



# Completing the ApplyTexas Application for a 4-year institution

2018-2019

The ApplyTexas Application Website: <https://www.applytexas.org>

**ApplyTexas**  
Many Schools. One Application

[About ApplyTexas](#) [Help](#) [Counselors & Administrators log in here »](#)

## Explore. Apply. Repeat.

**Research your options.**  
Admission information for every Texas Public University, plus some private and two-year schools.  
[Begin your search »](#)

**Apply online.**  
Complete and submit your admission and scholarship applications online.  
[Get started now »](#)  
[Preview the 2018-2019 applications](#)  
[Preview the 2017-2018 applications](#)

**Do it again.**  
No need to start from scratch. Copy a completed application and use it to apply to another school.  
[Learn how »](#)

First time here? No problem.  
**[Get started »](#)**

Already have an account?  
**[Log in now](#)**

It's fast. It's easy.  
It's free.  
[Create your account now »](#)

username

password

[Problems logging in? Click here](#)

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 screenshot shows the ApplyTexas website interface. At the top, a dark blue navigation bar contains the ApplyTexas logo on the left and links for "Logoff", "My Account Dashboard", "Admissions Information", and "Application Instructions" on the right. Below the navigation bar, the page title "My Account Dashboard - Application Listing" is centered. On the left side, there is a section for "Application Details" with the user name "HELPER" and email "atxstaff@gmail.com". On the right side, there is a "Quick Links" section with a dropdown menu for "Application Instructions" and a "Go" button. Below the title, there are three tabs: "My Profile", "My Applications" (which is highlighted in red), and "My Essays". Underneath the tabs, there are two buttons: "View Application List" and "Start a New Blank Application". Below these buttons, the text "application details" is displayed, followed by the message "You don't have any admissions applications. [Create a new application now.](#)"

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.

## My Account Dashboard - Application Listing

My Profile

**My Applications**

My Essays

View Application List

Start a New Blank Application

### application details

You don't have any admissions applications. [Create a new application now.](#)

To begin a new application, click on the “Start a New Blank Application” tab or on the link to “Create a new application now”.

## My Account Dashboard - Application Listing

My Profile

**My Applications**

My Essays

View Application List

Start a New Blank Application

**Admissions | Start a new blank application.**

create a new 4 year university undergraduate admissions application

create a new graduate school admissions application

create a new 2 year college admissions application

*[Which of these should I choose?](#)*

*[ApplyTexas application type descriptions](#)*

Note: Two year colleges do not offer graduate degrees. All graduate school applicants should choose the "create a new graduate school admissions application" option.

If you're not sure which type of application to create, click on the blue links to learn about the different application types.

frequently asked questions

## what type of application should I use?

1. [Two-Year College](#)
2. [U.S. Freshman](#)
3. [International Freshman](#)
4. [Undergraduate Readmit \(Former Student\)](#)
5. [U.S. Transfer](#)
6. [International Transfer](#)
7. [Undergraduate Transient](#)
8. [U.S. Graduate or International Graduate](#)

If you have questions you wish to address to a particular university or college, contact information is available on the [4-year university information page](#) or the [2-year college information page](#)

ApplyTexas offers 8 different admission application types and one scholarship application.

Most high school students will use either the 2-Year application to apply to community colleges or the 4-Year Freshman application to apply to colleges and universities that grant undergraduate degrees.

### Who should apply to a Two-Year College?

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Any applicant who wishes to take classes for undergraduate credit, to work toward an Associate Degree, or for high school (dual enrolled) credit. **Two-year colleges do not offer graduate level coursework**, so applicants should not apply to these schools with the intent of pursuing a graduate (Master's, Ph.D., etc.) degree.

### Who should apply as a U.S. Freshman?

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An undergraduate applicant who does not have transferable college credit, except for students enrolling in courses prior to completion of high school graduation requirements. The applicant must have a residency status of United States citizen or permanent resident alien. Some institutions may allow transfer students to apply as freshmen, if they apply during the fall or spring semesters of their freshman year in college. See the individual institutions for specific admissions and residency requirements.

### Who should apply as an International Freshman?

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An undergraduate applicant who does not have transferable college credit, except for students enrolling in courses prior to completion of high school graduation requirements. The applicant must *not* have a residency status of United States citizen or permanent resident alien. Some institutions may allow transfer students to apply as international freshmen, if they apply during the fall or spring semesters of their freshman year in college. See the individual institutions for specific admissions and residency requirements.

Students who want to apply to a college that awards undergraduate degrees after completing four years of academic instruction should use the 4-Year application.

Getting Ready to Start Your Application  
**create a new application for admission**

Please select your target university and your application type.

**Target University**

**Application Type**

[Which of these should I choose?](#)

[ApplyTexas application type descriptions](#)

When applying to a 4-year institution, first select the target college or university and then choose the application type.



Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?

Yes  No

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 institutions choose whether to include it on their application, but students should answer this question if it is present.



TEST application - for testing only

Getting Ready to Start Your Application  
select a semester

Semester of Entry

- Select semester
- Spring (Jan - May) 2019
- Summer I 2019
- Summer 2019
- Summer II 2019
- Fall (Aug - Dec) 2019
- Spring (Jan - May) 2020

Applications for the following semester will become available on the date shown.

Check the [special application information page](#) prepared by Test Univ for ApplyTexas.

<b>Address:</b>	<b>Test University for Apply Texas</b> <b>100 College Campus Dr.</b> <b>Anytown, TX 77777</b>
<b>Help Phone #:</b>	(555)555-5555
<b>Website:</b>	<a href="#">Test Univ for ApplyTexas</a>

Use the pull-down menu to select a semester of entry.

Getting Ready to Start Your Application  
**select a semester**

Semester of Entry

Test Univ for ApplyTexas offers multiple deadlines for U.S. Freshman applications for Fall (Aug - Dec) 2019. Please select the deadline for which you would like to apply. For more information about these deadlines, please contact Test Univ for ApplyTexas.

- The regular deadline for U.S. Freshman applications (02/01/2019)**
- Early Decision (Deadline is 11/01/2018)**
- Early Action I (Deadline is 12/01/2018)**
- Early Action II (Deadline is 01/01/2019)**

Note If the school offers more than one deadline, they will be listed as soon as the semester is chosen. Student should select the appropriate deadline to use.

Application Details  
Test Univ for ApplyTexas  
[Special Instructions](#)  
4 Year University  
Fall 2019



**TEST application - for testing only**

Quick Links

4 Year University Instructions

Getting Ready to Start Your Application

## select school

<b>Deadline:</b>	02/01/2019
<b>Application Fee:</b>	\$45

Select School

**First Choice School**

**Second Choice School**

After selecting a semester, students may be asked to choose a field of study.

In the example above, Test University requires that a first and second choice area of study be chosen before a major may be selected.

Application Details  
Test Univ for ApplyTexas  
[Special Instructions](#)  
4 Year University  
Fall 2019



**TEST application - for testing only**

Quick Links

4 Year University Instructions

Getting Ready to Start Your Application

## select school

<b>Deadline:</b>	02/01/2019
<b>Application Fee:</b>	\$45

Select School

**First Choice School**

**Second Choice School**

- Select your first choice school ▼
- Select your first choice school ▼
- College of Fine Arts
- School of Business
- College of Communications
- College of Engineering
- College of Liberal Arts
- School of Nursing
- College of Natural Sciences

When “School/College” fields of study are chosen, only majors within those fields will be displayed on the major selection screen.

ApplyTexas allows institutions to organize their programs and majors in a variety of ways so students may see different ways of selecting a major on different school apps.

Getting Ready to Start Your Application  
**select major**

Please select your majors.

If you don't see your desired major, check the institution's website. If you cannot find it there, contact the institution for more information.

<b>First Choice Major:</b>	<b>Select your First Choice Major</b>
<b>Second choice major:</b>	

- Accounting
- Advertising
- Agribusiness
- Agricultural Communications
- Agricultural Economics/General Business Dual
- Agriculture & Applied Economics
- Agriculture Undeclared
- Animal Science
- Anthropology
- Apparel Design and Manufacturing
- Architecture
- Architecture/Business Administration Dual
- Architecture/Civil Engineering Dual
- Art (Portfolio Required)
- Arts & Sciences Undeclared
- Biochemistry
- Biology
- Cell and Molecular Biology
- Chemical Engineering
- Chemistry
- Civil Engineering
- Communication Studies
- Community, Family, & Addiction Sciences
- Computer Engineering
- Computer Science
- Construction Engineering
- Dance
- Early Childhood Education (EC - 6th Grade)
- Economics

Last updated **April 24, 2017**  
[Privacy](#) [Web Accessibility](#) [FAQ](#)

Some institutions don't use the school/college screen so students may choose from their entire list of majors.

After students select a major, the next screen displays the application pages and page descriptions.

Topic prompts will also be listed if the institution uses ApplyTexas essays.

Getting Ready to Start Your Application  
**application checklist**

Test Univ for ApplyTexas - Freshman Admission for Spring 2019

[continue to my application](#)

Items to complete	Deadline
<b>Admissions application</b> Page 1: biographical information Page 2: biographical information (continued) Page 3: educational background Page 4: educational information Page 5: test scores Page 6: residency information Page 7: extracurricular and volunteer activities Page 8: employment information Page 9: custom questions for this institution	November 30, 2018
<b>Essays</b> Test Univ for ApplyTexas uses the following essay topics:  Topic A (Required) Topic B (Optional) Topic C (Optional)	November 30, 2018

This application for Test University has nine pages. The extracurricular activities, awards & honors, and employment information pages are optional for 4-year applications and this institution has chosen to use them.

Getting Ready to Start Your Application  
**application checklist**

Test Univ for ApplyTexas - Freshman Admission for Spring 2019

[continue to my application](#)

Items to complete	Deadline
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Click on “continue to my application” to advance to the first page of the application.



## Page 1- biographical information

Things to note on  
page 1:

Your major choice is  
shown on this page  
and there is a link  
below it to use if you  
decide to change the  
major selected.

The screenshot shows a web application interface. On the left, a sidebar titled 'application sections and pages' lists various sections: 'admissions' (highlighted in red), 'biographical information' (underlined), 'biographical information (continued)', 'educational background', 'educational information', 'test scores', 'residency information', 'extracurricular and volunteer activities', 'employment information', and 'custom questions for this institution'. The main content area is titled 'Page 1 of 9 biographical information'. It contains a grey box with the text: 'We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password. Your application ID is 187'. Below this is a table with two columns: 'First choice school/college and major/program' and 'Second choice school/college and major/program'. The first row shows 'College of Liberal Arts: Psychology' and the second row shows 'College of Natural Sciences: Biology'. Below the table is a link: 'Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)'. At the bottom, a blue box contains a message: 'Test Univ for ApplyTexas has a message for Psychology applicants: Undergraduates may pursue a BA or a BS in Psychology. Please check the degree plans at <http://www.testunivforapplytexas.edu> for additional information.'

application sections and pages

Page 1 of 9  
biographical information

admissions

biographical information

biographical information (continued)

educational background

educational information

test scores

residency information

extracurricular and volunteer activities

employment information

custom questions for this institution

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 187

First choice school/college and major/program	College of Liberal Arts: Psychology
Second choice school/college and major/program	College of Natural Sciences: Biology

Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)

Test Univ for ApplyTexas has a message for Psychology applicants:

Undergraduates may pursue a BA or a BS in Psychology. Please check the degree plans at <http://www.testunivforapplytexas.edu> for additional information.

\*The pages of the application are listed on the left side of the screen. Use the links to navigate back and forth through the pages.\*

## biographical information

1. Enter your U.S. Social Security Number  
Please enter your Social Security Number, if you have one. It is used to match your application to your transcript and test scores, and for financial aid.

<b>Social Security Number (SSN)</b>	<input type="text"/>	« No spaces, dashes, or letters.
<b>Confirm SSN</b>	<input type="text"/>	« No spaces, dashes, or letters.

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.

## biographical information

2. When were you born? - **REQUIRED**  
Enter your date of birth (month, day, year). Do not leave blank; this information is required.

Date of Birth    < 4 digit year

3. Full legal name: - **REQUIRED**  
Enter your full legal last, first, and middle name. Do not use nicknames or abbreviations because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. Please do not include diacritical marks such as accents (') or tildes (~).

Last/Family Name

First Name

Middle Name

Suffix

Date of birth and full legal name are auto-filled from the information entered on the account profile.

## biographical information

### 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):

Last/Family	First	Middle	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▼

### 5. Place of Birth: - **REQUIRED**

Enter the city, state, and country where you were born.

City

State/Possession/Province

Country

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.

## biographical information

6. Are you a U.S. Citizen? - **REQUIRED**

Yes  No

Students who are U.S citizens should select “yes”  
and continue to the next question.

## biographical information

Non-U.S. citizens will be asked additional questions to determine whether they qualify for Texas residency.

Students whose responses do not meet Texas residency requirements will be instructed to use the International application.

6. Are you a U.S. Citizen? - **REQUIRED**

Yes  No

Non-U.S. Citizens complete the following

a. If no, of what country are you a citizen?  
Citizenship country

b. Do you hold Permanent Residence status (valid I-551) for the U.S.?  
If Yes, please submit a copy of both sides of the card.  
 Yes  No  Not Applicable - Reset Answer

c. If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)?  
(If "Yes," submit a copy of your **Notice of Action** from the USCIS, form I-797C.)  
 Yes  No  Not Applicable

d. If you have an Individual Taxpayer Identification Number (ITIN) and do NOT have a Social Security Number filled in above, please enter it below. Otherwise, please leave blank.  
No spaces, dashes or letters.  
ITIN:   
Confirm ITIN:

e. If you are not a citizen or permanent resident or have no application pending with the USCIS, did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED?  
If "Yes," please submit a completed [Affidavit of Intent to Become a Permanent Resident](#).  
(This PDF document requires Adobe Acrobat Reader to access it: [Download Adobe Acrobat Reader now.](#))  
 Yes  No  Not Applicable

f. If you are not a U.S. citizen or U.S. permanent resident, are you a foreign national here with a **visa that makes you eligible to domicile for Texas residency purposes** ([see list of eligible visas](#)) or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status?  
(If you select an option below, please submit a copy of your **Notice of Action** from the USCIS, form I-797C, or a copy of your current visa.)  
If so, indicate which

## biographical information

7. Status as a current U.S. military servicemember, veteran, or dependent:

A U.S. military servicemember is a person who is serving in any branch of the U.S. Armed Forces, including the National Guard or Reserves. Please select any of the following that apply to you. I am a:

- veteran (former U.S. military servicemember)**
- current U.S. military servicemember**
- spouse or dependent of a veteran or a current U.S. military servicemember**
- spouse or dependent of, or a veteran or current U.S. military servicemember with an injury or illness resulting from military service (service-connected injury/illness)**
- spouse or dependent of a deceased U.S. servicemember**

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.

# biographical information

8. Apply Texas verifies permanent and physical addresses for U. S. addresses. [What is address verification?](#) (opens in new window)

Permanent address: **- REQUIRED**

**Street Address**  < address only - do not need to re-enter your name

**Street Address line 2**  < be sure to include your apartment number, if you have one.

**City**

**State/Possession/Province**  < for U.S. or Canadian addresses only

**Postal/Zip Code**  -

**Country**  <

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9. Physical address (current street address where you reside, if different from above):  
If your Physical Address is the same as your Permanent Address, leave this question blank.

**Street Address**  < if different from permanent address

**Street Address line 2**  < be sure to include your apartment number, if you have one.

**City**

**State/Possession/Province**  < for U.S. or Canadian addresses only

**Postal/Zip Code**  -

**Country**  <

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.



## biographical information

10. Phone Numbers:  
Numbers only, no dashes, dots or parentheses, please. Please include your area code.

<b>Preferred Phone - REQUIRED</b>	<input type="text" value="817123456789"/>	
<b>International Preferred Phone Country Code</b>	<input type="text"/>	« international phone numbers only
<b>Preferred Phone Type - REQUIRED</b>	<input type="text" value="Cell"/>	
<b>Alternate Phone</b>	<input type="text" value="214123456789"/>	
<b>International Alternate Phone Country Code</b>	<input type="text"/>	« international phone numbers only
<b>Alternate Phone Type</b>	<input type="text" value="Work"/>	

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11. Emergency Contact: - REQUIRED

<b>Title</b>	<input type="text" value="Title"/>	
<b>First Name</b>	<input type="text" value="DAD"/>	
<b>Last Name</b>	<input type="text" value="HELPER"/>	
<b>Phone Number</b>	<input type="text" value="512345678912"/>	« numbers only
<b>International Phone Country Code</b>	<input type="text"/>	« international phone numbers only
<b>Street Address</b>	<input type="text" value="110 Inner Campus Drive"/>	
<b>Street Address line 2</b>	<input type="text"/>	
<b>City</b>	<input type="text" value="AUSTIN"/>	
<b>State/Possession/Province</b>	<input type="text" value="Texas"/>	« for U.S. or Canadian addresses only
<b>Postal/Zip Code</b>	<input type="text" value="78712"/>	
<b>Country</b>	<input type="text" value="Select a country if not U.S."/>	
<b>E-mail address</b>	<input type="text" value="a_texas7@aol.com"/>	
<b>E-mail confirmation</b>	<input type="text" value="a_texas7@aol.com"/>	« Please re-type emergency contact email

Phone Numbers and Emergency Contact information are auto-filled from the information entered on the profile.

## biographical information

12. Student e-mail address: - **REQUIRED**

The email address provided may be used to communicate important information to you regarding your application.

E-mail address

E-mail confirmation

◀ re-type your address

The email address is auto-filled from the profile.

Please make sure that the address is correct as institutions will use it to communicate with you.

## biographical information

Pull-down menus are used to select the education level and relationship for parents/guardians.

### 13. Family Educational Background:

Please indicate the highest level completed of your parents' or legal guardians' educational background:

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

- 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"

Parent/Guardian  
Education Level

No high school  
Some high school, no diploma  
High school diploma or GED  
Some College  
Associate/Two-year Degree  
Bachelor's/Four-year Degree  
Graduate/Professional Degree  
Unknown or not applicable

Parent/Guardian 1  
Relationship

Mother  
Father  
Stepmother  
Stepfather  
Guardian  
Other Adult

Parent/Guardian 2  
Relationship

Mother  
Father  
Stepmother  
Stepfather  
Guardian  
Other Adult  
Unknown or not applicable

## biographical information

14. **Ethnicity and Race:**  
Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

Yes  No

Please select the racial category or categories with which you most closely identify. Check as many as apply.

**American Indian or Alaska Native**  
(A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)

**Asian**  
(A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

**Black or African American**  
(A person having origins in any of the black racial groups of Africa.)

**Native Hawaiian or Other Pacific Islander**  
(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

**White**  
(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

15. **Your gender:**

Male  Female

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.

save changes

***An application that is saved but not submitted is subject to deletion after 180 days.***

*You are saving the first page of your application. Once saved, the school you selected will have access to your application. Please understand that an incomplete application will not be used for admissions or recruitment purposes; however, you may receive an inquiry from your chosen college asking if you require assistance in completing your electronic application. You may revise your application up to the time when you request that it be submitted to your chosen university.*

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.

Permanent address: - **REQUIRED**

Street Address	110 INNER	<input type="checkbox"/> Enter an apartment number. <input type="radio"/> I verify that I do not have an apartment number, and my permanent address is correct as written.
Street Address line 2		
City	AUSTIN	
State/Possession/Province	Texas	
Postal/Zip Code	78712	
Country	Select a country if not U.S.	

do not need to re-enter your name  
be sure to include your apartment number, if you have one.  
for U.S. or Canadian addresses only

Enter the apartment number and save the page again.

8. Apply Texas verifies permanent and physical addresses for U. S. addresses. [What is address verification?](#) (opens in new window)

Permanent address: - **REQUIRED**

Street Address	110 INNER CAMPUS DR.	« address only - do not need to re-enter your name
Street Address line 2		« be sure to include your apartment number, if you have one.
City	AUSTIN	
State/Possession/Province	Texas	« for U.S. or Canadian addresses only
Postal/Zip Code	78712 -	
Country	Select a country if not U.S.	

## biographical information

8. Apply Texas verifies permanent and physical addresses for U. S. addresses. [What is address verification?](#) (opens in new window)

Permanent address: - **REQUIRED**

Street Address	110 IP	<input type="checkbox"/>	do not need to re-enter your name
Street Address line 2		<input type="checkbox"/>	include your apartment number, if you have one.
City	AUSTI		
County	Select		(Residents only
State/Possession/Province	Texas	<input type="checkbox"/>	Canadian addresses only
Postal/Zip Code	78712		
Country	Select a country if not U.S.		

Please select a permanent address county.

OK

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 their county of residence if the address is in Texas.

The county is selected from the alphabetical list of all Texas counties.

## biographical information

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.

application sections and pages

Page 1 of 4

**biographical information**

[admissions](#)  
[biographical information](#)  
educational background  
educational information  
residency information

Please take a moment to confirm that your name and date of birth have been saved correctly by checking the confirmation box below.

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 242545

First choice school/college	Associate of Science (AS)
First choice major/program	Business Administration-AS

Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)

Please confirm that we have stored the following information correctly:

First Name/Given Name: STUDENT

Last Name/Family Name/Surname: HELPER

Date of Birth: 1/1/2001

Please make corrections below as needed.

Yes, my name and birthdate have been saved correctly. - REQUIRED

save page



## Page 2-biographical information (cont'd)

Some questions on this page are not marked as “Required”, but institutions want and use this information so please include answers to all questions.

application sections and pages

Page 2 of 9

[admissions](#)

- [biographical information](#) ✓
- [biographical information \(continued\)](#)
- educational background
- educational information
- test scores
- residency information
- extracurricular and volunteer activities
- employment information
- custom questions for this institution

[essays](#)

[submit](#)

### biographical information (continued)

1. In addition to English, what languages do you speak fluently?

Language 1  Years spoken?

Language 2  Years spoken?

2. Family Income:  
Please indicate, for the most recent tax year, your family's gross income. Include both untaxed and taxed income:

Family income

3. Household Size: - **REQUIRED**  
How many people, including yourself, live in your household?

Number in household  « everyone in household, including brothers and sisters attending college.

4. Do you have family obligations that keep you from participating in extracurricular activities?

Yes  No

5. Supplemental Parental Information: Parent/Guardian 1 - **REQUIRED**

Relationship to you  « required

Title  « required

First Name  « required

Middle Initial

Last Name  « required

Suffix

Is this person still living?

Yes  No « required

## Page 3- educational background

Students are first asked if they will have college credit hours when they begin at the school the school they're applying to.

application sections and pages

Page 3 of 9

### educational background

[admissions](#)

- [biographical information](#) ✓
- [biographical information \(continued\)](#) ✓
- [educational background](#)
- educational information
- test scores
- residency information
- extracurricular and volunteer activities
- employment information
- custom questions for this institution

[essays](#)

[submit](#)

1. Are you a freshman with:

no previous college credit hours  college credit hours

2. High School You Graduated From or Expect to Graduate From: - **REQUIRED**

You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

**Search for Your High School**

High School Name:

High School Code:

High School City or Country:

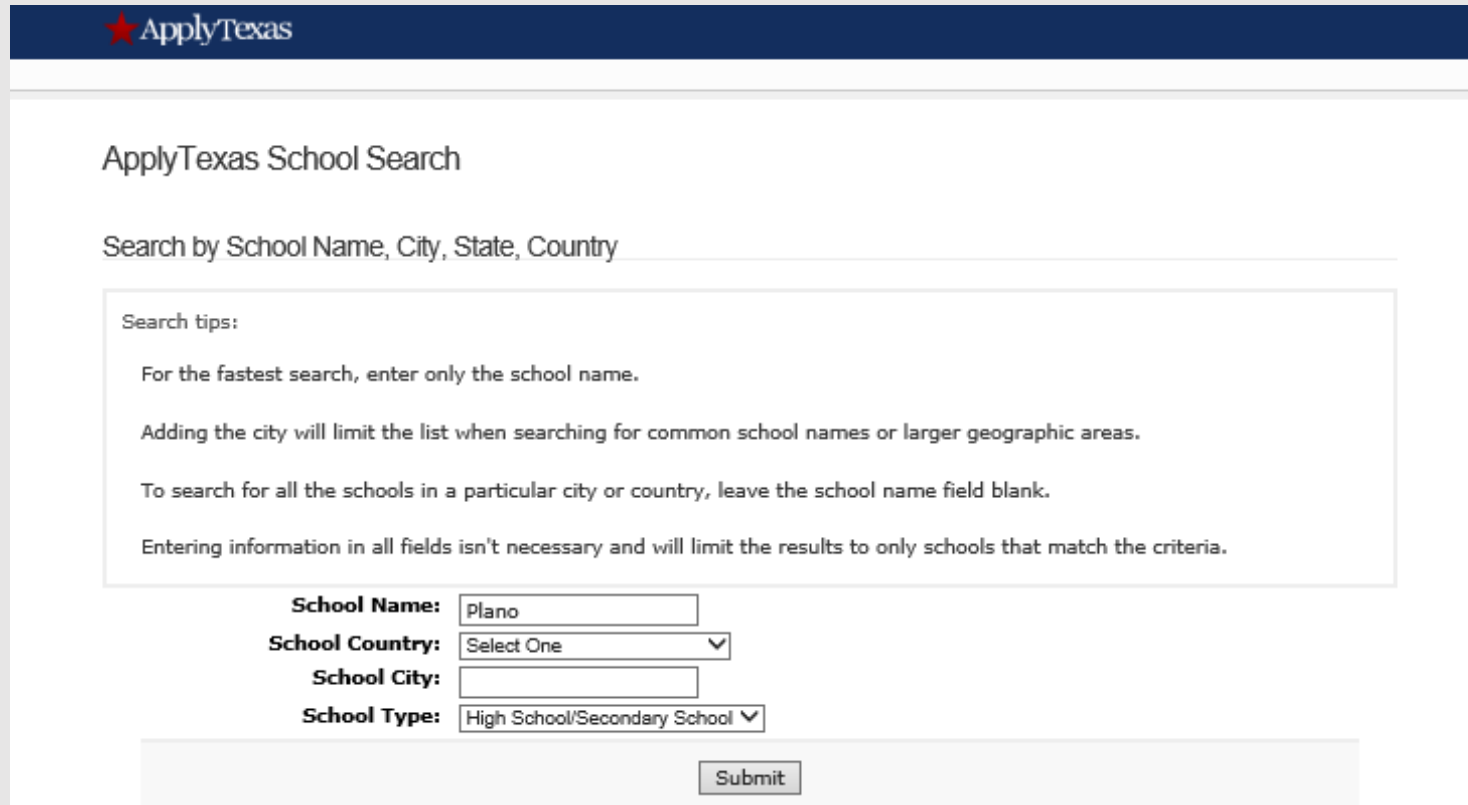
High School State/Possession/Province:  << if in U.S. or Canada

Expected Graduation Date:

Students then use the school search tool, "Find Your High School", to enter high school information.

\*Students should not enter information manually in this section\*

## educational background



The screenshot shows the 'ApplyTexas School Search' interface. At the top is the 'ApplyTexas' logo. Below it is the title 'ApplyTexas School Search' and the instruction 'Search by School Name, City, State, Country'. A search tips box contains the following text: '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.' Below the tips are four input fields: 'School Name' with the text 'Plano', 'School Country' with a dropdown menu showing 'Select One', 'School City' which is empty, and 'School Type' with a dropdown menu showing 'High School/Secondary School'. A 'Submit' button is located at the bottom right of the form area.

ApplyTexas

### 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.

**School Name:**

**School Country:**

**School City:**

**School Type:**

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.


## educational background

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 and the country if the school isn't in the U.S.

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

 ApplyTexas

### 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.

**School Name:**

**School Country:**

**School City:**

**School Type:**

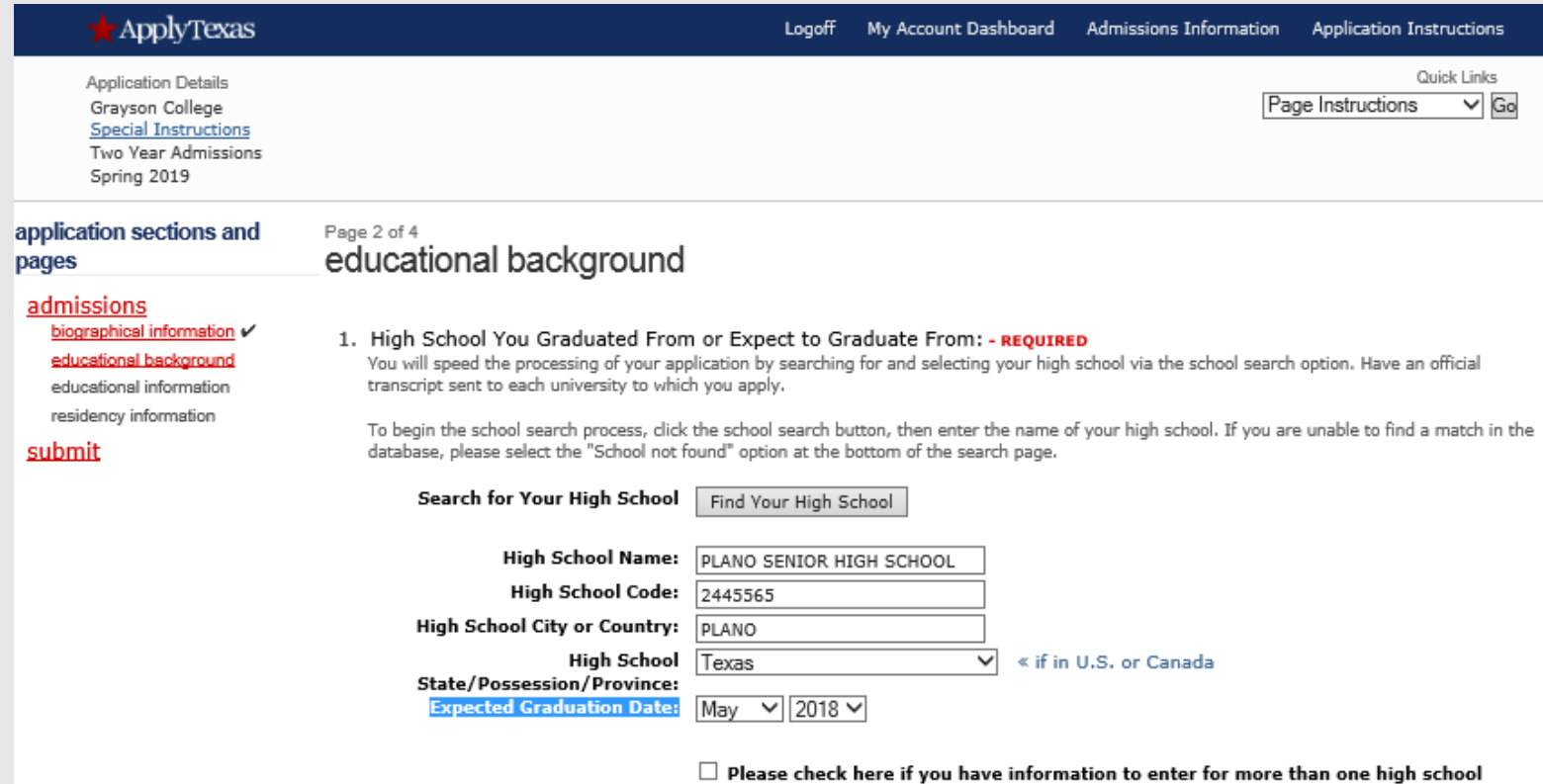
#### Search Results

School Name	Address	City	State	Country	School Code
<input type="radio"/> PLANO EAST SENIOR HIGH SCHOOL	3000 LOS RIOS BLVD	PLANO	TX	UNITED STATES	2445569
<input type="radio"/> PLANO ISD ACADEMY HIGH SCHOOL	1701 ALMA DR	PLANO	TX	UNITED STATES	2445582
<input type="radio"/> PLANO SENIOR HIGH SCHOOL	2200 INDEPENDENCE PKWY	PLANO	TX	UNITED STATES	2445565
<input type="radio"/> PLANO WEST SENIOR HIGH SCHOOL	5601 W PARKER	PLANO	TX	UNITED STATES	2445573
<input type="radio"/> PLAQUEMINE HIGH SCHOOL	59595 BELLEVIEW DR	PLAQUEMINE	LA	UNITED STATES	2192390
<input type="radio"/> PLAINFIELD NORTH HIGH SCHOOL	12005 S 248TH AVE	PLAINFIELD	IL	UNITED STATES	2143497
<input type="radio"/> PLAIN DEALING ACADEMY		PLAIN DEALING	LA	UNITED STATES	2192373
<input type="radio"/> PLAUCHEVILLE HIGH SCHOOL		PLAUCHEVILLE	LA	UNITED STATES	2192400
<input type="radio"/> School not found (School name searched for: Plano)					*****

## educational background

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

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



The screenshot shows the 'educational background' section of the ApplyTexas application. The page header includes the ApplyTexas logo and navigation links: Logoff, My Account Dashboard, Admissions Information, and Application Instructions. The application details are listed as Grayson College, Two Year Admissions, Spring 2019. The 'application sections and pages' sidebar shows 'admissions' as the current section, with sub-sections for 'biographical information', 'educational background', 'educational information', and 'residency information'. The 'submit' button is also visible. The main content area is titled 'educational background' and contains a required section: '1. High School You Graduated From or Expect to Graduate From: - REQUIRED'. Below this, there is a search box for high schools and a form with the following fields: High School Name (PLANO SENIOR HIGH SCHOOL), High School Code (2445565), High School City or Country (PLANO), High School State/Possession/Province (Texas), and Expected Graduation Date (May 2018). A checkbox at the bottom asks if the user has information to enter for more than one high school.

Application Details  
Grayson College  
[Special Instructions](#)  
Two Year Admissions  
Spring 2019

Quick Links  
Page Instructions

application sections and pages  
admissions  
biographical information ✓  
educational background  
educational information  
residency information  
submit

Page 2 of 4  
educational background

1. High School You Graduated From or Expect to Graduate From: - **REQUIRED**  
You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

Search for Your High School

High School Name:   
High School Code:   
High School City or Country:   
High School State/Possession/Province:  < if in U.S. or Canada  
Expected Graduation Date:

Please check here if you have information to enter for more than one high school

When students have attended more than one high school, they should use the check box below the graduation date to add additional schools.

## educational background

### Home-schooled students:

Are you home-schooled? - **REQUIRED**

Yes  No

If you were home-schooled during your high school years, please click on the 'Find Your High School' button and type "Home Schooled" into the 'School Name' textbox to find the appropriate home-schooled high school code (TX or non-TX).

Home-schooled students will enter "Home School" in the school search tool.

#### 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.

**School Name:**   
**School Country:**   
**School City:**   
**School Type:**


Submit

## educational background

### 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 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.

**School Name:**

**School Country:**

**School City:**

**School Type:**

#### Search Results

School Name	Address	City	State	Country	School Code
<input type="radio"/> HOME SCHOOLED			TX	UNITED STATES	1078314
<input type="radio"/> HOME SCHOOLED					1077023

## educational background

ApplyTexas also uses the “Home Schooled” entry for students who completed high school coursework using any type of online curriculum.

[educational background](#)  
educational information  
test scores  
residency information  
extracurricular and volunteer activities  
employment information  
custom questions for this institution

[essays](#)  
[submit](#)

2. High School You Graduated From or Expect to Graduate From: - **REQUIRED**  
You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

**Search for Your High School**

**High School Name:**

**High School Code:**

**High School City or Country:**

**High School State/Possession/Province:**  << if in U.S. or Canada

**Expected Graduation Date:**

Please check here if you have information to enter for more than one high school

Are you home-schooled? - **REQUIRED**  
 Yes  No

If you were home-schooled during your high school years, please click on the 'Find Your High School' button and type "Home Schooled" into the 'School Name' textbox to find the appropriate home-schooled high school code (TX or non-TX).

Do you plan to graduate with an **IB** (International Baccalaureate) diploma? - **REQUIRED**  
 Yes  No

Students who graduated with an International Baccalaureate diploma will indicate this in the high school information section.



## educational background

Students who did not take the GED or other equivalency exam should skip this question.

2. Do you have a GED or have you completed another high school equivalency program?

Yes  No  Not Applicable

If yes, which version:

In which state/possession/province did you receive your Certificate of High School Equivalency (GED, etc.)?

Date Certificate Completed:  /  « 4 digit year

Students who completed 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.

## educational background

Students who have college or university credit are required to answer the question about previous college attendance. Dual credit college information will be reported here.

Students who have not attended a college or university may skip this question and section.

3. Please list **all** current or previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED if applicable**  
Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

Current or Most Recent College Attended

Search for College 1

Name of Institution:

College Code:

College Location

City:

Country:  ▼

College:  ▼ << if in U.S. or Canada

State/Possession/Province:

Attended starting from:  /

Attended to:  /

Hours earned:

<< number credit hours, if applicable

Enter whole numbers in the box. Do NOT enter a decimal point.

Degree Earned or Expected (if applicable)

Please indicate if you have earned or will earn a degree by the time you plan to enroll.

Major/Area of Study:

<< for example, BA in History

Degree Date:  /

<< degree earned or expected

Type of Degree:  ▼

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”.

★ApplyTexas

### 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.

**School Name:**

**School Country:**

**School City:**

**School Type:**

#### Search Results

School Name	Address	City	State	Country	School Code
<input type="radio"/> DALLAS COUNTY COMMUNITY COLLEGE DISTRICT	701 ELM STREET	DALLAS	TX	UNITED STATES	8836
<input type="radio"/> DALLAS COUNTY COMM COLL CONT EDUC	701 ELM ST	DALLAS	TX	UNITED STATES	14912

## educational background

3. Please list **all** current or previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED if applicable**  
Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

### Current or Most Recent College Attended

<b>Search for College 1</b>	<input type="text" value="Find College or University 1"/>	
<b>Name of Institution:</b>	<input type="text" value="DALLAS COUNTY COMMUNITY COLLEGE"/>	
<b>College Code:</b>	<input type="text" value="8836"/>	
<b>College Location</b>		
<b>City or Country</b>	<input type="text" value="DALLAS"/>	
<b>College</b>	<input type="text" value="Texas"/>	< if in U.S. or Canada
<b>State/Possession/Province:</b>		
<b>Dates of Attendance</b>		
<b>Attended starting from:</b>	<input type="text" value="Month"/> / <input type="text" value="Year"/>	
<b>Attended to:</b>	<input type="text" value="Month"/> / <input type="text" value="Year"/>	
<b>Hours earned:</b>	<input type="text"/>	< number credit hours, if applicable
Enter whole numbers in the box. Do NOT enter a decimal point.		
<b>Degree Earned or Expected (if applicable)</b>		
Please indicate if you have earned or will earn a degree by the time you plan to enroll.		
<b>Major/Area of Study:</b>	<input type="text"/>	< for example, BA in History
<b>Degree Date:</b>	<input type="text" value="Month"/> / <input type="text" value="Year"/>	< degree earned or expected
<b>Type of Degree:</b>	<input type="text" value="Select degree type"/>	

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.

## educational background

4. Are you currently on academic suspension from the last college or university attended?

Yes  No

save changes

The last question on the educational background page is optional. Colleges and universities want this information so students should be encouraged to choose a response.

## Page 4- educational information

Questions 1 & 2 use pull-down menus to tell schools more about their academic goals.

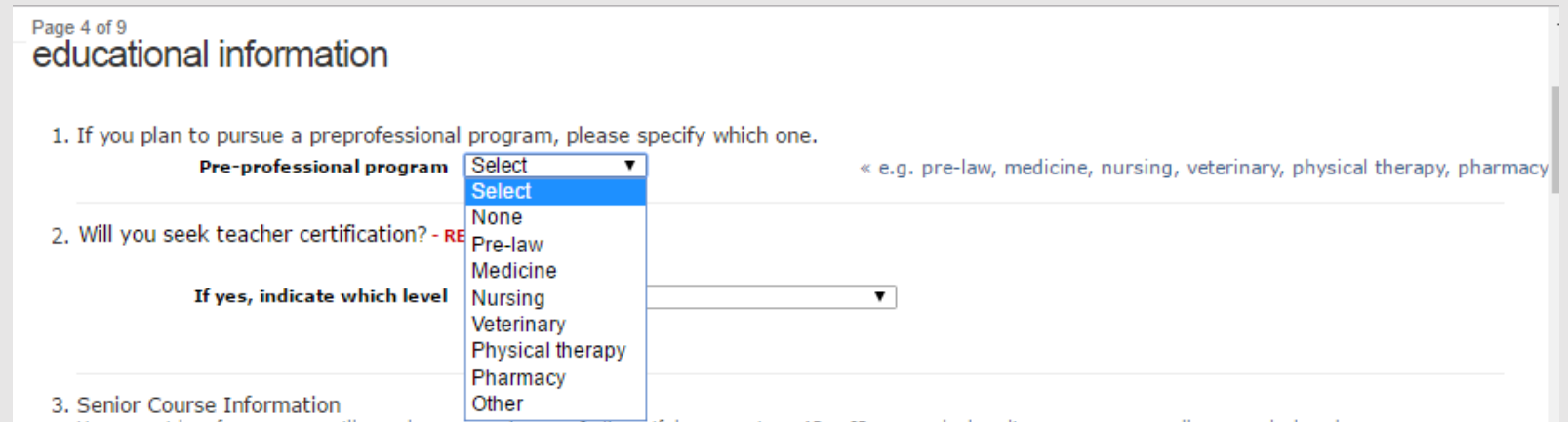
Are you planning to pursue a degree in law or in a health profession?

Page 4 of 9  
educational information

1. If you plan to pursue a preprofessional program, please specify which one.  
**Pre-professional program**  « e.g. pre-law, medicine, nursing, veterinary, physical therapy, pharmacy

2. Will you seek teacher certification? - **REQUIRED**  
**If yes, indicate which level**

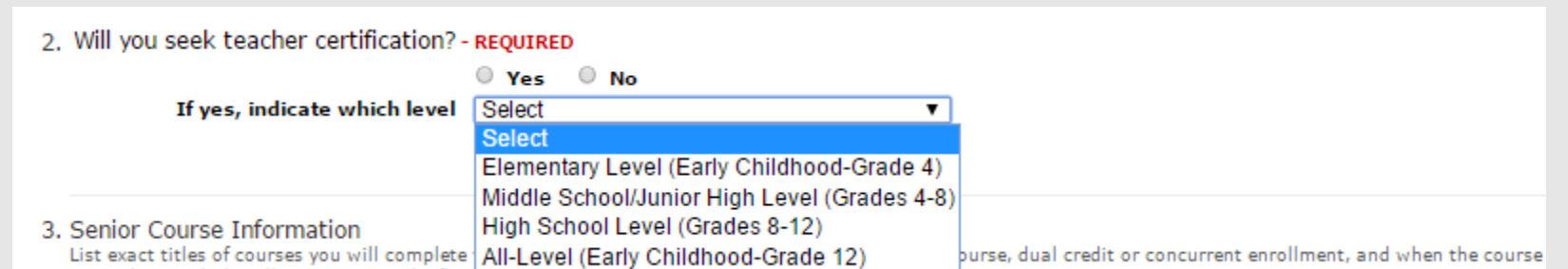
3. Senior Course Information  
List exact titles of courses you will complete



Will you seek teacher certification?

2. Will you seek teacher certification? - **REQUIRED**  
 Yes  No  
**If yes, indicate which level**

3. Senior Course Information  
List exact titles of courses you will complete



# educational information

Colleges and universities want to see the courses students are taking during the senior academic year.

### 3. Senior Course Information

List exact titles of courses you will complete your senior year. Indicate if the course is an AP or IB course, dual credit or concurrent enrollment, and when the course was taken. Include college course work, if any, you will complete during your senior year.

Example Senior Course Information.

Senior Courses	AP/IB	Dual Credit/ Concurrent Enrollment	Semester(s) Taken		**OR**	Trimester(s) Taken		
			1st	2nd		1st	2nd	3rd
Example 1: Physics	X		X	X				
Example 2: History		X				X	X	X

Senior Course Information

Senior Courses	AP/IB	Dual Credit/ Concurrent Enrollment	Semester(s) Taken		**OR**	Trimester(s) Taken		
			1st	2nd		1st	2nd	3rd
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

save changes

## Page 5- test scores

Reporting scores on ApplyTexas is optional.

The schools that require test score information want an official score report from the agency that administers the test (College Board for the SAT for example).

[biographical information](#) ✓  
[biographical information \(continued\)](#) ✓  
[educational background](#) ✓  
[educational information](#) ✓  
[test scores](#)  
residency information  
extracurricular and volunteer activities  
employment information  
custom questions for this institution

[essays](#)  
[submit](#)

### admissions tests

Check those you have taken or plan to take. Please have official test scores sent directly from the testing agency to the universities to which you apply.

ACT	<input checked="" type="checkbox"/> <b>ACT taken</b>	
Date taken or plan to take:	Month ▼ / <input type="text"/>	« 4 digit year
SAT	<input checked="" type="checkbox"/> <b>SAT taken</b>	
Date taken or plan to take:	Month ▼ / <input type="text"/>	« 4 digit year
TOEFL	<input checked="" type="checkbox"/> <b>TOEFL taken</b>	« if your native language is not English
Date taken or plan to take:	Month ▼ / <input type="text"/>	« 4 digit year
IELTS	<input checked="" type="checkbox"/> <b>IELTS taken</b>	« if your native language is not English
Date taken or plan to take:	Month ▼ / <input type="text"/>	« 4 digit year

When students check the box that a test has been taken, there are fields to enter the month and year. If students choose not to report scores on ApplyTexas, the boxes should not be checked and the page should be saved without entering any information on it.



## Page 6: residency information

Applicants will be asked if they attended a Texas public college or university in a Spring or Fall semester prior to the semester they are applying for.

residency information

[delete residency answers & start over](#)

### Residency Information

**About this section:**  
The college or university to which you are applying will use the information you provide in this section to determine your status for residency eligibility. This page will continue to reload with the questions appropriate for your particular situation. At the very end, there will be a text box for you to enter any additional information that you would like to provide. That page will be followed by a certification page where you will be asked to confirm that everything you entered was correct. It is extremely important that you take care when answering this section to provide accurate information.

During the 12 months prior to the term for which you are applying, did you attend a **public** college or university in Texas in a fall or spring term (excluding summer)? - **REQUIRED**

Yes  No

[save and continue to next question](#)

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.

# residency information

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

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

application sections and pages Page 6 of 9

[admissions](#)  
[biographical information](#) ✓  
[biographical information \(continued\)](#) ✓  
[educational background](#) ✓  
[educational information](#) ✓  
[test scores](#) ✓  
[residency information](#)  
extracurricular and volunteer activities  
employment information  
custom questions for this institution

[submit](#)

Last updated **November 03, 2017**  
[Privacy](#) [Web Accessibility](#) [FAQ](#)  
[Help/Contact](#) for app ID: 1158887

residency information delete residency answers & start over

### Residency Information

What Texas public college or university did you last attend? - **REQUIRED**

Name of Institution	Select Public University or College
	Select Public University or College
	Alvin Community College
	Amarillo College
	Angelina College
	Angelo State University
	Austin Community College
	Blinn College
	Brazosport College
	Central Texas College
	Cisco Junior College
	Clarendon College
	Coastal Bend College
	College of the Mainland
	Collin County Community College District
	Dallas County CCD - Brookhaven College
	Dallas County CCD - Cedar Valley College
	Dallas County CCD - Eastfield College
	Dallas County CCD - El Centro College
	Dallas County CCD - Mountain View College
	Dallas County CCD - North Lake College

In which terms were you last enrolled? (c

During your last semester at a Texas public college or university, did you pay nonresident (out-of-state) tuition? - **REQUIRED**

If you paid in-state tuition at your last institution or because you were a nonresident who

## residency information

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.

residency information

delete residency answers & start over

### Residency Information

**About this section:**  
The college or university to which you are applying will use the information you provide in this section to determine your status for residency eligibility. This page will continue to reload with the questions appropriate for your particular situation. At the very end, there will be a text box for you to enter any additional information that you would like to provide. That page will be followed by a certification page where you will be asked to confirm that everything you entered was correct. It is extremely important that you take care when answering this section to provide accurate information.

During the 12 months prior to the term for which you are applying, did you attend a **public** college or university in Texas in a fall or spring term (excluding summer)? - **REQUIRED**

Yes  No

save and continue to next question

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

For 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

[delete residency answers & start](#)

---

Residency Information

What Texas public college or university did you last attend? - **REQUIRED**

Name of Institution

---

In which terms were you last enrolled?(Check all that apply.) - **REQUIRED**

Spring, 2018  Fall, 2018

---

During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition? - **REQUIRED**

Resident (in-state)  
 Nonresident (out-of-state)  
 Unknown

---

If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver? - **REQUIRED**

Resident  
 Nonresident with a waiver  
 Unknown/Not applicable

[save and continue to next question](#)

## residency information

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.

Page 4 of 4  
residency information

delete residency answers & start over

### Residency Information

Of what state or country are you a resident? - **REQUIRED**  
State/possession/province or country:

Did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED? - **REQUIRED**  
 Yes  No

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? - **REQUIRED**  
 Yes  No

save and continue to next question

## residency information

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.

Page 4 of 4  
residency information

delete residency answers & start over

### Residency Information

Of what state or country are you a resident? - **REQUIRED**

State/possession/province or country:

Did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED? - **REQUIRED**

Yes  No

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? - **REQUIRED**

Yes  No

save and continue to next question

## residency information

The questions on this page are asked to determine if the student is financially independent or if parents claim the student as a dependent for tax purposes.

Based on the responses, the next set of questions will either be directed to the financially independent student personally or be asked about the student's parents.

residency information

[delete residency answers & start o](#)

---

### Residency Information

Basis of Claim to Residency

Do you file your own federal income tax as an independent tax payer? - **REQUIRED**  
(An independent tax payer should not be claimed as a dependent by another person. If you file a joint return with your spouse, answer "Yes.")

Yes  No

---

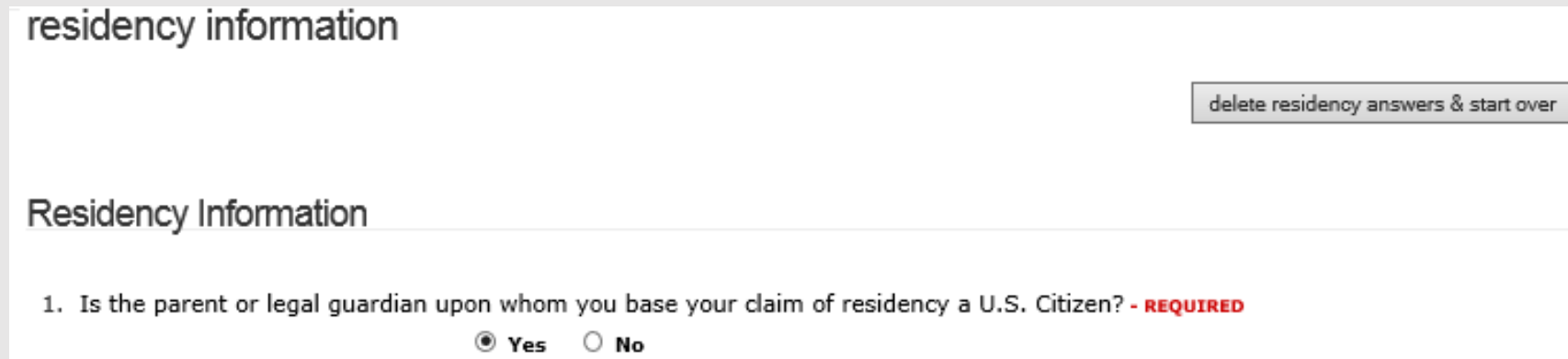
Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? - **REQUIRED**  
(To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

Yes  No

[save and continue to next question](#)

## residency information

Based on the response on the previous page, the following questions will either be directed to the financially independent applicant or the applicant's parents. (The examples that follow will be asked about the dependent student's parents.)



The screenshot shows a web form titled "residency information". At the top right of the form area is a button labeled "delete residency answers & start over". Below the title is a section header "Residency Information". The first question is "1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? - REQUIRED". Below the question are two radio button options: "Yes" (which is selected) and "No".

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

Additional questions 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 the parent submitted an application for residency 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

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? - **REQUIRED**

Yes  No

Non-U.S. Citizen parent/guardian information

a. If not, is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the U.S.?

Yes  No  Reset answer-Not Applicable

b. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected.)

Yes  No  Reset answer-Not Applicable

c. Is this parent or legal guardian a foreign national here with a [visa eligible to domicile in the United States](#) or is he/she a Refugee, Asylee, Parolee or here under Temporary Protective Status?

If so, indicate which:

## residency information

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?

2. Does this parent or legal guardian currently live in Texas? - **REQUIRED**  
If he or she is out of state due to a temporary assignment by your employer or other temporary purpose, please explain in the "General Comments" box at the end of the residency section of this application.

Yes  No

3. If your parent or legal guardian is currently living in Texas:

- a. How long has he or she been living here ?

Lived in Texas for: Years:  Months:

- b. What is your parent's or legal guardian's main purpose for being in the state?  
If for reasons other than those listed here, give an explanation in the "General Comments" box at the end of the "General Comments" box at the end of the residency section of this application.

Go to college  Establish/Maintain a home  Work Assignment

## residency information

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

**\*Do not choose “Not Applicable”.\***

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?

If the parent or legal guardian is a member of the U.S. military, use the pull-down menu to select the state of his or her military legal residence.

## residency information

The remaining questions ask about property and business ownership, employment and other financial support for the parent or legal guardian and spouse.

After answering the questions, save the page.

5. Do any of the following apply to your parent or legal guardian:

a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas?  
 Yes  No  
If yes, date acquired:  /  ← 4-digit year

b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?  
 Yes  No  
If yes, date acquired:  /  ← 4-digit year

---

6. For the past 12 months:

a. Has your parent or legal guardian been **gainfully employed** in Texas? - **REQUIRED**  
 Yes  No

b. Has your parent or legal guardian received primary support from a social service agency? - **REQUIRED**  
 Yes  No

---

7. Is your parent or legal guardian married to a person who could claim "yes" to any part of question (5) or (6)? - **REQUIRED**  
 Yes  No

a. If yes, indicate which question could be answered "yes" by your parent or legal guardian's spouse:

b. How long has your parent or legal guardian been married to the Texas Resident?  
Married to TX resident for: Years:  Months:

## residency information

If students have other information to share about their specific residency situation, the text box may be used to send additional information to the school .

This page doesn't require a response so if the text box isn't needed, save the page to continue.

residency information

delete residency answers & start over

### Residency Information

General Comments

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below.  
**A maximum of 10 lines will be sent.**

save and continue to next question

## residency information

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.

residency information

[delete residency answers & start over](#)

---

### Residency Information

**Residency Section Complete**

You have completed the residency section of this application. The answers you provided are displayed below. If you would like to delete the answers you have provided and start over, please use the button above.

After reviewing your answers, please use the [save page & continue with application](#) button at the bottom of this page to continue your application.

**Question:** Did you attend a public college or university in Texas during a fall or spring term during the 12 months prior to enrolling for the term for which you are applying?  
**Answer:** No

**Question:** Of what state or country are you a resident?  
**Answer:** TX

**Question:** Did you live in Texas the 36 months leading up to high school graduation or completion of the GED?  
**Answer:** No

[save page and continue with application](#)

## Page 7- extracurricular activities

The extracurricular activities page is now optional and schools may choose whether or not to include it on their application.

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### extracurricular and volunteer activities

Please list, **in priority order**, the clubs, teams and other organizations you have participated in throughout your high school career that indicate your special contributions, talents, honors and abilities in the areas of extracurricular activities, service and work. Include service and work done in the summer. Please spell out the names and describe the organizations in which you have participated.

We recommend saving often using the "save progress" button below the section. When you have finished the page, click the "save and complete this page" button at the bottom to continue to the next page.

Please do not enter special characters: acceptable characters are letters (a-z, A-Z), numbers (0-9), hyphen (-), apostrophe ('), period (.), ampersand (&) and forward slash (/).

Submitting a separate resume?

Please check below if you intend to submit a separate resume to us. (Separate resumes are not required.) If you do submit a separate resume, be sure to include the type of information requested below along with details about the amount of time you spent in each activity.

**Yes, I am submitting a separate resume following the format used below**

Students are not required to complete this page unless they plan to complete the ApplyTexas scholarship application. Otherwise they may check the box that they are sending a separate resume or not complete the page at all.

The colleges that include the page on their apps want this information so we don't recommend that students skip it.

## extracurricular activities

Page 7 of 9

### extracurricular and volunteer activities

Please list, **in priority order**, the clubs, teams and other organizations you have participated in throughout your high school career that indicate your special contributions, talents, honors and abilities in the areas of extracurricular activities, service and work. Include service and work done in the summer. Please spell out the names and describe the organizations in which you have participated.

We recommend saving often using the "save progress" button below the section. When you have finished the page, click the "save and complete this page" button at the bottom to continue to the next page.

Please do not enter special characters: acceptable characters are letters (a-z, A-Z), numbers (0-9), hyphen (-), apostrophe ('), period (.), ampersand (&) and forward slash (/).

#### Submitting a separate resume?

Please check below if you intend to submit a separate resume to us. (Separate resumes are not required.) If you do submit a separate resume, be sure to include the type of information requested below along with details about the amount of time you spent in each activity.

**Yes, I am submitting a separate resume following the format used below**

- Activities and awards should be listed in order of importance and should include those that are done during the summer.
- Use the “save progress” button each time an activity section is completed.
- When all activities and awards have been entered, save the page.



## extracurricular activities

The next activity will appear after you have entered information. You may enter up to ten extracurricular activities.

**Activity 1**

**Organization / Activity**

**Description**

**Activity 1 level**  
Select Level ▼  
Select Level  
NATIONAL  
STATE  
REGIONAL  
BI-DISTRICT  
DISTRICT  
CITY  
LOCAL

**Participation Details for Activity 1 (Use whole numbers only, no fractions.)**

Year	Position(s) Held	Were You Elected?	Weeks	Weeks/year
<input type="checkbox"/> Fresh/Year 1	<input type="text"/>	Select One ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Soph/Year 2	<input type="text"/>	Select One ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Junior/Year 3	<input type="text"/>	Select One ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Senior/Year 4	<input type="text"/>	Select One ▼	<input type="text"/>	<input type="text"/>

Begin by entering the name of the organization or the activity. Beneath it, give a brief description of the organization or activity, then use the pull-down menu to select the activity level.

## extracurricular activities

Under “Participation Details”, students use the check boxes to indicate which years they participated in an activity.

For each year of participation, all fields for that year must be completed.

The next activity will appear after you have entered information. You may enter up to ten extracurricular activities.

**Activity 1**

Organization / Activity

Description

Activity 1 level

Participation Details for Activity 1 (Use whole numbers only, no fractions.)

Year	Position(s) Held	Were You Elected?	Hours/week	Weeks/year
<input type="checkbox"/> Fresh/Year 1	<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Soph/Year 2	<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Junior/Year 3	<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Senior/Year 4	<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>	<input type="text"/>

“Position(s) Held” can be anything from “Participant” or “Team Member” to a title if the student was an officer or leader.

The pull-down menu is used to indicate if the position was elected or “not applicable”.

Enter the hours/week and weeks/year of activity participation.

## extracurricular activities

As soon as the student starts entering information for the first activity, fields for entering a second activity will pop up.

If the student has a second activity and begins entering information in that section, a set of fields for a third activity will pop up.

This will continue for up to ten activities.

When students have entered and saved each of their individual activities, they may ignore the next set of new activity fields and continue with the rest of the page.

The next activity will appear after you have entered information. You may enter up to ten extracurricular activities.

### Activity 1

<b>Organization / Activity</b> Student Council	<b>Activity 1 level</b> Select Level ▼
<b>Description</b> 	

Participation Details for Activity 1 (Use whole numbers only, no fractions.)

Year	Position(s) Held	Were You Elected?	Hours/week	Weeks/year
<input type="checkbox"/> Fresh/Year 1		Select One ▼		
<input type="checkbox"/> Soph/Year 2		Select One ▼		
<input type="checkbox"/> Junior/Year 3		Select One ▼		
<input type="checkbox"/> Senior/Year 4		Select One ▼		

### Activity 2

<b>Organization / Activity</b> 	<b>Activity 2 level</b> Select Level ▼
<b>Description</b> 	

Participation Details for Activity 2 (Use whole numbers only, no fractions.)

Year	Position(s) Held	Were You Elected?	Hours/week	Weeks/year
<input type="checkbox"/> Fresh/Year 1		Select One ▼		
<input type="checkbox"/> Soph/Year 2		Select One ▼		
<input type="checkbox"/> Junior/Year 3		Select One ▼		
<input type="checkbox"/> Senior/Year 4		Select One ▼		

## community or volunteer service

When students enter information about the first community service, fields for entering a second one will pop up.

A new set of fields will pop up each time a new community service activity is added and will continue for up to ten service activities.

### Community or Volunteer Service

Example Service Experience 1	
Place of Service Habitat for Humanity	Total Hours: 8
Description of Service Helped build house	From (mm/yyyy): 05 / 2013 To (mm/yyyy): 05 / 2015

Example Service Experience 2	
Place of Service Hospital Volunteer	Total Hours: 36
Description of Service Helped nurses	From (mm/yyyy): 06 / 2015 To (mm/yyyy): 09 / 2015

The next service will appear after you have entered information. You may enter up to eight community or volunteer services.

Service Experience 1	
<b>Place of Service</b> <input type="text" value="Mobile Loaves &amp; Fishes"/>	<b>Total hrs</b> <input type="text"/>
<b>Description of Service</b> <input type="text"/>	<b>From</b> <input type="text" value="Month"/> <input type="text" value="Year"/>
	<b>To</b> <input type="text" value="Month"/> / <input type="text" value="Year"/>

Service Experience 2	
<b>Place of Service</b> <input type="text"/>	<b>Total hrs</b> <input type="text"/>
<b>Description of Service</b> <input type="text"/>	<b>From</b> <input type="text" value="Month"/> <input type="text" value="Year"/>
	<b>To</b> <input type="text" value="Month"/> / <input type="text" value="Year"/>

When students have entered and saved each of their individual service activities, they may ignore the next set of new activity fields and continue with the rest of the page.

## talents, awards, & honors

This section works the same way as the other activity reporting on this page.

When students have entered and saved each of their individual awards and honors, they may ignore the next set of award fields and save the page.

### Talents, Awards, Honors

Example Talent, Award, Honor 1	
Award, Honor, Distinction Regional Qualifier (Speech)	Years: Fr So X Jr Sr
Description, Basis, Sponsor 1 of 3 chosen for regional team (UIL)	Level: REGIONAL

Example Talent, Award, Honor 2	
Award, Honor, Distinction All State Team (Captain)	Years: Fr So Jr Sr X
Description, Basis, Sponsor Varsity Letter	Level: STATE

The next talent/award/honor will appear after you have entered information. You may enter up to eight talents, awards, and honors.

Talent, Award, Honor 1	
<b>Award, Honor, Distinction</b> <input type="text" value="Regional qualifier (Speech &amp; Debate)"/>	Years <input type="checkbox"/> <u>Fr./Yr 1</u> <input type="checkbox"/> <u>So./Yr 2</u> <input type="checkbox"/> <u>Jr./Yr 3</u> <input type="checkbox"/> <u>Sr./Yr 4</u>
<b>Description, Basis, Sponsor</b> <input type="text" value="Chosen based on Lincoln Douglas debate performance"/>	Level <input type="text" value="Select Level"/>

Talent, Award, Honor 2	
<b>Award, Honor, Distinction</b> <input type="text"/>	Years <input type="checkbox"/> <u>Fr./Yr 1</u> <input type="checkbox"/> <u>So./Yr 2</u> <input type="checkbox"/> <u>Jr./Yr 3</u> <input type="checkbox"/> <u>Sr./Yr 4</u>
<b>Description, Basis, Sponsor</b> <input type="text"/>	Level <input type="text" value="Select Level"/>

## Page 8- employment, internship, summer activities

Completing this page is optional, but colleges and universities like to know more about how students spend their time when they are not involved in academics and activities.

### application sections and pages

#### [admissions](#)

[biographical information](#) ✓

[biographical information \(continued\)](#) ✓

[educational background](#) ✓

[educational information](#) ✓

[test scores](#) ✓

[residency information](#) ✓

[extracurricular and volunteer activities](#) ✓

[employment information](#)

custom questions for this institution

#### [essays](#)

#### [submit](#)

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## employment information

### Employment, Internships, Summer Activities

Your Specific Role/Job Title	Employer	Hrs per wk	From: (mm/yyyy)	To: (mm/yyyy)
Example 1: Sacked groceries	Example 1: Grocery Store	10	Jun / 2014	Aug / 2015
Example 2: Summer Intern	Example 2: Accounting Firm	20	Oct / 2015	Jan / 2016
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month ▼ / Year ▼	Month ▼ / Year ▼

save changes

## Page 9- custom questions

Page 9 of 9

### custom questions for this institution

**This page will continue to appear until all questions have been acknowledged or saved and the page has been saved.**

#### Step-by-Step Instructions

This page contains questions particular to the University and/or major to which you are applying. You must provide an answer for all REQUIRED questions and acknowledge, or save, optional questions. When all questions have been saved, save the page as a whole to continue with your application.

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 question page

Custom questions are listed on the left side of the page until they are answered and saved. Click on the title to view the complete question and to enter a response.

Custom questions that require an answer will show a “Required” message. The question may not be saved until it is answered. “Optional” custom questions do not have to be answered, but they must be acknowledged and saved.

Honors Programs – optional

APPTX offers Honors Programs at the University, College, and Departmental levels. Acceptance to some of these programs require a separate application . If you would like more information on Honors Programs, please visit our website, [www.appts.edu/honorsprograms](http://www.appts.edu/honorsprograms).

[save, acknowledge question](#)

*Save this question and remain on this page.*

Unsaved Questions	Saved Questions
<p><a href="#">Honors Programs – optional</a> – optional – <a href="#">Displayed above</a></p> <hr/> <p><a href="#">Freshman Fee Waiver</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">Other Admissions Requirements</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">FAFSA</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">Application Submission</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">Admissions Status Check</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">Changes to Applications</a> – <b>REQUIRED</b></p> <hr/> <p><a href="#">Language requirement</a> – <b>REQUIRED</b></p>	<p>No custom questions have been saved. You must save all questions before you can continue with your application.</p>



## custom question page

As custom questions are answered and saved, they will move from a list on the left side of the page to a list on the right side so that students can see how many questions remain.

Answers may be changed by clicking on the blue question title link.

After all individual questions have been answered and saved, save the page to continue with the application.

FAFSA – REQUIRED

Do you intend to complete the Free Application for Federal Student Aid (FAFSA) so that you may be awarded assistance based on financial need?

Yes, I plan to complete a FAFSA application

No, I do not plan to complete a FAFSA application

*Save this question and remain on this page.*

Unsaved Questions	Saved Questions
<a href="#">FAFSA - REQUIRED - Displayed above</a>	<a href="#">Honors Programs</a> - optional
<a href="#">Application Submission</a> - REQUIRED	<a href="#">Freshman Fee Waiver</a> - REQUIRED
<a href="#">Admissions Status Check</a> - REQUIRED	<a href="#">Other Admissions Requirements</a> - REQUIRED

Page 9 of 9  
custom questions for this institution

test60 successfully saved

*Save this question and page and continue with your application.*

Unsaved Questions	Saved Questions
All custom questions have been saved. Save this page to continue with your application.	<a href="#">Honors Programs</a> - optional
	<a href="#">Freshman Fee Waiver</a> - REQUIRED

## Essay page

Essays may be included on applications, but ApplyTexas doesn't require schools to use them.

Twenty four colleges and universities currently use ApplyTexas essays.

Institutions choose which essay topics to use and they decide whether to make writing an essay optional or required.

The screenshot displays the 'essays' section of the ApplyTexas website. It features a header 'essays' and a sub-header 'admissions application essay topics'. The page is divided into two main sections: 'REQUIRED' and 'OPTIONAL' essays. The 'REQUIRED' section includes 'Topic A' with a description of the environment and a link to 'Enter Topic A'. The 'OPTIONAL' section includes 'Topic B' and 'Topic C', each with a description and a link to 'Enter Topic B' or 'Enter Topic C'.

essays

The deadline to submit essays for this application is November 30, 2018

admissions application essay topics

**Test Univ for ApplyTexas requires applicants to write an essay for each of the following topics labeled REQUIRED.**

Topic A: **REQUIRED (no essay on file)**

What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.

[Enter Topic A](#)

**Test Univ for ApplyTexas also has optional essays. The essays below labeled "optional" are not required to complete your application but you may complete them if you choose.**

Topic B: **optional (no essay on file)**

Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.

[Enter Topic B](#)

Topic C: **optional (no essay on file)**

You've got a ticket in your hand -- Where will you go? What will you do? What will happen when you get there?

[Enter Topic C](#)

## Essay page

The current essay topics will remain the same for the Fall 2019 semester.

### Apply Texas Essay Requirements

Beginning with the Summer 2017 application	Topics will not change for 2018-2019				
Application Type	Topic A	Topic B	Topic C	Topic D	Topic E
U.S. Freshman	What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.	Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.	You've got a ticket in your hand – Where will you go? What will you do? What will happen when you get there?	Please Note: The essay in this section is specific to certain college majors and is not required by all colleges/universities that accept the Apply Texas Application. If you are not applying for a major in Architecture, Art, Art History, Design, Studio Art, Visual Art Studies/Art Education, you are not required to write this essay. Personal interaction with objects, images and spaces can be so powerful as to change the way one thinks about particular issues or topics. For your intended area of study (architecture, art history, design, studio art, visual art studies/art education), describe an experience where instruction in that area or your personal interaction with an object, image or space effected this type of change in your thinking. What did you do to act upon your new thinking and what have you done to prepare yourself for further study in this area?	
Int. Freshman	Same as above	Same as above	Same as above	Same as above	

## Essay page

Essays are saved in the essay section, but are submitted at the end of the application.

At the time of submission, students may choose to either send their essays with their admissions application or send them later and submit the admissions application without them.

Essays that are not submitted with the admissions application may be sent later using the “My Essays” box on the dashboard screen of the student’s ApplyTexas account.

Students may also choose to wait to write their essays and send them later by scrolling to the bottom of the essay page and clicking in the box, “save and acknowledge essay requirements”. When they are ready to send them, they’ll use the “My Essays” box on the dashboard screen.

## Essay page

Essays may be no longer than 120 lines of eighty characters. A character is a letter, number, punctuation mark, or space. This equates to 800 or more words, depending on the length of the words used in the essay.

We recommend that essays be written in a Word or other word processing document and then copied and pasted from the Word document into the essay text box.

ApplyTexas doesn't store essays so students should save them outside of the ApplyTexas site so that they may be used again for other schools or be available to use in the future.

## Essay page

To add an essay to an application, click on the link in blue letters to “Enter Topic \_”

admissions application essay topics

**Test Univ for ApplyTexas requires applicants to write an essay for each of the following topics labeled REQUIRED.**

Topic A: **REQUIRED (no essay on file)**

What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.

[Enter Topic A](#)

**Test Univ for ApplyTexas also has optional essays. The essays below labeled "optional" are not required to complete your application but you may complete them if you choose.**

Topic B: **optional (no essay on file)**

Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.

[Enter Topic B](#)

Topic C: **optional (no essay on file)**

You've got a ticket in your hand -- Where will you go? What will you do? What will happen when you get there?

[Enter Topic C](#)

## Essay page

Enter the essay in the text box and note the word counter above the text box.

When the essay has been added, click in the “review formatted essay” box.

**Topic A: REQUIRED**  
What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.

Words: 918

Use a plain-text editor such as Microsoft WordPad to write and SAVE your essay(s). At the time you submit your admissions application, you will have the choice to SUBMIT all saved essays with your application, or to submit each essay individually later. If you choose to submit your essays later, come back to this page by logging in to your account and selecting the "My Essays" tab.

If you are submitting your essay online, it must be no longer than 120 eighty-character lines of text (including spaces and blank lines). ApplyTexas recommends that you keep your essay to between 500 and 750 words in length. We have provided a word counter below to help you keep track.

If more than one institution to which you apply requires the same essay, you will need to submit the essay for each application that requires it in order for it to be sent to multiple institutions.

Use a plain-text editor such as Microsoft WordPad to write and SAVE your essay(s). At the time you submit your admissions application, you will have the choice to SUBMIT all saved essays with your application, or to submit each essay individually later. If you choose to submit your essays later, come back to this page by logging in to your account and selecting the "My Essays" tab.

If you are submitting your essay online, it must be no longer than 120 eighty-character lines of text (including spaces and blank lines). ApplyTexas recommends that you keep your essay to between 500 and 750 words in length. We have provided a word counter below to help you keep track.

## Essay page

Review the essay and scroll to the bottom to confirm that it is complete and correct.

When the maximum 120 lines of eighty-characters has been reached, anything more will be cut off.

There are two grey boxes at the bottom of the screen. Use them to either go back and edit the essay or save it so that it may be submitted later.

### submit essay - application for admission

**Your essay will be submitted as it appears below.**

Please review it carefully before using the "save essay" button at the bottom of the page. If your essay does not display properly, you may wish to review the [frequently asked questions about essay submission](#).

Use a plain-text editor such as Microsoft WordPad to write and SAVE your essay(s). At the time you submit your admissions application, you will have the choice to SUBMIT all saved essays with your application, or to submit each essay individually later. If you choose to submit your essays later, come back to this page by logging in to your account and selecting the "My Essays" tab.

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If more than one institution to which you apply requires the same essay, you will need to submit the essay for each application that requires it in order for it to be sent to multiple institutions.

go back and edit essay

save essay - I will submit it later



## Essay page

When the essay is saved, the student will be taken back to the essay page again so that additional essays may be attached to the application.

Click on another topic link to add another essay.

When all essays have been added, scroll to the bottom of the screen and click in the grey box to “save and acknowledge essay requirements”.

The screenshot shows a web interface for submitting essays. At the top, the word 'essays' is displayed. Below it, a grey box contains the text: 'The deadline to submit essays for this application is November 30, 2018'. Underneath, the heading 'admissions application essay topics' is shown. The main content area is divided into two sections. The first section, titled 'Test Univ for ApplyTexas requires applicants to write an essay for each of the following topics labeled REQUIRED.', contains a light blue box for 'Topic A: REQUIRED (saved -not submitted)'. This box includes the prompt: 'What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.' and a link 'Edit Topic A'. The second section, titled 'Test Univ for ApplyTexas also has optional essays. The essays below labeled "optional" are not required to complete your application but you may complete them if you choose.', contains a light blue box for 'Topic B: optional (no essay on file)'. This box includes the prompt: 'Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.' and a link 'Enter Topic B'.

## Essay page

### Essay FAQs:

1. How do I delete an essay? *Once text is entered in a text box, it can be removed, but the box cannot be empty. Highlight the essay and delete it and in its place add a message like “ See Topic B” or “No essay will be entered for this topic”. Save the changes.*
2. How do I change the way the essay looks? My formatting disappeared. *Formatting is standard for all essays and it cannot be changed. Institutions are used to the way the essays are sent and they will be able to read and evaluate them regardless of whether there are indentions for paragraphs or special characters or punctuation marks. As long as your essays say what you want them to say, there is no need to worry about the way they are formatted.*

## certification page

Students should read each of the sections about the terms and conditions of using the ApplyTexas application.

Check the boxes to acknowledge that the information has been read and is understood.

### certification of information - **REQUIRED**

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you *not* send in a printout of this page to the institution to which you are applying.

Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)

If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

## certification page

### financial aid information

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You must apply for financial aid separately. You can [apply for financial aid online](#). Contact the institution's financial aid office directly for more information.

### non-discrimination clause

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Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.

This page includes a link to the FAFSA application, <https://fafsa.ed.gov/> and a non-discrimination clause.

## certification page

Pay the  
application fee  
and the  
application will be  
ready to submit.

### application fee information

Your application fee for the Spring 2019 semester is \$ 45.00

After your online payment has been successfully processed, this application will be automatically submitted for you. You will no longer be able to edit it on this site. Please contact Test Univ for ApplyTexas for any changes after submission.

The application fee is non-refundable.

### pay your application fee - **REQUIRED**

Select your method of payment. You may pay online via ApplyTexas with a credit card or opt for a different method of payment.

Application fee method of payment:



- MasterCard
- VISA
- American Express
- Diners Club
- Discover
- Check or Money order
- I will pay Test Univ for ApplyTexas directly, outside of ApplyTexas.
- Request for fee waiver

*Most schools require specific documentation. Check the website of your chosen school for specific instructions. Please note that some institutions do not offer fee waivers. Please follow up with the institution for further information.*

For more information on payment, please visit the [payment FAQ](#).

## submission page

\*\*\*\*PLEASE READ THE MESSAGE ON THIS PAGE\*\*\*\*



You are about to submit your application for Two Year Admissions to Grayson College for Spring 2019 with application ID 242545.

Once you submit your application, you will **not** be allowed to change it in any way. We strongly recommend checking each application page again as information may not be added, edited, or corrected on ApplyTexas after submission. Please check the box to the left to confirm you are ready to submit.

You may choose not to submit this application at this time, but you must submit your application before Grayson College will receive it.

Submit Application Now

*I'll submit my application later. Go to [my applications](#) to view a list of my saved applications.*

Once an application is submitted, students will not be allowed to change it in any way on ApplyTexas. Students should review the application and be sure that it is complete and correct before it is submitted.

# Questions about the application?

Contact the application help desk, [applytexas@austin.utexas.edu](mailto:applytexas@austin.utexas.edu)

