

# Steps for completing the Apply Texas Application



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UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**



## Steps for Completing the Apply Texas Application

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Go to: <https://www.applytexas.org>

## 1. CREATE YOUR ACCOUNT INFORMATION

- Click on **Create your account now**
- Complete all items in the **My Profile** tab
  - Full, legal name (Suffix is the part of your legal name that ends with: Jr., Sr., II, III, etc. – Please leave blank if it does not apply.)
  - Date of Birth
  - Place of Birth
  - Gender
  - Ethnicity and Race
  - Current grade level
  - Are you a U.S. Citizen? (If No, please complete Non-U.S. Citizens' section)
  - E-mail address (Choose one that you use and check regularly)
  - Mailing/Permanent Address (Please leave Country Code blank)
  - Physical Address (Please complete even if this address is the same as your Mailing/Permanent Address)
  - Phone numbers (Include area code, use numbers only: no dashes, dots, or parentheses)
  - Emergency Contact
  - Password Information (Used when you login to update your application/data)
  - Password Reset Questions
- Click "Save Profile"
- You will receive your username; please record it below, along with your password, before following the instructions to continue.

NOTE: You will receive an automated e-mail titled "Your ApplyTexas Profile" to confirm your profile was submitted. This e-mail contains your Apply Texas username. This e-mail is **not** the verification that the application has been submitted. You will have **90 days** after completing your profile to submit the application online.

## 2. BEGIN YOUR APPLICATION

- Click on **My Applications** tab
- Click on **Start a New Blank application**
- Click on **Create a new 4 year university undergraduate admissions application**
- Choose **Target University** from the drop down menu
- Choose your **Application Type** from the drop down menu
- Click on Continue

## 3. SELECT A SEMESTER

- For **Semester of Entry** choose from drop down menu

**Fall 2018** (for classes beginning August 2018)

- Click on **Continue**

## 4. SELECT SCHOOL

- Choose from drop down menu
- Click on **Continue**

## 5. SELECT MAJOR

- Choose **First Choice Major** from drop down menu
- Click on **Continue To My Application**

## 6. BIOGRAPHICAL INFORMATION

- Fill out biographical information
- Click on **Save Changes**
- Answer questions about languages spoken, family income, and household size
- Click on **Save Changes**

## 7. EDUCATIONAL BACKGROUND

- Answer each set of questions with Questions 1–4 (the following are helpful hints)
- Question 1 – High School from which you expect to graduate
  - Click on Find Your High School to search for your high school
  - Enter your High School Name. The school's information will auto populate according to information in Apply Texas.
  - Enter your Expected Graduation Date: Consider your grade level as of Fall 2017. If you will be a sophomore, enter 05/2020 or 06/2020; if you will be a junior, enter 2019; if you will be a senior, enter 2018.
  - Answer home-school question (If "Yes", read instructions carefully)
- Question 2 – Answer Yes or No or click not applicable
- Question 3 – List ALL colleges or universities you have attended for Dual Credit Courses or undergraduate education. Skip this question if you have never attended any college or university.
- Question 4 – Answer Yes or No
- Click on **Save Changes**

## 8. EDUCATIONAL INFORMATION

- Question 1 – Select "none" unless this applies to you
- Question 2 – Click No unless this applies to you
- Question 3 – 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.
- Click on **Save Changes**

## 9. TEST SCORES

- If you have taken the ACT click **ACT Taken** and input the date it was taken.
- If you have taken the SAT click **SAT Taken** and input the date it was taken.
- Click **Save Changes**

## 10. RESIDENCY INFORMATION

- Answer **Yes** or **No** to attending a public college or university in Texas question
- Click **Save and Continue to next question**
- Choose your state of residency
- Answer **Yes** or **No** for Texas Residency questions
- Click on **Save and Continue to next Question**
- Review Residency answers then click **Save Page and Continue with Application**

## 11. EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

- List in priority order the clubs, teams and other organizations you have participated in throughout high school.
- Include service and work done in the summer
  - Enter the **organization/activity**
  - Enter a **description**
  - Click on the years in high school that you participated
  - List any positions you've had
  - Select which level this activity was at
  - Enter the amount of time spent on this activity in a certain amount of weeks.
- Community or Volunteer Service

- Enter **Place of Service**
- Enter a **Description of Service**
- Enter **Total hrs.** worked and the date started and ended
- Talents, Awards, Honors
  - Enter the **Award, Honor, and Distinction**
  - Enter **Description, Basis, Sponsor**
  - Click which years you received this honor
  - Select which **level** it was at
  - Click on **Save Changes**

## 12. EMPLOYMENT INFORMATION

- Enter the **Specific Role/Job Title**
- Enter the **Employer**
- Enter how many **hrs. Per week**
- Select the begin and end dates
- Click on **Save Changes**

## 13. CUSTOM QUESTIONS FOR THIS INSTITUTION

- Answer all required questions particular to the university
- Save the individual answers and once they are completed click **Save, Acknowledge Question**
- Click **Save and Complete This Page**

## 14. SUBMIT

- Read all certification information and check mark the boxes.
- After reading and answering all questions, continue with the payment process, or click **request a fee waiver**.