STEP-BY-STEP Guide to LAMC Online Application

LOS ANGELES MISSION COLLEGE

CREATE YOUR *CCCAPPLY* ACCOUNT:

1. Go to www.lamission.edu and click on the "**Apply Online**" button at the top right.
2. Scroll down to "CLICK HERE TO BEGIN APPLICATION"
3. If you have previously applied to the college, use your CCCApply username and password to "**Sign In"** or retrieve your login information and jump to STEP 11. **If you are having trouble logging in, call CCCApply at (877)247-4836.** If you have not previously applied, click **"Create an Account."**
4. Click the blue bar "Begin Creating My Account"
5. Complete the application carefully and professionally. Check your spelling is free of typos.
6. If you have a social security number, list it. If not, check the small box that says **"Do not have a social security number"** and click **"I Decline"** when the error window pops up after you click **"Continue."** If you are not required to have a social security number because you are an international student, nonresident alien, or other exception click the second box as well.
7. Add your personal email address, phone number and permanent mailing address. Click **"Continue."**
8. Make sure you choose a professional and easy to remember Username and Password, four digit PIN #, and security questions and answers. ***SAVE YOUR USERNAME & PASSWORD!*** YOU WILL NEED IT FOR ALL FUTURE APPLICATIONS.
9. Click the **"I'm not a robot"** box and then click on **"Create My Account."**
10. In the next window, click **"Continue."**

COMPLETE THE APPLICATION:

11. Click on **"Start Application"** and on the next page click on **"Start Application"** again.
12. Select the **Term** you wish to take class. For Major/Area of Study, select the best fits with you. For educational goal, select **"Obtain an associate degree and transfer to a 4 year institution"** If you are planning to attend a University or **"Undecided on goal"** if you are unsure. Click "Continue."
13. In the next window, if your current mailing address is the same as your permanent address, click the small box. If not, add your current mailing address and click "Continue."
14. Complete "Personal Information" Section and click "Continue."
15. Verify your parent/guardian address and click "I Need to Edit the Address" **OR** "The Address is Correct."
16. On the "Education" Section, under College Enrollment Status select **"Enrolling in College and High School at the Same Time."** Complete the rest of the questions and click "Continue."
17. For "Citizenship" Section, click on your citizenship status. If you are Permanent Resident you will need your A# on the green card. If undocumented, select "Other" and click the small box that says "No documents." Choose your military status and then click "Continue."
18. Complete "Residency" Section questions. "California Residency" for most should be "Yes." "Special Residency Categories" for most should be "No" unless you are a foster youth/ward of the court. "Out-of-state Activities" for most should be "No." and click "Continue"
19. "Needs & Interests" Section only apply when you are graduate from High School and attending LAMC full-time. Click "Yes" that you are comfortable reading/writing in English and click "No" for the rest of the questions. Leave Programs & Services blank and click "Continue"
20. In "Supplemental Questions" Section, select "No" on "Assessment Information" questions and answer the remaining questions and then click "Continue"
21. On the next page, select consent and then "Continue."
22. On "Review Application" Section make sure all your information is correct. Did you select the right term? Did you select "Enrolling in high school and college at the same time?" click "**I have reviewed this application and confirm it is complete and accurate**"
23. Check mark the two small boxes in Submitting Your Application Section then click on **"Submit My Application"** button.
24. **Congratulations!** Print or screenshot the confirmation page.
You have now completed the LAMC application for admission.

Your confirmation page should look like this: