



CALIFORNIA COMMUNITY COLLEGES APPLICATION FOR ADMISSION INSTRUCTIONS

There are a total of four steps that must be completed to become an Irvine Valley College (IVC) student and register for classes. **This is the first step, "Apply for Admission."**

VISIT: ivc.edu/emeritus

- Scroll down to Register for Classes
 - New or Returning Students
 - Click on the **Apply Now** button under the first step
- This takes you to the OpenCCC Account webpage, where you need to click on **Create an Account** in order to apply to any California community college. Click on **Sign In** if you already have an account.

CREATE ACCOUNT: FILL IN PERSONAL INFORMATION

- Enter your mobile number or personal email address to create your account
- Input verification code texted or emailed to you
- Include home address
- Legal name - as it appears on your Driver's License, Social Security card or Passport
- Date of birth
- Create a password and repeat password (make sure you write down your password. You will need it!)
- Click on **Create Account - YOU HAVE CREATED YOUR ACCOUNT.**
- **ID.me:** Click on the question at the bottom of the page (What if I can't verify my ID with ID.me) and then click **DECLINE** to bypass **ID.me**

NEXT IS THE HOME SCREEN OF CCCAPPLY: My Applications - Click the blue rectangle "Start a New Application"

WELCOME: ENROLLMENT INFORMATION

- You **MUST** select: **Which semester you would like to attend; SUMMER, FALL, or SPRING**
- **Educational goal: EDUCATION DEVELOPMENT**
- Major category - **ART**
- Intended major or program of study – **ART**
- Select **No** if you don't have a previous legal name
- Select **Yes** if you have a Social Security number
 - Select **No** if you do not have a Social Security number or **decline to provide one at this time**

PARENT/GUARDIAN INFORMATION

- Select the first option if you **LIVE WITH PARENTS OR GUARDIAN** and provide information for one parent's first name, last name, and relationship
- Select the second option if you were in **foster care** at any time after your 13th birthday
- Select the third option only if you are **married, legally emancipated, or self-supporting and do not live with parents.**

MAILING ADDRESS

- Click the box "**My address is the same as my OpenCCC account**"

EDUCATION

- You **MUST** select: **First-time student in college** (after leaving high school)
- You **MUST** select: **Received high school diploma from U.S. school**
- High school completion date: enter a date, for example, *May 30, 2025*
- Answer **YES** to questions regarding high school diploma

LAST HIGH SCHOOL ATTENDED

- Select: I **attended high school**
- Country: **United States**
- State: **California**
- Type in the name of your high school - see drop-down menu and select

CITIZENSHIP & MILITARY

- Select **U.S. Citizen** - if you were born in the U.S. or you are a naturalized citizen
- Select **Permanent Resident** - need to input **alien number, issue date, expiration date**
- U.S. military service: select **NONE APPLY TO ME** (unless parent/guardian is serving or served in the military)

RESIDENCY

- California residence: select **YES** if your parent/guardian has lived in CA since the date shown
- Out-of-state-activities: **leave blank** if none apply to you
- Special Residency Categories - answer both questions with **NO** if none apply to you

NEEDS & INTEREST/PROGRAMS & SERVICES

- Answer questions truthfully
- Check the programs and services in which you are interested

DEMOGRAPHIC INFORMATION

- Gender options are female, male, non-binary or decline to state
- Parent/guardian education levels: indicate the education levels of the parents/guardians who raised you
- Race/ethnicity

SUPPLEMENTAL QUESTIONS

- Student PIN for MySite (4 digits, suggestion would be birth year)
- Completed college course work: select **O units** if you haven't taken any college classes
- Place of birth: leave state blank if you were born outside of the U.S.
- Electronic 1098T form: Select **YES** to receive the form electronically
- Individual Tax Identification Number (ITIN): leave blank unless you have an ITIN
- Music program: answer questions
- High school graduation date: enter a date, for example, *05/30/2025*
- Household income: select annual household income and indicate how many people are supported by this income, including yourself

REVIEW APPLICATION

- Review all information before you submit

CONSENT SUBMIT YOUR APPLICATION

- Select if you consent
- Click on both boxes
- Click **Submit**
- **CONFIRMATION page will appear; keep a copy for your records**
 - **APP ID # is important to have if you need assistance from Admissions regarding your application**

If you have any trouble submitting your application, you can call Customer Support 877-247-4836.

Once your application has been submitted and you have questions you can call IVC Admissions 949-451-5220. You will need to have your Application (APP) number when calling.