


9.2 OAAP Submitting an Admissions Application


Purpose: Use this document as a reference for how to submit an admissions application through the Online Admissions Application Portal (OAAP).

Audience: Prospective students.

Submitting an Admissions Application

 Images shown in this reference guide may not reflect the current product as software updates may slightly alter these views.

You can find the [link](#) to the Online Admissions Application Portal on the college website.

 For applicants with a previous account that need Username and Password Help, see the Forgot User Name/Password section below.

For returning students logging into the OAAP with your ctcLink credentials, you will need to update your address, email address, and phone number in ctcLink before applying for admissions. Please contact the college directly if you do not remember your ctcLink account information.

Create a New Online Application Account (OAAP)

If you have already created a Username and Password for the Online Admissions Application Portal (OAAP) you can enter your Username and Password to finish completing your application.

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

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



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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💡 ***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**.

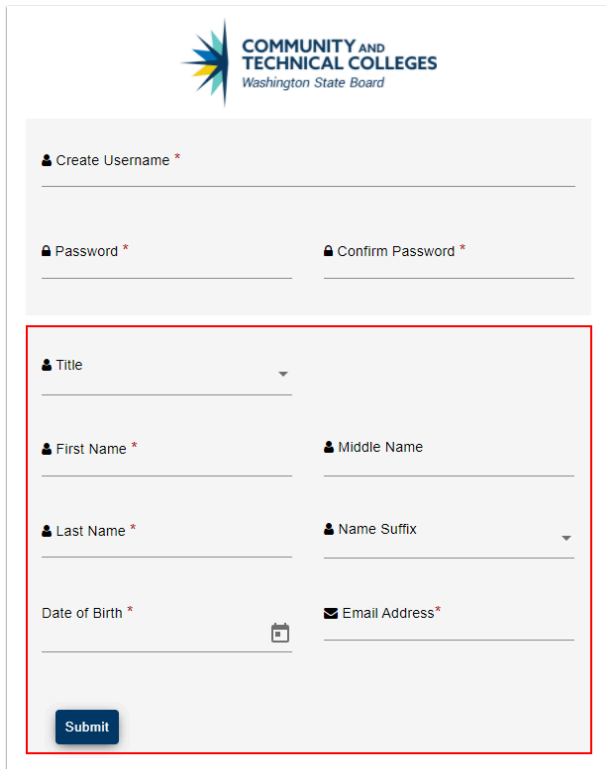


 Create Username *

 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.



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 *

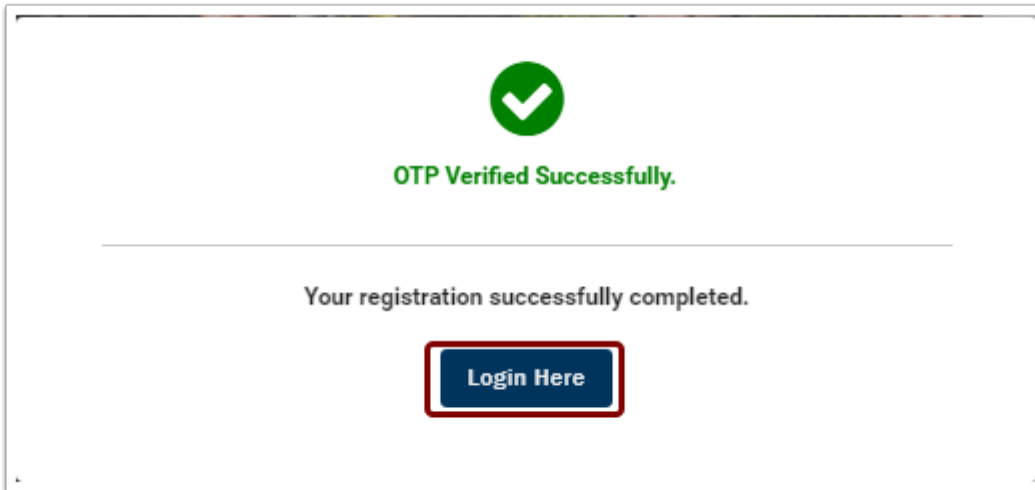
Submit

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.

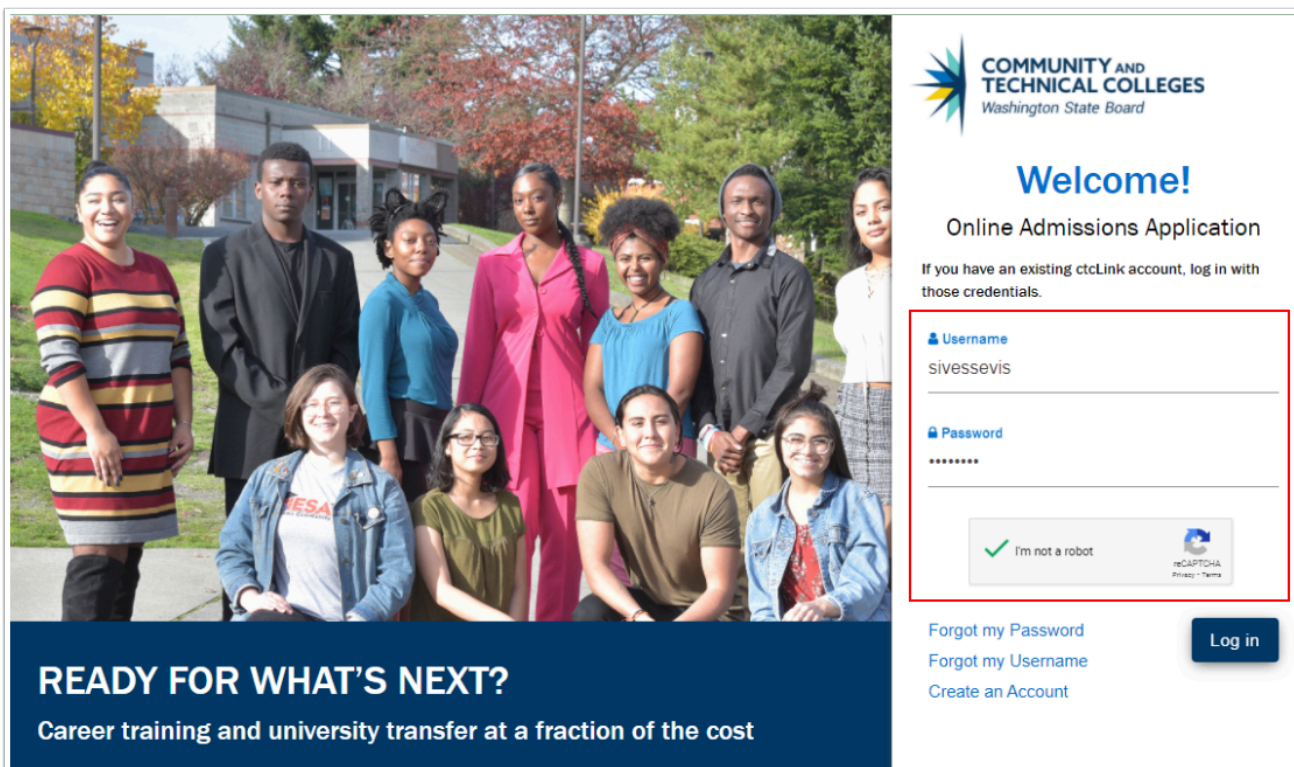
10. The **Registration** OTP page displays. It is used to validate the email address provided in the application. Go to the associated email account, locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam folder if you do not see it in the inbox.
11.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

13. The **OTP Verified Successfully** message displays.

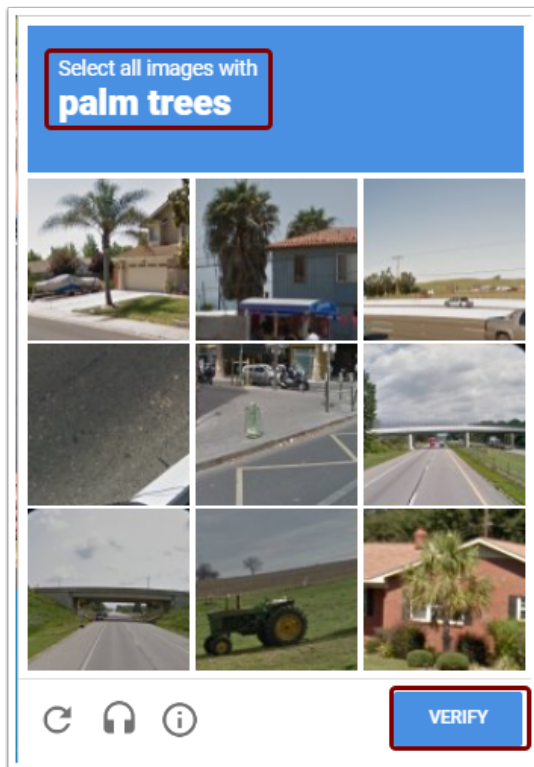
14. Select the **Login Here** button. Once you select the Login Here button, you will be directed to the Welcome to Online Admissions Application page.



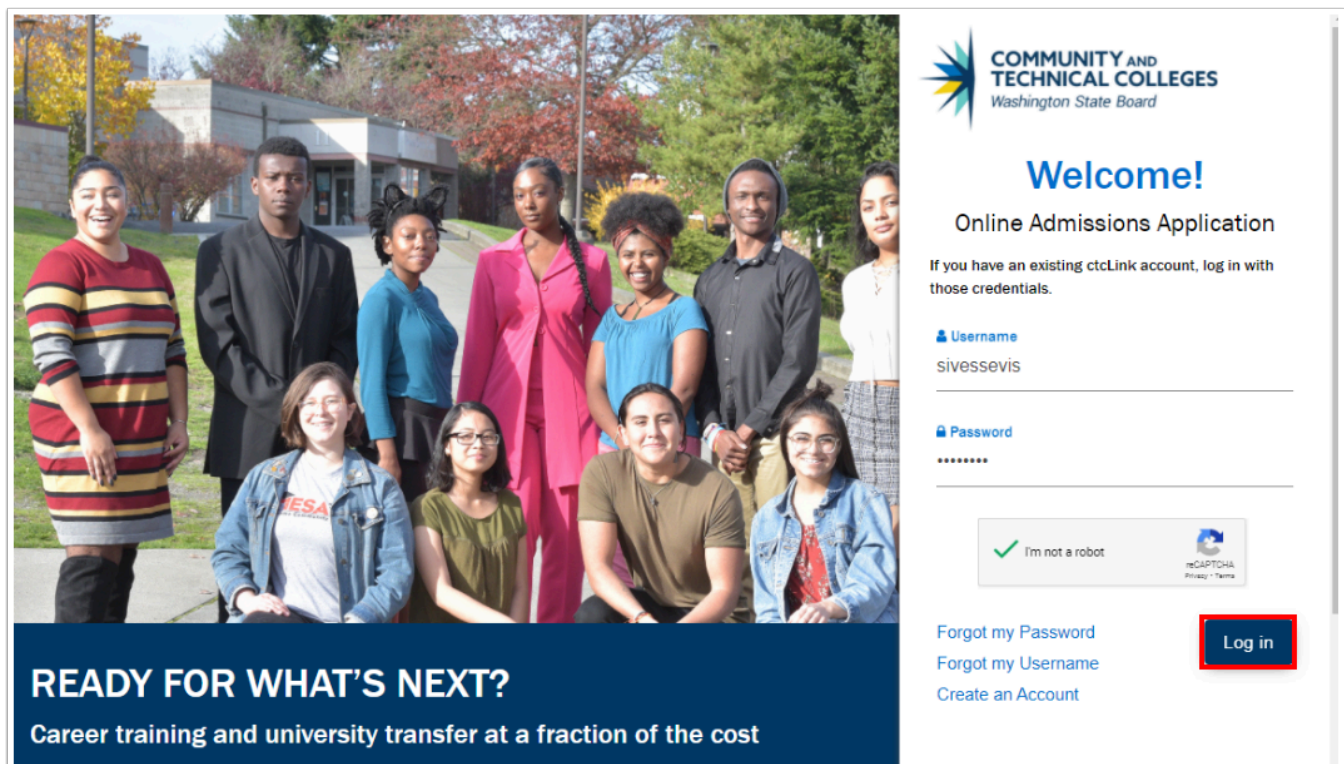
15. The **Welcome to Online Admissions Application** page displays.
16. Enter your **Username** and **Password**.
17. Check the **I'm not a robot** box.
18. Select the **Login** button.



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

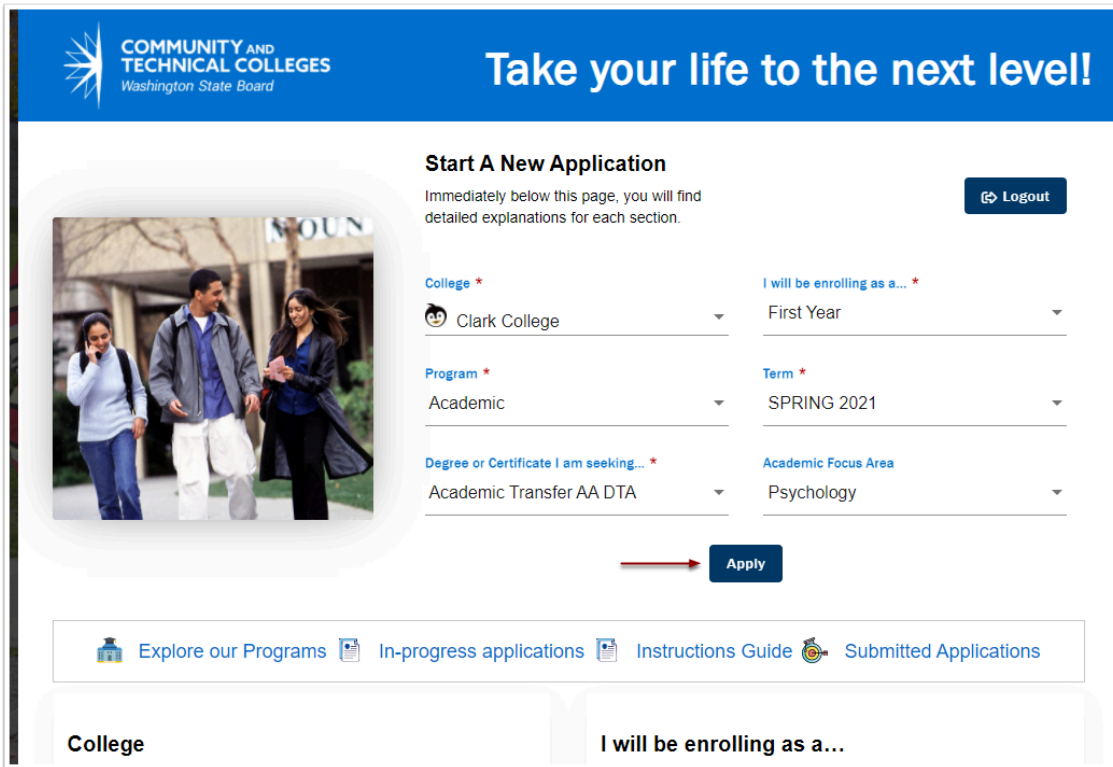


21. The **Welcome** page displays again.
22. Select the **Login** button.



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.



i *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.

Completing the Application

- ❗ Page Order and Pages Required may differ based on college and admit type. This reference guide will review each page but users may need to skip down to find the appropriate section based on their selections.

As noted in the previous section, the Personal Information page displays after selecting the Apply button. The information that was input in the previous create an account screens will auto-populate to this page. ***The student will not be able to update their personal information used to create their account (Name, Email Address, and DOB). For example, if a student entered the incorrect date of birth when creating their account, the changes must be made in PeopleSoft after the student submits their application.***

There are additional fields that can be optionally entered in this section. Remember to complete all fields that are required items designated with an asterisk (*) in the field.

Scroll through the Personal Information area to review/complete optional fields such as:

- Additional Name preferences
- National ID and type
- Sex - see note below.

The Legal Definition of Sex

Please enter the legal sex as denoted on this person's birth certificate or driver's license per [WAC 246-490-075](#) or [WAC 308-104-0150](#)

1. Scroll down to review additional sections to complete:

- Phone
- Email
- Citizenship
- Address

The screenshot shows the 'Admissions Information' section of an application form. The top navigation bar includes the Community and Technical Colleges logo, a menu icon, contact information (+1 360-699-6398, dss@clark.edu), and a user profile 'Sives'. A green progress bar indicates 'Application Completed: 48%'. The 'Admissions Information' header shows 'Term: SPRING 2021', 'Type: First Year', 'Program: Academic', and 'Plan: Academic Transfer AA DTA'. A left sidebar lists application stages: 'Start A New Application', 'Instructions Guide', 'In-Progress Applications', and 'Submitted Applications'. A legend indicates that blue circles represent 'All required fields are filled out', grey circles represent 'Required fields are not filled out', green checkmarks represent 'Completed', black circles represent 'Started', and grey circles represent 'Not Started'. The form sections include: 'Personal Information' with fields for Home, Extension, Country Code (3605551212), and Preferred Phone (Yes); 'Email Information' with fields for Email Type (Home), Email ID (sivessevis@yahoo.com), and Preferred Email (Yes), plus an '+ Add New' button; 'Citizenship Information' with fields for Country (United States) and Citizenship Status (US Citizen), plus an '+ Add New' button; and 'Address Information' with an '+ Add New' button.

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.

The screenshot shows a form with several sections. The 'Phone' section is highlighted with a red box and contains the following fields:

Phone Type	Country Code	Phone
Home		3605551212
Extension	Preferred Phone	
	Yes	

The 'Email Information' section is also highlighted with a red box and contains the following fields:

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

Below these sections are 'Citizenship Information' and 'Address Information' sections, each with an '+ Add New' button.

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

The screenshot shows the 'Citizenship Information' section. The 'Country' and 'Citizenship Status' fields are highlighted with a red box. The 'Country' field is set to 'United States' and the 'Citizenship Status' field is set to 'US Citizen'. There is an '+ Add New' button to the right of the fields.

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.

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

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

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

High School Attended

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click 'Add School/College' checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

☐ Add School/College

Search High School * Location Code Country

Address Line 1 Address Line 2 Address Line 3

City Postal Code State

Attended From Date * Attended To Date *

17. When you select the **Search School** field a school search pagelet displays.
18. Enter the filtering information for each field to narrow results.
19. Select the applicable high school. The information will then populate the screen.
20. If your school is **not** on the list, select the **X** in the top right corner of the pagelet to go back and manually add the high school information.

School/College Search
X

Enter School/College
Select Country
Select State
Enter City

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

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

High School Attended

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click 'Add School/College' checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College ☒

School Name *

Manually Add School Information

Location Code

Country *

Address Line 1

Address Line 2

Address Line 3

City *

Postal Code

State *

Attended From Date *

Attended To Date *

Note: Students can also search for international high schools.

School/College Search

Enter School/College

Kenya

Select Country

Select State

Enter City

School/College Name	Country	State	City
International School Of Kenya	KEN		Nairobi

21. Enter the **Attended From Date** and the **Attended To Date** (required).
22. Complete the required question: "**What will be the highest level of completion when you begin college?**" before proceeding to the College section (required).

City *	Postal Code	State *
Attended From Date *	Attended To Date *	
5/2/2017	5/18/2021	
What will your high school completion status be when you begin college? * High School Diploma		

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.

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Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Application Completed: 52%

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

College Attended

Add School/College ☐

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

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.

< Previous

→
Next >
Save for later

29. The **Upload Documents** page displays. This page is optional and is used to upload a variety of documents such as:
 - Transcripts
 - Test Scores
 - Work Experience
30. Review the instructions on this page.
31. Select the **Upload Document Type** from the drop-down menu.
32. Select the **Upload File** button and follow instructions for locating and uploading the document.
33. Enter a **Description**.
34. Select the **plus [+]** icon on the right to add a new row for each document to be uploaded.
35. If you need to remove an uploaded document, select the **trash can** icon that is located to the right of the [+] sign.
36. Select the **Next** button to continue.

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

Residency

Supplemental Questions

Review and Submit

* Requires response

All required fields are filled out

Required fields are not filled out

Completed

Started

Not Started

Application Completed: 52%

If you would like to upload documents with your application, follow these steps:

In the "Upload Document Type" box, from the drop-down, choose the one that best fits the document you are about to attach.

Provide a brief description in the "Description" box. (30 character limit) Choose "Upload File" to begin uploading your document.

Only .doc, .docx, .pdf or .txt files are accepted. If you have more documents to upload, click the "+" button and repeat the process.

Upload document type *

High School Transcript

Upload File

Description

Upload document type *

College Transcript

Upload File

Description

Upload document type

Upload File

Description

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

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.

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.

Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Application Completed: 69%

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

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

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.

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

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

!

Please fill the Mandatory Fields!

OK

9.2 OAP Submitting an Admissions Application

Page 18

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.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

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Application Completed: 69%

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
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- Started
- Not Started

Review and Submit

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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

Quick Review of Left Side Menu Choices

1. Now that an application has been entered, let's review the menu choices to the left of the main screen.
2. Each one of these links will open a new window on your browser.
3. The first one in the list is: **Start a New Application**. The new application screen displays and the process is ready to begin.


Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Start A New Application



College *

Admission Type *

Program *

Term *

Plan *

Sub-Plan

Apply

Your personal data will be copied from submitted application, so you will not have to fill it out again

4. The next menu choice is: **Instructions Guide**. This page will help walk you through the process.

Start A New Application

Instructions Guide

In-Progress Applications

Submitted Applications

Washington's Community and Technical Colleges Online Admissions Application Instructions

Helpful hints:

- You may want to print or keep this page open and follow along with the instructions.
- Use the save button often and especially if you log out before finishing your application. Any unsaved data will be lost.

Apply for College in 1 – 2 – 3

Step 1 - Set up an Online Admissions Application account. Remember your User ID and Password for this account. You will need it if you want to apply to more than one college or if you need to re-enter the site to complete an unfinished application

Step 2 - Fill out the Online Admissions Application

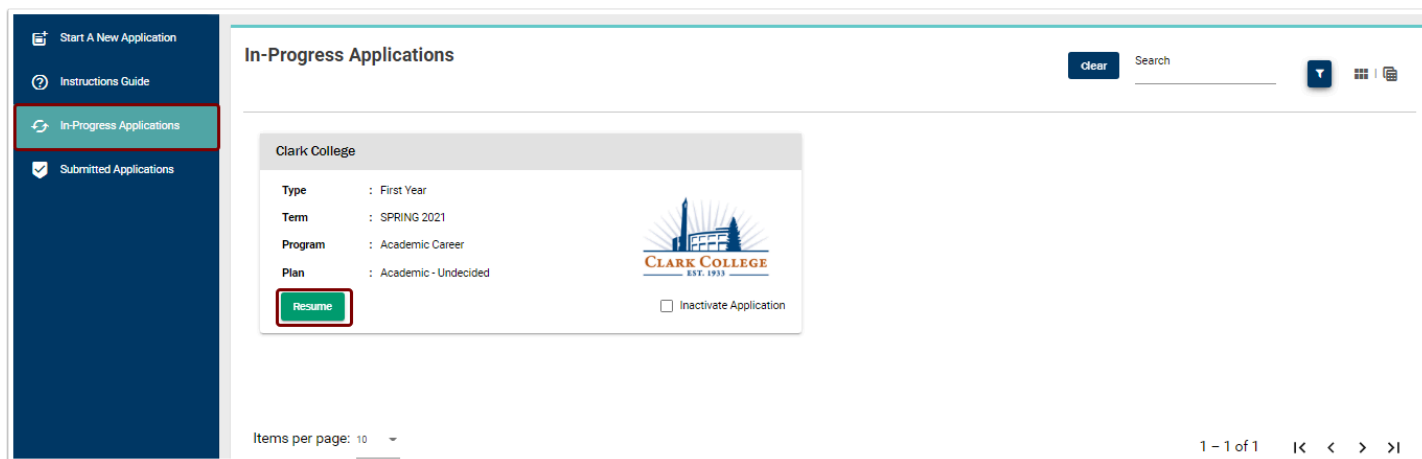
Step 3 - Submit Your Application

Step 1: Set up your Account (Already have one? Jump to step 2)

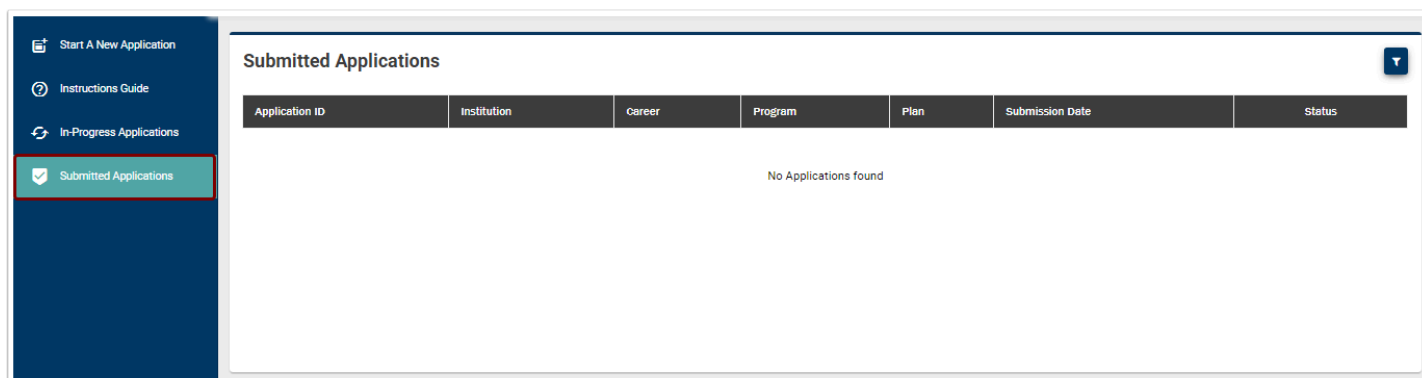
- Click on **Create a New Account** from the Online Admission Application page
- Enter name**
- Enter a password** - Password length should be at least 8 characters and should include at least 1 digit and 1 special character. Example: Yellow!2
- Enter date of birth** - Use the calendar icon to choose the date
- Enter valid email**
- Enter Mother's Maiden Name**
- Enter Date of Birth**
- Click on Signup to create your account
- Log in with your user id and password to start the application process

Step 2: Choose the College Name and Click on Apply to start the application process

5. Next up is the **In-Progress Applications** link. This page displays any active applications that have yet to be submitted.
6. Select the **Resume** button to continue the application.



7. Last, but certainly not least is the **Submitted Applications** link. This page displays successfully submitted application(s).



Save for Later

1. If you are not able to complete the whole application, you can use the **Save for Later** button on any of the applicable pages to return to complete later.
2. Select the In-Progress Applications link.
3. Select the **Resume** button to continue the application.

In-Progress Applications

Clark College

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



Resume

☐ Hide Application

Items per page: 10 ▼

Forgot Username or Password

1. If you forgot your Username **and** Password follow the steps to recover your username **first** and then follow the steps to recover your password.
2. On the main OAAP screen, select the **Login** button.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application

To apply to a college, please create an admissions application account.

[Create an account](#)

or

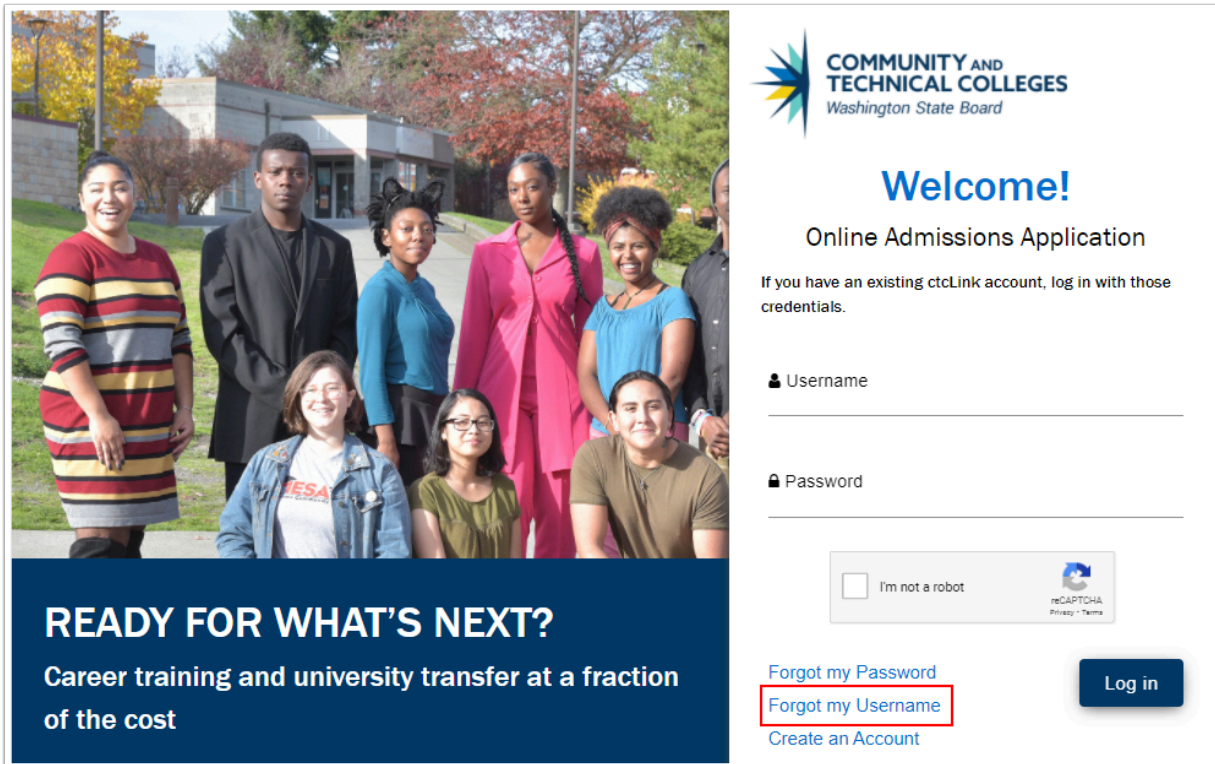
[Log in](#)

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3. Select the **Forgot my Username** link.



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!

Online Admissions Application

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

Username

Password

☐ I'm not a robot

[Forgot my Password](#)

[Forgot my Username](#)

[Create an Account](#)


Log in

4. The **Forgot Username** page displays.

5. Enter all required fields:


- Email Address
- First Name
- Last Name
- DOB
- Select your security question
- Enter your answer

6. Select the **Submit** button and follow remaining instructions.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost




Forgot Username


Please provide the following information as it appears on the account you created for this site.

Email Address *


First Name *

Last Name *

Date of Birth* 


Select your security question* 

7. Next we will review the **Forgot Password** process.
8. Select the **Forgot Password** link.



READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost




Welcome!

Online Admissions Application

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

Username

Password

☐ I'm not a robot 

Forgot my Password


[Forgot my Username](#)

[Create an Account](#)


Log in

9. The **Forgot Password** page displays.
10. Enter the **Username**.
11. Select the **Security Question** from the drop-down menu.

12. Enter the **answer**.
13. Select the **Submit** button and review confirmation instructions/message.




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




Forgot Password

For current ctcLink accounts, contact your college's IT HelpDesk to reset your password.

 Username *


Select your security question*

 Enter your answer *

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14. End of procedures.

 Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)