

## Applying for Admission at LWTech

If you have **not** created an account for the OAAP, follow the instructions below.

Begin the process at: [SBCTC - OAA User Log in](http://apply.ctc.edu/user) (http://apply.ctc.edu/user)

1. Select the **Create an Account** link.



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


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**READY FOR WHAT'S NEXT?**  
Career training and university transfer at a fraction of the cost


**\*NOTE:** The fields with an asterisk (\*) are required fields. Be sure you **keep your username and password and the answers to your security questions** in case you need to complete your application at a later time.

2. Create a **Username** and **Password**.
3. Confirm the **Password**.




 Create Username \*

---

 Password \*


---


 Confirm Password \*

---

4. In the next section, enter the personal information.
  - Users may not register more than one account per email address.
5. Select the **Submit** button.





 Create Username \*

 Password \*

 Confirm Password \*

 Title

 First Name \*


 Middle Name

 Last Name \*

 Name Suffix

Date of Birth \*

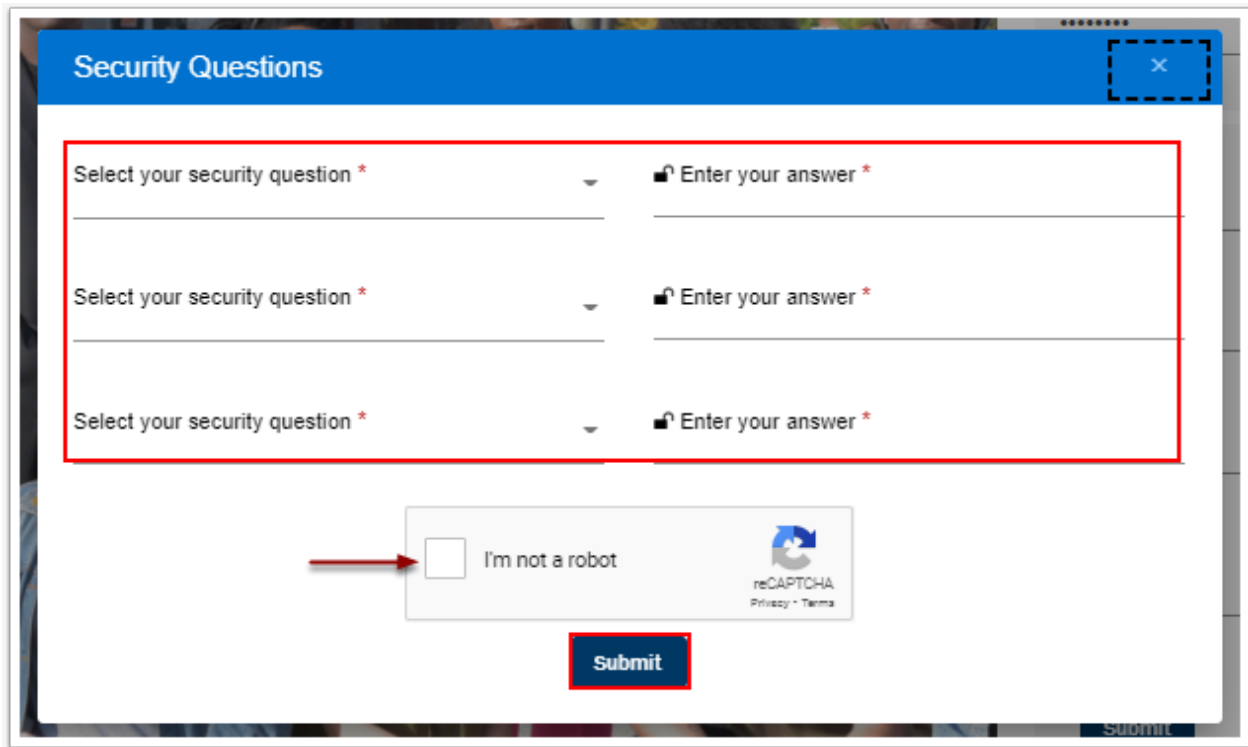


 Email Address \*

Submit

The **Security Questions** page displays.

6. Complete the Security Questions section by selecting each question from the drop-down menu on the left and entering the answer to the right. Make sure to keep the questions and answers for future reference if needed.
7. Check the **I'm not a robot** box.
8. Select the **Register** button.



The screenshot shows a web form titled "Security Questions" with a blue header. The form contains three rows, each with a dropdown menu labeled "Select your security question \*" and a text input field labeled "Enter your answer \*". Below these rows is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a "Submit" button. A red arrow points to the checkbox, and a red box highlights the "Submit" button. A close button (X) is visible in the top right corner of the form area.


10. The **Registration** OTP page displays. It is used to validate the email address provided in the application. Go to the associated email account, locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam folder if you do not see it in the inbox.
11. Enter the **OTP** provided.
12. Select the **Submit OTP** button.

The screenshot shows a web browser window titled "Registration" with a close button in the top right corner. 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 a text input field labeled "Enter OTP" and a blue "Submit OTP" button. Below the button is a link for "Resend OTP".

13. The **OTP Verified Successfully** message displays.
14. Select the **Login Here** button. Once you select the Login Here button, you will be directed to the Welcome to Online Admissions Application page.

The screenshot shows a confirmation message on a white background. At the top center is a green circular icon with a white checkmark. Below the icon, the text "OTP Verified Successfully." is displayed in green. A horizontal line separates this from the next line of text: "Your registration successfully completed." Below this text is a blue button with a white border and the text "Login Here".

15. The **Welcome to Online Admissions Application** page displays.
16. Enter your **Username** and **Password**.
17. Check the **I'm not a robot** box.
18. Select the **Login** button.



**COMMUNITY AND TECHNICAL COLLEGES**  
Washington State Board


## Welcome!

Online Admissions Application

If you have an existing ctcLink account, log in with those credentials.

**Username**  
sivessevis

**Password**  
\*\*\*\*\*

I'm not a robot 

[Forgot my Password](#)  
[Forgot my Username](#)  
[Create an Account](#)


**Log in**

19. If you are a returning student, a **Captcha** image screen displays. Follow the instructions provided.

20. Select the **Verify** button.

21. The **Welcome** page displays again.

22. Select the **Login** button.



**COMMUNITY AND TECHNICAL COLLEGES**  
Washington State Board


## Welcome!

### Online Admissions Application

If you have an existing ctcLink account, log in with those credentials.

**Username**  
sivessevis

**Password**  
\*\*\*\*\*

I'm not a robot 

[Forgot my Password](#)  
[Forgot my Username](#)  
[Create an Account](#)


**Log in**

23. The **Start a New Application** page displays.
24. Complete all required fields designated with an asterisk (\*).
25. Select the **Sub-Plan** from the drop-down menu if applicable.
26. Select the **Apply** button.

### Start A New Application

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

[Logout](#)

<p><b>College *</b></p> <p> Lake Washington Inst. of Tech. <span style="float: right;">▼</span></p> <hr/> <p><b>Program *</b></p> <p>Non-Award Seeking <span style="float: right;">▼</span></p> <hr/> <p><b>Degree or Certificate I am seeking... *</b></p> <p>Non-degree - Parent Education <span style="float: right;">▼</span></p> <hr/>	<p><b>I will be enrolling as a... *</b></p> <p>First Year <span style="float: right;">▼</span></p> <hr/> <p><b>Term *</b></p> <p>SPRING 2023 <span style="float: right;">▼</span></p> <hr/> <p><b>Academic Focus Area</b> <span style="float: right;">▼</span></p> <hr/>
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**Apply**



*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. If you do not remember your ctcLink account information, please contact the college directly.*

*When logging into the OAAP, type in the Username and Password. You will receive an "Invalid credentials" message if the Username and Password are pasted into the fields.*

27. The application page now displays and is defaulted to the **Personal Information** section. Notice there is also a progress bar across the top to indicate how far the application has been completed.
28. There are links on the far left side that highlight when cursor is hovered over them:
  - Start a New Application
  - Instructions Guide
  - In-Progress Applications
  - Submitted Applications
29. Do **not** select any of those links at this time. We will review these in a later section following the application process.
30. Go to the **Completing the Application** section to continue the application.

The screenshot shows the ctcLink application interface. At the top, there is a navigation bar with the Community and Technical Colleges logo, a menu icon, contact information (+1 360-699-6398, dss@clark.edu), and a user profile dropdown for 'Sives'. Below this is a green progress bar labeled 'Application Completed: 48%'. The main content area is titled 'Admissions Information' and includes filters for Term (SPRING 2021), Type (First Year), Program (Academic), and Plan (Academic Transfer AA DTA). The 'Personal Information' section is active, showing a list of fields: High School Attended, Ethnicity Information, Upload Documents, Residency, Supplemental Questions, and Review and Submit. A legend indicates that all required fields are filled out. The form fields are: Title (dropdown), First Name (Sives), Preferred First Name, Middle Name, Last Name (Sevis), Preferred Last Name, Name Suffix (dropdown), SSN or ITIN (dropdown), Social Security Number, SSN or ITIN Number, Date of Birth (1/1/2000), and Sex (dropdown). A red box highlights the First Name, Last Name, SSN or ITIN, and Social Security Number fields.



## Completing the Application:

1. Scroll down to review additional sections to complete:
  - Phone
  - Email
  - Citizenship
  - Address

COMMUNITY and TECHNICAL COLLEGES  
Washington State Board

Menu +1 360-699-6398 dss@clark.edu Sives

Application Completed: 48%

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

Home Country Code 3605551212

Extension Preferred Phone Yes

Email Information

Email Type Email ID Preferred Email + Add New

Home sivessevis@yahoo.com Yes

Citizenship Information + Add New

Country Citizenship Status

United States US Citizen

Address Information + Add New

2. The **Phone** and **Email** sections display below. None of these are required fields.
3. Complete the **Phone** section as desired. If additional phone numbers to be added, select the **Add New** button on the right side to create a new row.
4. The **Email** section is auto-populated with the information previously submitted. If there are additional emails to enter, select the **Add New** button.

Phone Information			+ Add New
Phone Type	Country Code	Phone	
Home		3605551212	
Extension	Preferred Phone		
	Yes		
Email Information			
Email Type	Email ID	Preferred Email	+ Add New
Home	sivessevis@yahoo.com	Yes	
Citizenship Information			
Country *	Citizenship Status		+ Add New
United States	US Citizen		
Address Information			
Address Type *	Country *	Address Line 1 *	+ Add New
Home	United States	3949 NE SELDOM SEEN LN	

5. Upon completion of these sections, scroll down to the **Citizenship** section.

Citizenship Information			+ Add New
Country *	Citizenship Status		
United States	US Citizen		
Address Information			

- The **Address** section contains a combination of drop-down menus and fill-in fields. Most of these are required fields.
- Select applicable values from the **Address Type**, **Country** and **State** drop-down fields.
- Complete the **City**, **Address Lines**, and **Postal Code** fields.
- The **County** field is optional.
- If additional addresses are to be added, select the **Add New** button to create a new row.

**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

**Email Type** Home ▼ **Email ID** sivessevis@yahoo.com **Preferred Email** Yes ▼

**Citizenship Information** + Add New

**Country \*** United States ▼ **Citizenship Status** US Citizen ▼

**Address Information** + Add New

**Address Type \*** Home ▼ **Country \*** United States ▼ **Address Line 1 \*** 3949 NE SELDOM SEEN LN

**Address Line 2** **Address Line 3** **City \*** BREMERTON

**Postal Code \*** 98311-4519 **State \*** Washington ▼ **County** Kitsap

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**

11. Select the **Next** button
12. Select the **Save for Later**
13. Exit without saving
14. Select the **Next** button.

**Address Information** + Add New

**Address Type \*** Home ▼ **Country \*** United States ▼ **Address Line 1 \*** 3949 NE SELDOM SEEN LN

**Address Line 2** **Address Line 3** **City \*** BREMERTON

**Postal Code \*** 98311-4519 **State \*** Washington ▼ **County** Kitsap

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**

23. For those who have previously attended college, scroll down and add the information following the same process as listed for high school information.
24. When the **School/College** sections are completed, scroll down and select the **Next** button to continue to the Ethnicity section of the application.

COMMUNITY and TECHNICAL COLLEGES  
Washington State Board

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

Sives

Application Completed: 52%

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

College Attended

Add School/College  + Add New

Search College Location Code Country United States

Address Line 1 Address Line 2 Address Line 3

City Postal Code State

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

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

25. **Ethnicity Information** page displays. It is Optional but available for all admit types.
26. For question 2 on this page, you may make more than one selection.
27. Once you select a checkbox, another drop-down field may display offering further filtering selections.
28. Scroll down to the bottom of this page and select the **Next** button to continue.

**Application Completed: 52%**

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

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

Ethnic Group \*

African American

Ethnic Group \*

Laotian

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.

▶

29..

37. The **Residency** Information page will be seen on the General application only. Answers to questions will determine the Residency status for the student.

38. All questions on this page require a response.

39. Select the **Next** button to continue.

Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

**Application Completed: 47%**

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

### 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 28B.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? \*

40. The **Supplemental Questions** page contains additional questions that are required to be answered.

41. Select the **Next** button to continue.

- [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 ▼

---

42. The **Review and Submit** page displays. This is the certification page that all answers are correct to the best of your knowledge.
43. Review instructions and select the **Yes, I accept** checkbox.
44. Notice the Submit Now button is grayed out.



The screenshot displays an application review interface. At the top, a green progress bar indicates "Application Completed: 69%". Below this, a header bar shows "Admissions Information" with details: "Term: SPRING 2021", "Type: First Year", "Program: Academic", and "Plan: Academic Transfer AA DTA".

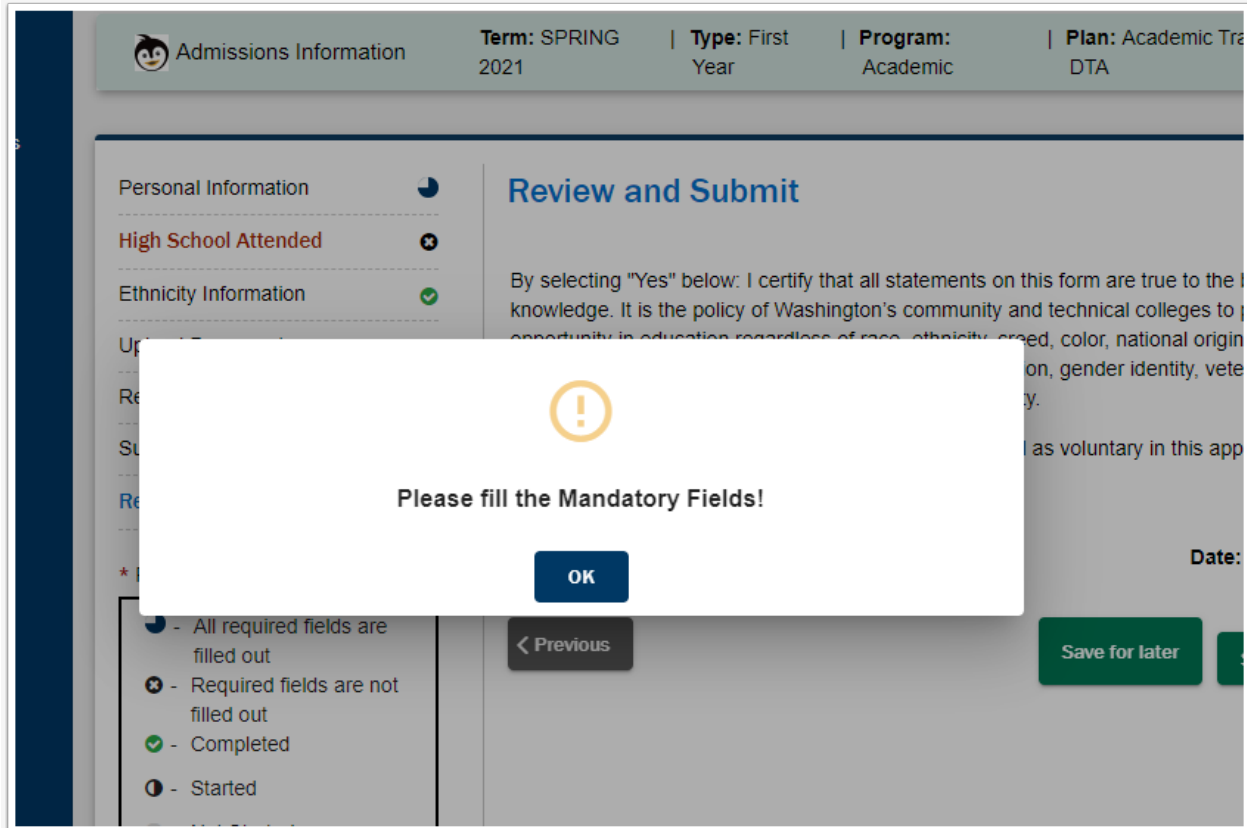
On the left, a dark blue sidebar contains navigation options: "Start A New Application", "Instructions Guide", "In-Progress Applications", and "Submitted Applications".

The main content area is titled "Review and Submit". It features a list of application sections on the left, each with a status icon: "Personal Information" (blue arrow), "High School Attended" (blue arrow), "Ethnicity Information" (green checkmark), "Upload Documents" (green checkmark), "Residency" (green checkmark), "Supplemental Questions" (green checkmark), and "Review and Submit" (green checkmark). A legend below this list explains the icons: a blue arrow for "All required fields are filled out", a blue circle with a white dot for "Required fields are not filled out", a green checkmark for "Completed", a blue circle with a white dot for "Started", and a grey circle for "Not Started".






The "Review and Submit" section contains a certification statement: "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." Below this is a checkbox labeled "Yes, I accept" which is checked. To the right, the date "Date: Feb 17, 2021" is displayed. At the bottom of the section are three buttons: "Previous" (grey), "Save for later" (green), and "Submit Now" (green).

45. If you receive an error message as displayed below, it will highlight the area that is incomplete.


46. Select the **OK** button to return to the Review and Submit page.







47. Notice the **High School/College Information** is highlighted in red, indicating this page still needs completion. Select the link to return to this page and complete the needed information.
48. Select the **Next** button to save the updated page.
49. Select the **Review and Submit** link, then again select the **Yes, I accept** checkbox.
50. If all areas are complete, the **Submit Now** button will display.
51. As long as no payment is required, you will get the "Application Successfully Submitted" response.
  - If you are required to submit a payment please access the QRG [9.2 OAAP General Application with a Fee](#) or [9.2 OAAP General Application with a Fee Waiver](#)
52. Process complete.



 +1 360-699-6398
  [dss@clark.edu](mailto:dss@clark.edu)
Sam 

**Application Completed: 69%**

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

-  Start A New Application
-  Instructions Guide
-  In-Progress Applications
-  Submitted Applications

**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](#)

\* Requires response

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

[Quick Review of Left Side Menu Choices](#)