**Steps for Completing the ApplyTexas Application**

Go to: [www.applytexas.org](http://www.applytexas.org)

1. **CREATE YOUR ACCOUNT INFORMATION**
* Click on **Create a new account now**
* Complete all items in the **My Profile** tab
	+ Full, legal name (Suffix is the part of your legal name if it ends with: II, III, Jr. and/or Sr. – PLEASE LEAVE BLANK IF IT DOES NOT APPLY)
	+ Date of Birth Place of Birth Gender
	+ Place of Birth
	+ Gender
	+ Ethnic background
	+ Current grade level
	+ Are you a U.S. Citizen? (If No, please complete Non-U.S. Citizens section)
	+ Email address
	+ Permanent Mailing Address & Phone Number (Please leave Country Code blank) Current Mailing Address & Phone Number (Please complete even if same as Permanent Mailing Address – Also, please include the area code with your phone numbers and do not use spaces or dashes)
	+ Emergency Contact
	+ Password Information
* Click on Save Profile
* You will receive your username; please record below and follow instruction to continue

**Record Username:** (assigned to you)

**Record Password:**

If you do not keep your username and password, you will not be able to access your application in the future.

NOTE: Student will receive an automated email titled ―Your Applytexas Profile‖ to confirm profile was submitted.

**This email is not verification that the application has been submitted; student has 90 days after completing profile to submit application online.**

1. **CREATE YOUR APPLICATION**
* Click on the **My Applications** tab
* Click on **Create a new application now**
* Scroll down and Click on **Create a new 4 year college admission application**

**Or**

1. Scroll down and Click on **Create a new 2 year college admission application**
2. **On the target university: Search for a college from an alphabetical list**
3. Application Type: Select freshmen US
4. Click on Continue

**3. SELECT A SEMESTER**

* For **Semester of Entry** choose from drop down menu **Fall 2014** (for classes beginning in August, 2014)
* Click on Continue

4. **SELECT SCHOOL**

* Select the School that you want to attend at that University/College
* Choose your First Choice School
* Choose your Second Choice School
* Click on Continue

**5. SELECT MAJOR**

* Choose your **First Choice Major**:
* Choose your **Second Choice Major**:
* Click on Continue

**6. APPLICATION CHECKLIST**

The following should appear:

College – Four/Two Year School Admission for Fall 2014

Items to complete and a deadline

Essays which are required

Click on Continue to my application

**7. BIOGRAPHICAL INFORMATION (Page 1)**

* Record your application ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (You MUST have this number to complete additional paperwork in the application process!)
* Verify **First Choice School** and **First Choice Major** are correct
* Proceed with completing or verifying questions 1-15; answer any questions that is blank and that applies to you (Verify all information before saving this page)
	+ - For question 1 – **FILL IN YOUR SOCIAL SECURITY NUMBER**
		- Verify questions 2-19
		- For question 14 – Please indicate a valid email address since this will be our way of communicating with you in the future during your time in the Dual Credit Program
* Click on Save Changes

**NOTE:** *If you do not have a social security number, please leave it blank.*

**BIOGRAPHICAL INFORMATION CONTINUED (Page 2)**

* Answer Questions 1-9
* Click on Save Changes
1. **EDUCATIONAL BACKGROUND (Page 3)**
* Answer each set of questions with Questions 1 – 4 (the following are helpful hints)
* **Question 1** - DO NOT answer
* **Question 2 –** High School Attended
	+ enter full name of high school in **Name of High School** and then click on **Perform High School Name Search –** select the correct high school and click on **Return to the application form**
	+ Be sure to enter **Expected Graduation Date is June 2014**
	+ Proceed with following questions within Question 2
	+ Answer **No** to IB diploma question
	+ Proceed with following questions within Question 2
* **Question 3 Do not answer**
* **Question 4 –** List ALL colleges or universities you have attended for Dual Credit – If you have NEVER attended any college or university, DO NOT ANSWER
* **Question 5 –** Answer **NO** to Academic Suspension Question
* Click on Save Changes
1. **EDUCATIONAL INFORMATION (Page 4)**
* Answer all questions within Questions 1 – 3
* **Question 1 –** If you do not want a be in a Professional Program then the answer is **NO**
* **Question 2 –** will seek a teacher Certification
* **Question 3 – List the classes you are taking your Senior Year**
* Click on Save Changes

**10. Test Scores (Page 5)**

* **Click on the Admission test you have already taken or will take**
* **Choose the Date taken on the test**
* **Click on Save Changes**

**11. RESIDENCY INFORMATION (Page 6)**

**Accurately Answering the Residency Questions is Very Important!**

**12. Extra Curriculum and Volunteer Activities (Page 7)**

* Fill out the information for the School Activities you are involved in
* Fill out the information for Community or Volunteer Service you are involved in
* Fill out the information for Talents, Awards, honors you have received
* Are you interested in ROTC
* Click on Save Changes

**13. Employment Information (Page 8)**

* Fill out the Employment, Internships or Summer Activities you have participated in
* Click on the Save Changes

**14. CUSTOM QUESTIONS FOR THIS INSTITUTION (Page 9)**

* Answer the questions that Have REQUIRED a the end of them
* Click on ―Save, Acknowledge Question‖
* Click on ―Save and Complete this page‖

**15. CERTIFICATION AND PAYMENT INFORMATION**

* Certification of Information - Read the Statements and check each box
* Financial Aid Information – Disregard this portion
* Human Code - Read the Statements and check each box
* Reverse Transcript - Read the Statements and check each box
* Non-Discrimination Clause – Read and move on
* Application Fee Information – Read and move on
* Application Essay-Gives information for what Essays is required for the University and the deadline
* Click on **Save and Proceed to Application Submission**

**16. SUBMIT YOUR APPLICATION**

* Read statement in the box
* Make sure you have written your Application ID in the **BIOGRAPHICAL INFORMATION (Page 1)** section
* Click on Submit Application Now

**17. APPLICATION COMPLETED**

* You have now successfully submitted your Apply Texas Application.
* Your application will take approximately 72 business hours (3 working days) to be processed by our district office.
* Check for email confirmation at the email address provided in this application
* Keep in mind your Apply Texas Application Number does not guarantee your application went through.
* Print out this page and keep for your records.

**18. IMPORTANT INFORMATION**

* Keep a copy of the information for your records. You will need this information to access your Apply Texas Application in the future and to complete the application process at the college.
* Submitting an application does not guarantee acceptance into the College/University. All completed application materials must be received and verified by the published deadline.
* **Incomplete online applications will not be considered.**

**19. Copy application to other Universities**

An application must be submitted or saved AT LEAST through the Residency page (U.S. application) or through the Preliminary Visa Information page (International application) before you can copy it. Once you have submitted an application or completed a saved application through the specified page, your application listing will show the application with a 'Copy' link to the right. Use the 'Copy' link to copy your application and send it to another university. The information from your original application will be copied to your new application.

To complete the process, you will need to go through each page of the copied application, verify that your information is correct, save each page, certify your application, choose your method of payment (if applicable), and submit the application.