

Steps for Apply Texas Application – Southwest Texas College



SOUTHWEST
TEXAS ★ COLLEGE

Creating an Account on Apply Texas

1. Go to www.applytexas.org
2. Click on **Create a free account**.
3. Scroll down and click on **New User? Create an Account** link under the Sign in button.
4. Create an account by entering your personal email and select **Get code**. Check email for code and enter it below email address. Click **verify code**. Then, enter your **first name, last name, date of birth and create a password**. (*Pay special attention to special instruction for password.*) Then, click **Create Account**.
5. You should see the **Welcome to ApplyTexas** screen and your account had been created.

PART ONE

Core Questions

Edit your high school status – 3 pages

6. Scroll down to the welcome screen and click on **Find the right application**.
7. Answer the question, “Are you currently in high school or middle school” - ANSWER: **YES**
8. Answer the question, “Do you plant to apply to an undergraduate program, dual credit program, or both? - ANSWER: **Dual Credit (e.g taking college courses for credit while in high school)**
9. Click **Next**
10. Answer the question, “Are you a U.S. Citizen?” If yes, answer question and then click **Next**

If no, answer additional questions and the click **Next**

Complete Core Questions, About You – 6 steps

11. Scroll down on the page and click on **Start Core Questions**
12. Review “Here’s What to Expect” and “Documents You Might Need”, then click **Next**
13. Enter information about Your Name, checkmark the box to confirm your name, then click **Next**
14. Enter information about your Contact, click **Validate Address**. Select **Recommended (USPS verified account)** and click **confirm**. Answer additional address questions.
15. Under **Email Address**, if high school email was used to create the account, select **NO** and insert your personal email address.
16. Enter information about Phone numbers and/or alternate phone, then click **Next**
17. Enter information about your Background to include your date of birth, place of birth, gender, race and ethnicity, citizenship information, Social Security Number (**If you need this, ask your counselor/parent**), residency questions, and then click **Next**.
18. Answer questions about Military status, then click **Next**
19. Answer questions about Foster care, then click **Next**
20. Enter information about other languages that you speak, other than English. Click + Add language, if this applies to you, then click **Next**.

Complete Core Questions, Household – 4 steps

21. Review “Here’s what to expect” and “documents you might need”, then click **Next**
22. Enter information about parent or guardian, by click on **+Add parent or guardian**. Complete all required information.
23. Enter Gross income, then click **Next**
24. Answer question about Emergency contact. This can be your parent/guardian or another person. Complete all required information. Then, click **Next**
25. Answer Texas residency question, and other questions related to residency, then click **Next**
26. Answer questions about Family obligations, then click **Next**

Complete Core Questions, Education and testing – 4 steps

27. Review “Here’s what to expect” and “documents you might need”, then click **Next**
28. Enter High school information by typing, ‘**Your High School Name**’, and then select it from the drop-down menu.
29. Enter expected graduation date – 06/01/**xxxx (of your graduation year)** or ask counselor
30. Answer GED question – **NO**, then click **Next**
31. Answer questions about College history
 - a. Have you even taken any college courses? - **NO**
 - b. Are you a freshman with previous college credit hours? - **NO**
 - c. Did you take a tech prep course or courses for college credit? - **NO**
32. Answer questions about Future college/university plans
 - a. Please indicate on what basis you are seeking admission – **Dual credit (receiving both high school and college credit)**
 - b. Please indicate the primary reason for attending classes at this college – **Earn a degree**
33. Click **Next** on the Advanced certifications screen
34. Answer questions about:
 - a. TOEFL exam – **NO**
 - b. IELTS exam – **NO**
35. Click **Next** after answering questions about entrance exams.

Complete Core Questions, Activities and achievements – 4 steps

36. Review “Here’s what to expect” and “documents you might need”, then click **Next**
37. Click **Next** under Extracurricular (no need to enter them at this time)
38. Click **Next** under Volunteer activities (no need to enter them at this time)
39. Click **Next** under Awards and honors (no need to enter them at this time)

PART TWO

Search for schools

40. Select **Search for schools**
41. Under School Search, select Upcoming Semester, select “**Dual Credit**”, start to type in the Search school box – **Southwest Texas College**, and then select the name from the drop-down menu.
42. Scroll down on the college profile, and click on **View details**.
43. Click on **Start your application**
44. Scroll down and click on **Next**
45. Under majors, please select – **Associate of Arts General Studies** – in the drop-down menu, then select **Next**
46. Under school-required questions, select the **high school** you will be attending
For Financial Responsibility, select **Yes, I read the student Financial Responsibility**
For Residence County, answer based on county you will be residing in.
47. Under essays, click on **Next**
48. Review application, must have all **green** checkmarks, then click **Next**
49. Click the box next to ApplyTexas Terms of Service and Data Privacy Policy
50. Click the box next to Requirement and Important Information about Bacterial Meningitis
51. Choose YES or NO for Consent to be Contacted by the Texas Higher Education Coordination Board, then click **Next**.
52. Read and check the box by “If I am denied admission...”, then click **Next**
53. Click on the box that explain the \$0 application fee – then click **Submit**
54. If you return to your Dashboard, you should see **Congratulations your application was submitted!** You are done! (To find application ID, click the **blue arrow** next to Southwest Texas College or check your personal email)