



Counselors/ Adv. Acad. Coordinators/Go Center Specialist/ Teachers: In preparation for a successful ApplyTexas Workshop

CHECKLIST

- ☐ Students will need their official school record names and addresses. Once transcripts are received, the system matches these two fields to link the transcript to the application.
- ☐ Students that have taken Dual Credit, AP, or TSIA, have an ApplyTexas account. Please have students log into their accounts on **www.applytexas.org** and ask them to secure their login credentials before the day of your ApplyTexas Workshop. This will save valuable time.
- ☐ Please ask students to save this **Instruction Sheet** for future reference.
- ☐ Please share this **ApplyTexas Parent Questionnaire** with your students. Students will need to answer the questions on ApplyTexas to successfully finish and submit their applications.
- ☐ Remind students of the items they need to have in place prior to their ApplyTexas Workshop: Login Credentials and ApplyTexas Parent Questionnaire answers.
- ☐ ApplyTexas contacts: Please submit this **ApplyTexas Event Schedule** two weeks prior to the ApplyTexas Workshop at your high school.

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Application Steps

FULL NAME: _____

ADDRESS: _____

SCHOOL ID: _____ HS: _____

DATE OF BIRTH: _____

GRADE LEVEL: _____ DATE: _____

Use the space below to keep a record of
your ApplyTexas login credentials.

USERNAME: _____
System generated after STEP 1

PREFERRED EMAIL: _____

UTEP APPLICATION ID: _____
System generated after STEP 8

EPCC APPLICATION ID: _____
System generated after STEP 8

OTHER APPLICATION ID: _____
System generated after STEP 8

1

Go to www.applytexas.org and click **Create Your Account Now**. Please complete your profile. Create your password (must be 8-12 letters long, must contain one number and cannot contain any spaces) and click on **Save Profile** at the bottom of the page. Your username will be provided once you click on save profile. Note: Your username is your email.

2

An email was sent to you. Open the email now and click on the link provided.

3

You are now on the ApplyTexas email verification page. Type in your email and continue.

4

You now have your username and password and will need to Log in to start a college application.

5

Click on Create a new application on the My Applications tab. A Start a new blank application box will open.

6

Select the best option for you.

7

Click the arrow to find your target institution and select it.

8

Application Type: Select the best option for you and click on **Continue**.

9

Select the semester you are applying for and click **Continue**.

10

Select the major you intend to pursue and click **Continue**.

11

Application checklist page, click on **Continue to My Application**.

12

Note that your biographical information has been auto filled. Fill out all the **REQUIRED** fields and click on **Save Changes**.

13

When you are finished click **Submit Application Now**.

14

You have successfully submitted your application page will be displayed.

15

Click on **Copy this Application to Another School** if you are ready to apply to another institution and repeat steps 7-13.

16

Log Out when you have completed your application.

Question 12 Emergency Contact

Title (select one): ☐ MR, ☐ MS, ☐ MRS, ☐ MISS, ☐ DR

Full Name _____ Phone Number _____

Street Address _____ Email address _____

Question 14 Family Education

➤ Parent/ Guardian (1): Level of education (check one):

☐ No high school ☐ Some highschool, no diploma ☐ High school diploma or GED

☐ Some College ☐ Assoc./Two-year degree ☐ Bachelors Four-year Degree

☐ Graduate/Professional Degree ☐ Unknown or not applicable

• Relationship to the student (circle one):

☐ Mother ☐ Father ☐ Stepmother ☐ Stepfather ☐ Guardian ☐ Other ☐ Adult

➤ Parent/ Guardian (2): Level of education (check one):

☐ No high school ☐ Some highschool, no diploma ☐ High school diploma or GED

☐ Some College ☐ Assoc./Two-year degree ☐ Bachelors Four-year Degree

☐ Graduate/Professional Degree ☐ Unknown or not applicable

• Relationship to the student (circle one):

☐ Mother ☐ Father ☐ Stepmother ☐ Stepfather ☐ Guardian ☐ Other ☐ Adult

Section 2 Question 3 Household size

How many people in your household? _____

(Count everyone living in your home; include brothers and sisters away at college)