Completing the ApplyTexas Application for a 2-year institution
2018-2019
Creating an ApplyTexas Application
Log in to the site with your username and the password you created on your profile.

If you need help with your username or password, click on the “Problems logging in? Click here” link to use the site to find your log in credentials.
The first screen you’ll see after logging in will be “My Account Dashboard-Application Listing”, your homepage for ApplyTexas.

From this screen, you may access your profile, applications, and essays.

The links on the dark blue bar at the top of the dashboard screen are used to navigate to other areas of the site. College and university information and instructions for completing each of the application types can be found here.
To begin a new application, click on the “Start a New Blank Application” tab or on the link to “Create a new application now”.
Click on the button to “create a new 2-year college admissions application”. 
When applying to a 2-year institution, use either of the pull-down menus to select the school.

The first pull-down menu organizes schools by Texas region; the second lists institutions alphabetically.
After selecting the institution, students may see a question asking if the application is being used to apply for Dual Credit or Concurrent Enrollment.

This is an optional message so colleges choose whether to include it on their application, but students should answer this question if it is present.
A pull-down menu is used to select a semester of entry.

Some institutions may offer multiple deadlines and/or mini-semester options.

Students should select the appropriate deadline/semester.
After selecting a semester, students may be asked to choose a “School/Program” using a pull-down menu.
When “School/College” fields of study are chosen, only majors within those fields will be displayed on the major selection screen.
Students scroll down the list on a pull-down menu to select a major.
After students select a major, the next screen displays the application pages and page descriptions.

This college application has five pages. The extracurricular activities, awards & honors, and employment information pages are optional for 2-year applications and this school has chosen not to use them.
Click on “continue to my application” to advance to the first page of the application.

Use the “go back” link to change a major or field of study if desired.
Things to note on page 1:

Your major choice is shown on this page and there is a link below it to use to go back to the major or school selection screens to make changes if needed.

*The pages of the application are listed on the left side of each screen. Use the links to navigate back and forth through the application.*
Social Security numbers are not required in order to use the ApplyTexas application. Students who do not have a number should leave the fields blank.

Institutions need Social Security numbers to comply with state law so it is highly recommended that students enter a number if they have one. It will slow the processing of the application if the school has to contact the student for the information.
Date of birth and full legal name are auto-filled from the information entered on the account profile.
4. Other names or aliases:
If you attended school using a different name or took a standardized college entrance exam (for example, SAT, GRE, TOEFL) using a different name, please list name(s):

<table>
<thead>
<tr>
<th>Last/Family</th>
<th>First</th>
<th>Middle</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Place of Birth: **REQUIRED**
Enter the city, state, and country where you were born.

<table>
<thead>
<tr>
<th>City</th>
<th>AUSTIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Province</td>
<td>TX</td>
</tr>
<tr>
<td>Country</td>
<td>Select a country if not U.S.</td>
</tr>
</tbody>
</table>

If students have other names on official documents, the names must be listed so that all information can be merged in one admissions account at the school.

Place of birth has been auto-filled from the information entered on the account profile.
Students who are U.S. citizens should select “yes” and continue to the next question.
Non-U.S. citizens will be asked additional questions to determine whether they qualify for Texas residency.
Non U.S. citizens who do not qualify for Texas residency based on the answers to the questions on this page will answer preliminary visa questions on their application. They will not see or complete a residency page.
Students who are not affiliated with a current or former member of the U.S. military may skip this question.

Those with military affiliations should select all of the choices applicable to them.
The permanent address is auto-filled from the information entered on the profile.

The physical address section does not have to be completed if it is the same as the permanent address.
Phone Numbers and Emergency Contact information are auto-filled from the information entered on the profile.
The email address is auto-filled from the profile.

Please be sure that it is correct as it will be used by institutions to communicate with you.
biographical information

13. Family Educational Background:
Please indicate the highest level completed of your parents' or legal guardians' educational background:

- Parent/Guardian 1's education level
- Relationship to you
- Parent/Guardian 2's education level
- Relationship to you

• Parent 1 and Parent 2 *educational level* pull-down menus allow students to enter educational information for up to two parents or guardians.

• Parent 2’s *relationship* adds an additional choice of “Unknown or not applicable”
The “Ethnicity and Race” and “Gender” questions are optional so a response is not required, but institutions want to receive the information. Students should select responses unless they prefer not to include the information on their applications.
When the page is completed, click on the “save changes” button.

Note the messages found at the bottom of the screen:

- Applications that are saved, but not worked on again or submitted within 180 days are subject to deletion.
- Once the first page of the application is saved, the institution will have access to the application and may contact students.
- Students may return to their applications to finish them later and may make changes to it at any time before it is submitted.
When page one is saved, a box will pop up on the screen asking for an apartment number or for verification that the permanent address shown is correct. If the apartment number box is checked, students are returned to the Permanent Address section to enter the number.

Enter the apartment number and save the page again.
If students check the box on the previous screen that they do not have an apartment number and that their permanent address is correct as written, they may be asked to enter a county if the address is in Texas and our software is unable to verify the address as entered.

The county is selected from the alphabetical list of all Texas counties.
The last thing to do on page one is to confirm that the name and date of birth have been saved correctly by checking a confirmation box.

After the box is checked, click on “save page” to advance to page two.
Use the school search tool to “Find Your High School”.

Students should not enter information manually in this section.
Enter part or all of the high school name in the school name field and submit the search.

There is no need to enter a school country or city for U.S. high schools.
The next screen will display a list of schools matching the search.

Find the school and click in the radio button next to the school name.

If students don’t find their school on the list, they should try using the search again, adding the school city.

If they still don’t find their school, they should scroll to the bottom of the list and select “school not found”.

educational background
The school name, code, city, and state will auto-fill from the search tool.

Pull-down menus are used to select the month and year of graduation.

When students have attended more than one high school, they should use the check box below the graduation date to add additional schools.
Home-schooled students will enter “Home School” in the school search tool.
Home Schooled Students:

If the student lived in Texas while being home-schooled, the first entry that shows “TX” in the state field should be chosen.

The second “Home Schooled” entry will be used by students who were not Texas residents while in high school.
ApplyTexas also uses the “Home Schooled” entry for students who completed high school coursework using any type of online curriculum.
Students who complete high school using the GED or other high school equivalency program will enter the version that was taken (English or Spanish), the state where the test certification was received, and the date the certification was completed.

Students who did not take the GED or other equivalency exam should skip this question.
Students who have college or university course credit are required to answer the question about previous college attendance. Dual credit college information will be entered here.

Students who have not attended a college or university may skip this question and section.
To add a college or university, use the search tool, “Find College or University”.

Enter the first few words of the school name and submit the search.

The next screen will display a list of schools matching the search.

Find the school and click in the radio button next to the school name.

When students don’t find their school, they should scroll to the bottom of the list and select “school not found”.

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Applying to Texas colleges and universities

ApplyTexas School Search

Search by School Name, City, State, Country

Search tips:
- For the fastest search, enter only the school name.
- Adding the city will limit the list when searching for common school names or larger geographic areas.
- To search for all the schools in a particular city or country, leave the school name field blank.
- Entering information in all fields isn’t necessary and will limit the results to only schools that match the criteria.

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Country</th>
<th>School City</th>
<th>School Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>dallas county</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DALLAS COUNTY COMMUNITY COLLEGE</td>
<td>701 ELM STREET</td>
<td>DALLAS</td>
<td>TX</td>
<td>UNITED STATES</td>
<td>8886</td>
</tr>
<tr>
<td>DALLAS COUNTY COMM COLL CONT EDU</td>
<td>701 ELM ST</td>
<td>DALLAS</td>
<td>TX</td>
<td>UNITED STATES</td>
<td>14512</td>
</tr>
</tbody>
</table>
Enter the dates of attendance and hours of credit earned.

Major area of study, degree date, and type of degree aren’t required if a degree wasn’t completed at the college.
The last question on the educational background page is optional. If colleges want this information, students should be encouraged to choose a response.
For questions 2 & 3, students use the pull-down menus to indicate their current level of education and why they are applying.

What level of education is most applicable to you?

What is your reason for applying?
Residency questions will vary based on the educational level chosen on the educational information page.

For students who did **not** select dual credit/concurrent enrollment on the educational information page, this will be the first screen they’ll see in the residency section.

The information entered in this section will be used by the college to help determine Texas residency status so it is very important that students provide accurate answers to all questions.
If the answer is “no”, that they didn’t attend a public institution in either a Spring or Fall semester prior to the one they’re applying for, they’ll advance to the next residency question.
Applicants who answered “yes”, that they attended a Texas public college or university in the previous Fall or Spring will be asked additional questions about the school they attended.

For students who are not applying for dual credit/concurrent enrollment:

Note that the question asks about public institutions only. If the student attended a private college or university, the answer should be “no”.

residency information
residency information

For non-dual credit students who attended a Texas public college or university:

Please note that the question applies to public colleges and universities only.

Private institutions will not appear on the institution drop-down menu.
residency information

For non-dual credit students who attended a Texas public college or university:

- Select the school from the pull-down menu.
- Check the boxes for the semesters attended.
- Indicate whether tuition paid was in-state as a Texas resident or if a waiver was used.
residency information

For students who are not applying for dual credit/concurrent enrollment:

Students who choose Texas as their state of residency and can answer “yes” to the two questions on this page will not have to answer any other residency questions.

They may save the page and advance to the next section of the application.
For students who are not applying for dual credit/concurrent enrollment:

Students who are not a Texas resident or answer “no” to either of the other two questions on this page will be asked additional residency questions.
The questions on this page are asked to determine if the student is financially independent or if parents claim him or her as a dependent for tax purposes. Based on the responses, the next set of questions will either be directed to the student personally or be asked about the student’s parents.
The following questions on this page are the same, but either address the status of the financially independent applicant or the applicant’s parents.

If the parent or legal guardian is a U.S. citizen, answer “yes” and go on to the next question. If the parent/legal guardian is not a U.S. citizen, a box will pop up asking additional questions.
residency information

If the parent is not a U.S. Citizen:

Does the parent or legal guardian hold Permanent Residency status?

If the parent/legal guardian is not a Permanent Resident, has an application been submitted and is it under review?

If the parent/legal guardian is a foreign national, how is he or she able to live in the U.S.?
residency information

If the parent is not a U.S. citizen:

Does the parent or legal guardian currently live in Texas?

If the parent/legal guardian currently lives in Texas:

• How long has he or she lived here?

• What brought them to Texas?
residency information

4. If your parent or legal guardian is a member of the U.S. military:
   a. Is Texas his or her Home of Record?
      - Yes
      - No
      - Reset answer—Not Applicable
   b. What state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement?
      - Select one

If the parent or legal guardian is not in the U.S. military, skip this question.

*Do not choose “Not Applicable”.*
The remaining questions ask about property and business ownership, employment and other financial support.

After answering the questions, save the page.
If students have other information to share about their specific residency situations, the text box may be used to send this information to the school.

Save the page to continue.
The last page of the residency section recaps the student’s residency responses.

To make changes, click in the grey box at the top right of the screen to delete all responses and start the section again.

When all responses have been reviewed and are correct, save the page.
International applicants are asked if they are currently residing in the U.S. and what type of visa they expect to use while in school.

Questions are also asked about financial support and marital status.
International applicants are asked not only about their own immigration status, but also about the status of their spouse and children, if applicable.
Applicants who wish to authorize another person to discuss their admissions file should enter the contact information in the application representative fields.

Naming an application representative is optional.

Admitted students will be required to provide additional information regarding their immigration status.
Each institution may add custom questions that are specific to their school.

Custom questions may be asked of all students who apply or may be added to a specific major or group of majors.
Custom questions marked as “Required” must be answered.

Questions that are shown as “Optional” do not have to be answered, but they must be acknowledged and saved.
After each of the individual custom questions are answered, students will save the page.
Students should read each of the sections about the terms and conditions of using the ApplyTexas application, then check the boxes to acknowledge that the information has been read and is understood.
This page includes a link to the FAFSA application, https://fafsa.ed.gov/.

The non-discrimination clause says that qualified students will be admitted to Texas colleges and universities regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.

None of the 2-year institutions that use ApplyTexas currently charge a fee to apply.
Once the box is checked and the application is submitted, students will not be allowed to change the application in any way on ApplyTexas.
Questions about the application?

Contact the application help desk, applytexas@austin.utexas.edu