

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

Powered by
Tech Products
V. 202107.01

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

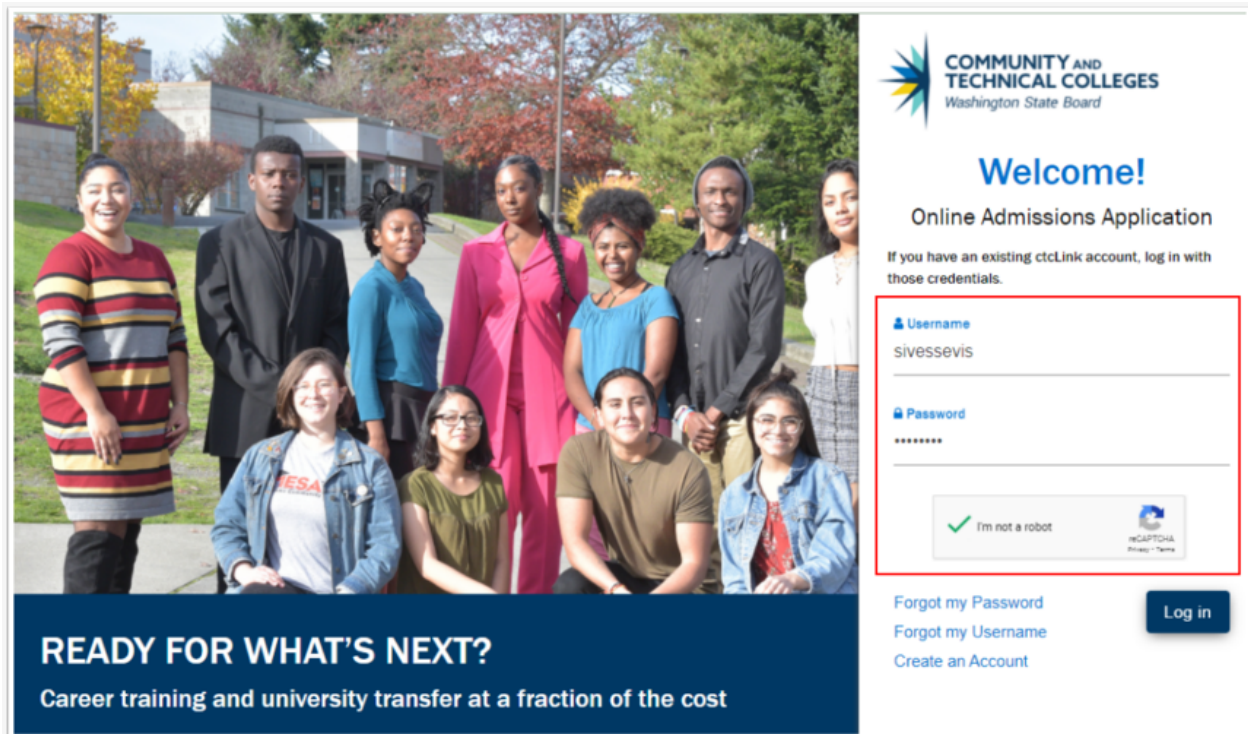
***NOTE:** The fields with an asterisk (*) are required fields. Be sure you **keep your username and password and the answers to your security questions** in case you need to complete your application at a later time.

2. Create a **Username** and **Password**.
3. Confirm the **Password**.
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.
6. The **Security Questions** page displays.
7. 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.
8. Check the **I'm not a robot** box.
9. Select the **Register** button.

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.

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.

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

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

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

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

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>College *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Lake Washington Inst. of Tech. ▼ </div>	<p>I will be enrolling as a... *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> First Year ▼ </div>
<p>Program *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Non-Award Seeking ▼ </div>	<p>Term *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> SPRING 2023 ▼ </div>
<p>Degree or Certificate I am seeking... *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Non-degree - Parent Education ▼ </div>	<p>Academic Focus Area</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Academic Focus Area ▼ </div>

Apply

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.

Completing the Application:

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

-
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.

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

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

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

****You do not need to upload any high school or college information or transcripts****

-
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.

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.

40. The **Supplemental Questions** page contains additional questions that are required to be answered.
41. Select the **Next** button to continue.

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.

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. Select the **Review and Submit** link, then again select the **Yes, I accept** checkbox.
48. If all areas are complete, the **Submit Now** button will display.
49. 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](#)
50. Process complete.