Steps to Complete the WVC Online Application

Step 1: Go to **https://apply.ctc.edu/user**

Step 2: Click on ***'Create a New Account'*** and create a username and password. When entering your email address, make sure it is your personal email address.
We do not recommend using a high school email address as security features may prevent you from receiving the code in Step 5.

Step 3: Create your Security Questions then click ***'Submit'**.*

Step 4: You will receive a code to the email address you used. Enter it to verify your email and select ***'Log in Here.'**

Step 5: Start a New Application.

- College: *__'Wenatchee Valley College'__*
- I will be enrolling as a: *__'College in the High School'__*
- Program: *__'Non-Award Seeking'__*
- Term: **ex: Fall 202X, Winter 202X, etc**
- Degree or Certificate I am seeking: *__'College in the High School'__*

Step 6: Personal Information

- Personal information will be pre-populated. **Social Security/ITIN number is not required.**
- **Phone Information:** If the student has a cell phone, include this information. **Do not enter your parents' phone number.**
- **Address Details:** Enter in Address type, Country, Address, City, Postal Code, and State
- Once the required information is entered, click Save & Next.

Step 7: High School Attended

- Search for your high school and the address will populate.
- Enter in **'Attended from Date'** and **'Attended to Date'**
  - **Attended __from__ date** is when you **started 9th grade.**
  - **Attended __to__ date** is when you are **expected to graduate.**
    - **Dates do not have to be exact.**
- Enter high school completion status

Step 8: Ethnicity Details

- Question 1: Select **'Yes'** or **'No'**
  - **If yes**, enter which Ethnic group applies to you
  - **If no,** choose one of the following races

Step 9: Supplemental Questions

- Select appropriate answers for the following questions.

Step 10: Review and Submit

- A Certification Statement page will appear. Read the page, select **'Yes, I accept'** and then click the **'Submit Now'** button.

It may take up to 14 business days for your application to be processed. You will receive a confirmation and your ctcLink number via email.