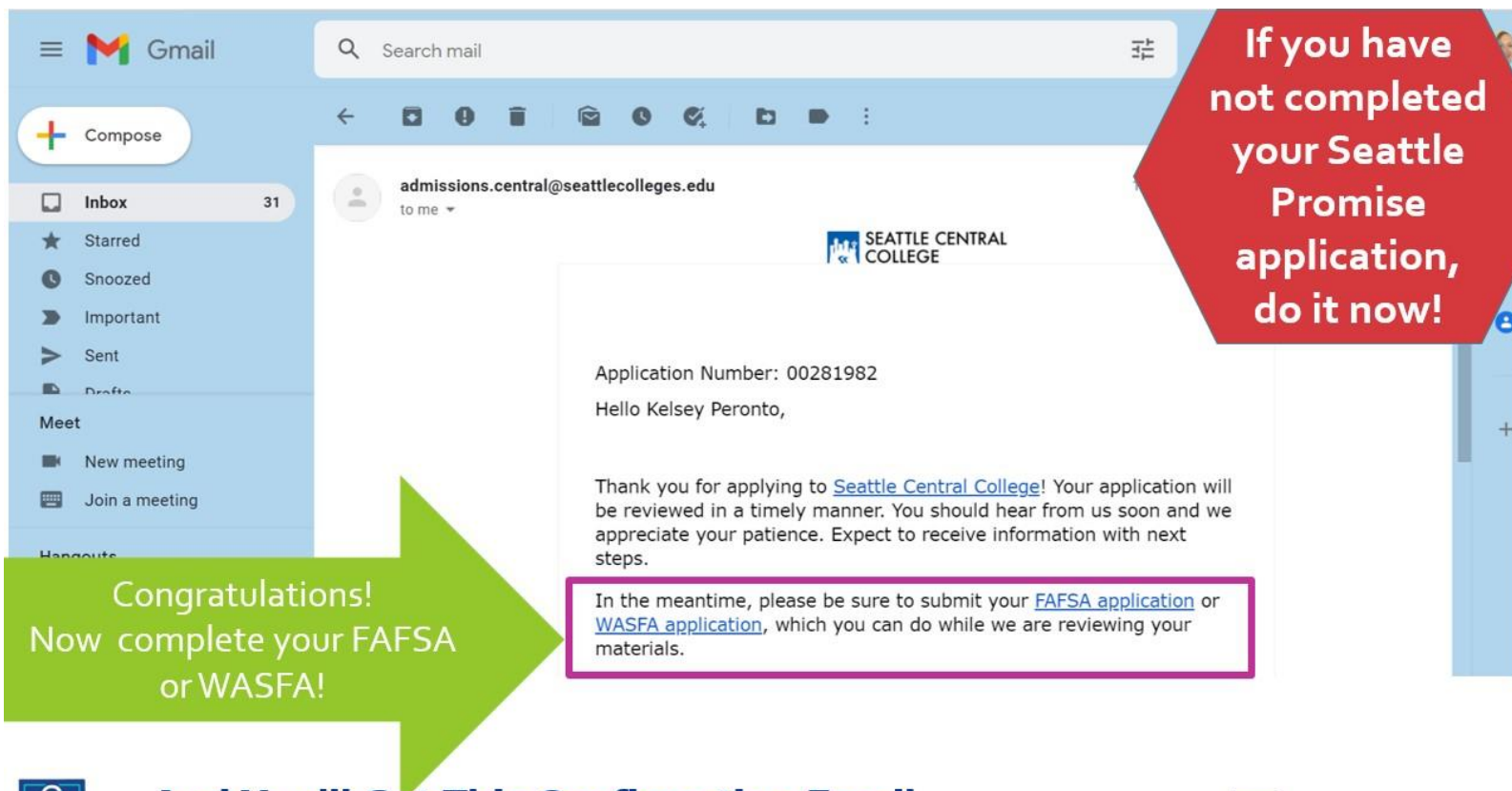
Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
	Seattle Central College	Kelsey Peronto	Undergraduate	Academic	Academic Transfer AS DTA	09/30/2021	Pending

1 - 1 of 1

SEATTLE COLLEGES Central · North · South

- 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



And You'll Get This Confirmation Email



- 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.