

Step 3: How to Fill Out the Online Application

Start a New Application if...

1. You've never attended a California Community College (CCC)
2. You haven't attended a CCC in the past year (2 semesters)

NEW APPLICANT

1. Go to: **CCCApply.org**
2. Choose the college ("**Berkeley City College**")
3. Click: "**Apply**"
4. Choose: "**Berkeley City College**"

You have now entered the OpenCCC portal

5. Click: "**Create an account**"
6. Click: "**Begin Creating an Account**"
7. Complete fields accurately and professionally (capitalize names etc.)
8. If you have a **Social Security Number**, enter it.
 - a. If you do not have an SSN, this is OK.
 - b. Check the box that states "I do not have an SSN"
 - c. Click: "**I decline**" on the pop-up window
 - d. Click: "**Continue**" if you are
 - i. Not required to have an SSN, or taxpayer because you are international student, nonresident alien, or other exception, click the second box as well
9. Enter your e-mail address (as a student, not parent's), your phone number, and your permanent address

**SAVE YOUR LOGIN, PIN, PASSWORD
& SECURITY QUESTION ANSWERS**

10. Click: "**I am not a robot**"
11. Click: "**Create Account**"
12. Click "**Continue**"

You have now entered the Berkeley City College portal (see top left corner) CONTINUE TO NEXT PG.

13. Click **“Start Application”** (2x)
14. *Enter your information accurately and professionally
15. Choose term **“Spring 2017”**
16. Major: (example) **“Liberal Arts: Social and Behavioral Sciences”**
17. Academic Goal: (example) **“Two year Associate Degree with Transfer”**
18. Choose that you are a high school student taking college courses
19. Complete **“Personal Information”** section and click: **“Continue”**
20. College Enrollment Status: **“Enrolling in College and High School at the Same time”** and complete the rest of the section
21. Citizenship: choose accurate citizenship status. If undocumented, it is OK to choose **“other”** and click the box that states, **“no documents”**
22. Choose military status. Click **“Continue”**
23. Residency Questions:
 - a. CA residency: for most = **“yes”**
 - b. Special Residency: for most = **“no”** (unless ward of the court/foster youth)
24. Complete **“Needs and Interests”** section
 - a. Click on services that you would utilize
 - b. EOPS = first generation/low-income student support
 - c. Click: **“Continue”**
25. Next Page- click: **“I consent”** and **“Continue”**

**REVIEW YOUR APPLICATION CAREFULLY & THEN
REVIEW WITH AN ADULT!
THIS IS AN OFFICIAL DOCUMENT FOR COLLEGE
ENROLLMENT**

26. When the application has been reviewed click: **“I have reviewed this application and confirm it is complete and accurate”**
27. Checkbox: **“Submitting your Application”**
28. Click: **“Submit my Application”**

APPLICATION IS COMPLETE!

remember:

You will receive an e-mail from: PERALTA and you will receive your Peralta ID via e-mail in a couple dates. You MUST have this ID in order to enroll in courses.

