

Bellevue College Online International Admissions Application Process

Terra Dotta is the online application platform for International Admission to Bellevue College. The Terra Dotta system launched on August 20, 2018.

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CREATE NEW ACCOUNT ON TERRA DOTTA

- Go to <https://international.bellevuecollege.edu/> and click on **Apply Now** under "International Admissions Application"
- Select **I do not have login credential to this site**
- Complete the "New User Form." **Note:** Use the student's personal email to register
- Temporary login credentials will be sent to the email. Open the link and select **I have login credentials to this site that I received by email** and enter the temporary login credentials
- Once logged in, click the House icon 🏠 on the upper left corner, select **User**, and reset the password by setting security questions

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START APPLICATION

- Click the House icon 🏠 and select **Site Home**
- Click on **Apply Now** under "International Admissions Application"
- Select the term for which student is applying
- Complete the "Records: Required User Information." **Note:** The rest of the application is based on the information entered on this page. Please fill this page out correctly!

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COMPLETE FORMS & UPLOAD MATERIALS

- Under "Forms and Required Documents," click each item and upload each required document. Each item will be checked upon completion ☒
- Pay the non-refundable application fee within Terra Dotta
- **Important:** All acceptance packets (i.e. I-20) that need to be delivered to a foreign (non-U.S.) address must be sent by express mail via eShipGlobal. See FAQ #8 for more guidance.
- Lastly, the student must read and sign the "Signature Statement"

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SUBMIT APPLICATION & ACCEPTANCE

- Click **Submit Application** on top when all items are checked
- Check email frequently and log in to account to track admission status
- If any items become "un-checked," it means there are problems with the documents. The student needs to correct or re-submit those materials
- When the student is accepted, an acceptance e-mail with a scanned I-20 will be sent to the student. **Important:** Students, please log in to your email to view your acceptance letter and I-20. Keep your Student ID number and SEVIS number confidential. Your family, friend, or agent must NOT access your record.

Contact OIE if you have any questions!

Email: oie@bellevuecollege.edu **Phone:** (425)564-3185

Frequently Asked Questions

Q1: How do I get back into Terra Dotta?

<https://international.bellevuecollege.edu/> is the link to access Terra Dotta. Click on the upper right **Non-Bellevue-ISSS-Login** and log in using the student's email and password.


Q2: I am an agent helping my student with the application. Can I create my own login instead of the student?

Unfortunately, no. Terra Dotta recognizes one login per student. An agent should create an initial login with the student's personal email address, and a temporary password will be sent to that email within a few minutes. Use it to set up security questions and reset password, so the agent can start assisting the student.

Q3: I am an agent. Can I still submit a paper application to OIE?

Please use Terra Dotta to submit all new applications. While Terra Dotta is not perfect, it is a relatively easy, fast process for first-time users. If you have submitted a paper application recently, OIE will create a Terra Dotta account for the applicant and notify the applicant. OIE aims to go paperless by January 2019.

Q4: How do I go back to the "Records: Required User Information" page to make corrections?

Click the House icon  on upper left corner and select **User**. Under "Profile", click **Edit Profile**. Select the second tab **Information**; this is where the applicant can make corrections on information entered on the "Records: Required User Information" page. Remember to click **Update** after making corrections. The rest of the application will adjust based on the information entered on this page.


Q5: I do not have a scanner. Can I take photos of the documents and upload them?

Yes. Please make sure the photos are clear and legible. If not, OIE may reject the documents and ask the applicant to re-upload better images.

Q6: Why doesn't the top **Submit Application** button work?

The **Submit Application** works only when a student completes all requirements and the signature statement. However, if the applicant is having difficulty to complete all requirements, do not hesitate to contact OIE! When student uploads each required document, OIE can start reviewing the documents even though not all materials are submitted. Students should log in to Terra Dotta and check email regularly to track updates.

Q7: I chose the Intensive ESL program when I applied, but I have the TOEFL score now. How can I change the program I am applying?

To change the program, click the House icon  on the upper left corner and select **User**. Under "Profile," click **Edit Profile**. Select the second tab **Information** and scroll down to "Requested Program." The applicant can change the program using the drop-down list. Remember to click **Update** after making changes. The rest of the application will adjust based on the information entered on this page.

Q8: How does eShipGlobal work? Do I need to pay for the express mailing fee via eShipGlobal before I am accepted by BC?

Go to <https://study.eshipglobal.com> to create a login and pay for a mailing label ("air bill"). Upload the mailing label to Terra Dotta. Upon acceptance, OIE will use this mailing label to send I-20 form to the student.

OIE strongly recommends that the student pays and uploads the mailing label at the time of application so that the I-20 can be mailed shortly after acceptance. However, if the student wants to wait until acceptance to pay for mailing, OIE will contact the student and wait for the mailing label. This may delay the shipment of I-20.

Q9: I have been accepted by BC and received my student ID number. What's next?

Go to <https://www.bellevuecollege.edu/netid> to create a NetID and BC student e-mail. Wait for about 24-48 hours, and Terra Dotta will automatically authenticate the login using the student's BC email. From then on, student uses the BC email and NetID password to log in to the Terra Dotta account.

Important: Students, please keep your password confidential. Your family member, friend or agent must NOT access your record via Terra Dotta from this point forward.

Q10: Is Terra Dotta for new student application only? I'm an accepted/current student. Will I be using this for something else?

Yes. Terra Dotta is a comprehensive international student data management system. New students will use it for "Pre-Arrival - Next Steps After Acceptance" and for "New Student Check-In". Both new and current students can use Terra Dotta to communicate with OIE and submit requests to their advisors.