

## **How Do I Apply Online?**

- 1. Go to www.dvc.edu/apply
- 2. Click "Apply Now".
- 3. Click "Apply Now".
- 4. Click "Create an Account". If you already have an account, please sign in and skip to Step 7.



- 5. Complete the steps to create a CCCApply account.\*
- 6. After creating your account, you will be brought to the main page with information on navigating the application. You will receive a confirmation of your OpenCCC account in your email. Please remember to save this information, and note that this account will be separate from your DVC account, and the ID number you will receive from OpenCCCApply will not be your DVC student ID number.
- 7. To begin, select "Start A New Application".

## Start a New Application

## \*Note regarding Social Security Number

You are unable to receive Federal Financial Aid or important tax forms without your Social Security Number (SSN) on file with DVC. If you do not have it when completing your application, you can:

 submit your application and visit the Admissions Office at a later time with your physical Social Security Card and photo ID to add it to your account

or

• submit your application once you find your SSN (you may enter the rest of your information, save your application and log into the system later to enter your SSN and submit the application)

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- 8. On the "Enrollment Information" screen, you with be asked to select a term to apply for, an educational goal, and an intended major. Your major can be changed afterwards at DVC, so do not worry if you feel unsure about your choice!
- 9. Continue to make your way through the application. Check your progress on the left hand side of the screen. Please note that you do not need to provide the exact dates of your educational history or military service. Your best guess will suffice.
- 10. When you reach the "Review Application" screen, look through and confirm the details you have entered are correct.
- 11. Submit your application. You should receive an email about 24 hours after submitting your application.\*

\*If you do not receive an email from <u>insite@insite.4cd.edu</u> with your DVC student account information, then please email the Admissions & Records office at <u>admissions@dvc.edu</u> with a picture of your valid Photo ID (California Driver's License, Passport, etc.) and your confirmation number or you can present your ID in-person at the Admissions & Records office.



Residency

Needs & Interests

Consent

Review Application

Submission

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