



## Dual Credit Checklist

### Task 1 – Apply for Admission

- Apply for UNT admission through the online [ApplyTexas.org](https://applytexas.org) portal and pay the application fee upon submission. To avoid the \$15.00 late fee you will need to call (940) 565-2444 with payment information or send a check or money order to: University of North Texas, Office of Undergraduate Admissions, 1155 Union Circle #311277, Denton, TX 76203-5017. Click on the [UNT Dual Credit Application Instructions](#) for step-by-step directions.

**Need Help?** Samantha Taylor [samantha.taylor@unt.edu](mailto:samantha.taylor@unt.edu)

- New applicants will receive an automated email once their application is processed. This email will contain directions to activate their UNT account, complete with their EUID and PIN. Once students have activated their account, they can log in to my.unt.edu using their EUID and new password.

### Task 2 – Submit Appropriate Documentation

- Submit completed [UNT Dual Credit Enrollment Form](#) with your signature, along with parental and counselor signatures to [adm.app@unt.edu](mailto:adm.app@unt.edu).

**Need Help?** Samantha Taylor [samantha.taylor@unt.edu](mailto:samantha.taylor@unt.edu)

### Task 3 - Register for Classes

- Register for classes. Click on the [UNT Dual Credit Registration Instructions](#) for step-by-step directions.

**Need Help?** Margo Watson [margo.watson@unt.edu](mailto:margo.watson@unt.edu)

### Task 4 – Pay for Classes

- Make payment. Click on the [UNT Dual Credit Payment Process](#) for payment instructions.

**Need Help?** Wynnie Duarte [wynnie.duarte@unt.edu](mailto:wynnie.duarte@unt.edu)

All links and forms listed above can also be found here: <https://vpaa.unt.edu/dual-credit>