



UNT Dual Credit Application Instructions

1. Go to the ApplyTexas website at www.applytexas.org
2. Create a username and password to log in to the online application. Please record this information so that you can easily save and access your application.
3. Choose to start a new blank application.
4. Choose create a new 4 year university admissions application
5. Choose the University of North Texas (Denton) as your Target University.
6. Choose application type: Freshman, US.
7. Choose a semester of entry. (Fall or Spring Semesters)
8. Choose your first choice school: DUAL CREDIT PROGRAM
9. Leave your second choice school blank.
10. Choose your major: Dual Credit
11. Save each page of the application as you complete it.
12. The question "Freshman Housing" does not apply to Dual Credit applicants. Please click I agree and save to continue.
13. Essays are optional and not required.
14. At the end of the application, you will see a section called Pay Your Application Fee. You may **pay the fee online with a credit card** and continue to submit your application, you may select check or money order and **mail your payment**, or, if you qualify for and will **send an application fee waiver**, you may select Request for fee waiver. Any of the following may be submitted for consideration to waive an application fee:
 - College Board SAT application fee waiver (not the test fee waiver)
 - The year on the College Board waiver should match the application year in order for the waiver to be used
 - ACT application fee waiver (not the test fee waiver) that must be within 1 year of your high school graduation
 - NACAC application fee waiver that must be within 1 year of your high school graduation
 - High school counselor letters from an authorized high school counselor
 - High school counselor requests for application fee waivers submitted via the Common Application from an authorized High school counselor
15. Once you have completed your information you must click **submit my application now**. Failure to do so will prevent your application from being transmitted to the University of North Texas.

Applications submitted before 6pm will be received the next business day. Applications submitted after 6pm will be received within 2 business days. If you have any questions regarding the application, please use the ApplyTexas help menu for technical issues or call the Office of Admissions at **(940) 565-2681**.

If you would like to mail in a payment or an application fee waiver, please send it to:

University of North Texas
Office of Undergraduate Admissions
1155 Union Circle #311277
Denton, TX 76203-5017