Completing the ApplyTexas Application for a 4-year institution 2018-2019
The ApplyTexas Application Website: https://www.applytexas.org

Log in to the site with your username and the password you created on your profile.

If you need help with your username or password, click on the “Problems logging in? Click here” link to use the site to find your log in credentials.
The first screen you’ll see after logging in will be “My Account Dashboard-Application Listing”, your homepage for ApplyTexas.

From this screen, you may access your profile, applications, and essays.

The links on the dark blue bar at the top of the dashboard screen are used to navigate to other areas of the site. College and university information and instructions for completing each of the application types can be found here.
To begin a new application, click on the “Start a New Blank Application” tab or on the link to “Create a new application now”.
If you’re not sure which type of application to create, click on the blue links to learn about the different application types.
ApplyTexas offers 8 different admission application types and one scholarship application.

Most high school students will use either the 2-Year application to apply to community colleges or the 4-Year Freshman application to apply to colleges and universities that grant undergraduate degrees.
Students who want to apply to a college that awards undergraduate degrees after completing four years of academic instruction should use the 4-Year application.
When applying to a 4-year institution, first select the target college or university and then choose the application type.
After selecting the institution, students may see a question asking if the application is being used to apply for Dual Credit or Concurrent Enrollment.

This is an optional message so institutions choose whether to include it on their application, but students should answer this question if it is present.
Use the pull-down menu to select a semester of entry.
Note If the school offers more than one deadline, they will be listed as soon as the semester is chosen. Student should select the appropriate deadline to use.
After selecting a semester, students may be asked to choose a field of study.

In the example above, Test University requires that a first and second choice area of study be chosen before a major may be selected.
When “School/College” fields of study are chosen, only majors within those fields will be displayed on the major selection screen.
ApplyTexas allows institutions to organize their programs and majors in a variety of ways so students may see different ways of selecting a major on different school apps. Some institutions don’t use the school/college screen so students may choose from their entire list of majors.
After students select a major, the next screen displays the application pages and page descriptions.

Topic prompts will also be listed if the institution uses ApplyTexas essays.

This application for Test University has nine pages. The extracurricular activities, awards & honors, and employment information pages are optional for 4-year applications and this institution has chosen to use them.
Click on “continue to my application” to advance to the first page of the application.
Things to note on page 1:

Your major choice is shown on this page and there is a link below it to use if you decide to change the major selected.

*The pages of the application are listed on the left side of the screen. Use the links to navigate back and forth through the pages.*
Institutions need Social Security numbers to comply with state law so it is highly recommended that students enter a number if they have one. It will slow the processing of the application if the school has to contact the student for the information.

Social Security numbers are not required in order to use the ApplyTexas application. Students who do not have a number should leave the fields blank.
biographical information

Date of birth and full legal name are auto-filled from the information entered on the account profile.
If students have other names on official documents, the names must be listed so that all information can be merged in one admissions account at the school.

Place of birth has been auto-filled from the information entered on the account profile.
biographical information

Students who are U.S citizens should select “yes” and continue to the next question.
Non-U.S. citizens will be asked additional questions to determine whether they qualify for Texas residency. Students whose responses do not meet Texas residency requirements will be instructed to use the International application.
Students who are not affiliated with a current or former member of the U.S. military may skip this question.

Those with military affiliations should select all of the choices applicable to them.
The permanent address is auto-filled from the information entered on the profile.

The physical address section does not have to be completed if it is the same as the permanent address.
biographical information

Phone Numbers and Emergency Contact information are auto-filled from the information entered on the profile.

<table>
<thead>
<tr>
<th>10. Phone Numbers:</th>
<th>11. Emergency Contact: - REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Phone:</td>
<td>Title:</td>
</tr>
<tr>
<td>Required</td>
<td>First Name:</td>
</tr>
<tr>
<td>117123456789</td>
<td>Last Name:</td>
</tr>
<tr>
<td>International Preferred Phone:</td>
<td></td>
</tr>
<tr>
<td>Country Code:</td>
<td>DAD</td>
</tr>
<tr>
<td>Preferred Phone Type: - REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Cell:</td>
<td>HELPER</td>
</tr>
<tr>
<td>Alternate Phone:</td>
<td>Title:</td>
</tr>
<tr>
<td>114123456789</td>
<td>First Name:</td>
</tr>
<tr>
<td>International Alternate Phone:</td>
<td></td>
</tr>
<tr>
<td>Country Code:</td>
<td>DAD</td>
</tr>
<tr>
<td>Alternate Phone Type:</td>
<td></td>
</tr>
<tr>
<td>Work:</td>
<td>Last Name:</td>
</tr>
</tbody>
</table>

* international phone numbers only

* numbers only

* international phone numbers only

* for U.S. or Canadian addresses only

* Please re-type emergency contact email
biographical information

The email address is auto-filled from the profile.

Please make sure that the address is correct as institutions will use it to communicate with you.
Pull-down menus are used to select the education level and relationship for parents/guardians.

- Parent 1 and Parent 2 educational level pull-down menus allow students to enter educational information for up to two parents or guardians.
- Parent 2’s relationship adds an additional choice of “Unknown or not applicable”
The “Ethnicity and Race” and “Gender” questions are optional so a response is not required, but institutions want to receive the information. Students should select responses unless they prefer not to include the information on their applications.
When the page is completed, click on the “save changes” button.

Note the messages found at the bottom of the screen:

• Applications that are saved, but not worked on again or submitted within 180 days are subject to deletion.

• Once the first page of the application is saved, the institution will have access to the application and may contact students.

• Students may return to their applications to finish them later and may make changes to it at any time before it is submitted.
When page one is saved, a box will pop up on the screen asking for an apartment number or for verification that the permanent address shown is correct. If the apartment number box is checked, students are returned to the Permanent Address section to enter the number.

Enter the apartment number and save the page again.
If students check the box on the previous screen that they do not have an apartment number and that their permanent address is correct as written, they may be asked to enter their county of residence if the address is in Texas.

The county is selected from the alphabetical list of all Texas counties.
The last thing to do on page one is to confirm that the name and date of birth have been saved correctly by checking a confirmation box.

After the box is checked, click on “save page” to advance to page two.
Some questions on this page are not marked as “Required”, but institutions want and use this information so please include answers to all questions.
Students are first asked if they will have college credit hours when they begin at the school they’re applying to.

Students then use the school search tool, “Find Your High School”, to enter high school information.

*Students should not enter information manually in this section*
Enter part or all of the high school name in the school name field and submit the search.

There is no need to enter a school country or city for U.S. high schools.
The next screen will display a list of schools matching the search.

Find the school and click in the radio button next to the school name.

If students don’t find their school on the list, they should try using the search again, adding the school city and the country if the school isn’t in the U.S.

If they still don’t find their school, they should scroll to the bottom of the list and select “school not found”.

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**Educational Background**

The next screen will display a list of schools matching the search.

Find the school and click in the radio button next to the school name.

If students don’t find their school on the list, they should try using the search again, adding the school city and the country if the school isn’t in the U.S.

If they still don’t find their school, they should scroll to the bottom of the list and select “school not found”.

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**ApplyTexas School Search**

Search by School Name, City, State, Country

**Search Tips**

- For the fastest search, enter only the school name.
- Adding the city will limit the list when searching for common school names or larger geographic areas.
- To search for all the schools in a particular city or country, leave the school name field blank.
- Entering information in all fields isn’t necessary and will limit the results to only schools that match the criteria.

**School Name:**
- Plano

**School City:**
- Plano

**School Type:**
- High School/Secondary School

**Search Results**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plano East Senior High School</td>
<td>3000 Loh Rd 5 Blvd</td>
<td>Plano</td>
<td>TX</td>
<td>United States</td>
<td>2445369</td>
</tr>
<tr>
<td>Plano ESD Academy High School</td>
<td>1701 Alma Dr</td>
<td>Plano</td>
<td>TX</td>
<td>United States</td>
<td>2445282</td>
</tr>
<tr>
<td>Plano Senior High School</td>
<td>2200 Independence Pkwy</td>
<td>Plano</td>
<td>TX</td>
<td>United States</td>
<td>24445545</td>
</tr>
<tr>
<td>Plano West Senior High School</td>
<td>5601 W Parker</td>
<td>Plano</td>
<td>TX</td>
<td>United States</td>
<td>2443573</td>
</tr>
<tr>
<td>Plaquemine High School</td>
<td>55555 Belleview Dr</td>
<td>Plaquemine</td>
<td>LA</td>
<td>United States</td>
<td>2192590</td>
</tr>
<tr>
<td>Plainfield North High School</td>
<td>12320 S 248TH Ave</td>
<td>Plainfield</td>
<td>IL</td>
<td>United States</td>
<td>21452497</td>
</tr>
<tr>
<td>Plainview Academy</td>
<td>12345 24TH Ave</td>
<td>Plainview</td>
<td>LA</td>
<td>United States</td>
<td>2152273</td>
</tr>
<tr>
<td>Plauchenville High School</td>
<td>34567 25TH St</td>
<td>Plauchenville</td>
<td>LA</td>
<td>United States</td>
<td>2152400</td>
</tr>
</tbody>
</table>

**School not found (school name searched for: Plano)**

- School not found
The school name, code, city, and state will auto-fill from the search tool.

The pull-down menus are used to select the month and year of graduation.

When students have attended more than one high school, they should use the check box below the graduation date to add additional schools.
Home-schooled students will enter “Home School” in the school search tool.

**ApplyTexas School Search**

Search by School Name, City, State, Country

**Search tips:**
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- Adding the city will limit the list when searching for common school names or larger geographic areas.
- To search for all the schools in a particular city or country, leave the school name field blank.
- Entering information in all fields isn’t necessary and will limit the results to only schools that match the criteria.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>home school</td>
</tr>
<tr>
<td>School Country</td>
<td>Select One</td>
</tr>
<tr>
<td>School City</td>
<td></td>
</tr>
<tr>
<td>School Type</td>
<td>High School/Secondary School</td>
</tr>
</tbody>
</table>
Home Schooled Students:

If the student lived in Texas while being home-schooled, the first entry that shows “TX” in the state field should be chosen.

The second “Home Schooled” entry will be used by students who were not Texas residents while in high school.
ApplyTexas also uses the “Home Schooled” entry for students who completed high school coursework using any type of online curriculum.

Students who graduated with an International Baccalaureate diploma will indicate this in the high school information section.
Students who completed high school using the GED or other high school equivalency program will enter the version that was taken (English or Spanish), the state where the test certification was received, and the date the certification was completed.

Students who did not take the GED or other equivalency exam should skip this question.
Students who have college or university credit are required to answer the question about previous college attendance. Dual credit college information will be reported here.

Students who have not attended a college or university may skip this question and section.
To add a college or university, use the search tool, “Find College or University”.

Enter the first few words of the school name and submit the search.

The next screen will display a list of schools matching the search.

Find the school and click in the radio button next to the school name.

When students don’t find their school, they should scroll to the bottom of the list and select “school not found”.

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ApplyTexas School Search

Search by School Name, City, State, Country

Search tips:
- For the fastest search, enter only the school name.
- Adding the city will limit the list when searching for common school names or larger geographic areas.
- To search for all the schools in a particular city or country, leave the school name field blank.
- Entering information in all fields isn’t necessary and will limit the results to only schools that match the criteria.

School Name: 
School Country: Select One
School City: 
School Type: College/University|Two Year Institution

Submit

Search Results

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DALLAS COUNTY COMMUNITY COLLEGE DISTRICT</td>
<td>701 ELM STREET</td>
<td>DALLAS</td>
<td>TX</td>
<td>UNITED STATES</td>
<td>8886</td>
</tr>
<tr>
<td>DALLAS COUNTY COMM COLLEGE CONT EDUC</td>
<td>701 ELM ST</td>
<td>DALLAS</td>
<td>TX</td>
<td>UNITED STATES</td>
<td>14512</td>
</tr>
</tbody>
</table>
## Educational Background

Enter the dates of attendance and hours of credit earned.

Major area of study, degree date, and type of degree aren’t required if a degree wasn’t completed at the college.
The last question on the educational background page is optional. Colleges and universities want this information so students should be encouraged to choose a response.
Questions 1 & 2 use pull-down menus to tell schools more about their academic goals.

Are you planning to pursue a degree in law or in a health profession?

Will you seek teacher certification?
Colleges and universities want to see the courses students are taking during the senior academic year.

### 3. Senior Course Information

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.

<table>
<thead>
<tr>
<th>Senior Courses</th>
<th>AP/IB</th>
<th>Dual Credit/Concurrent Enrollment</th>
<th>Semester(s) Taken</th>
<th><strong>OR</strong></th>
<th>Trimester(s) Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1: Physics</td>
<td>X</td>
<td></td>
<td>1st X 2nd X</td>
<td></td>
<td>1st X 2nd 3rd X</td>
</tr>
<tr>
<td>Example 2: History</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Senior Course Information Form](image-url)
Reporting scores on ApplyTexas is optional. The schools that require test score information want an official score report from the agency that administers the test (College Board for the SAT for example).

<table>
<thead>
<tr>
<th>Test</th>
<th>Date taken or plan to take: Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IELTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When students check the box that a test has been taken, there are fields to enter the month and year. If students choose not to report scores on ApplyTexas, the boxes should not be checked and the page should be saved without entering any information on it.
Applicants will be asked if they attended a Texas public college or university in a Spring or Fall semester prior to the semester they are applying for.

If the answer is “no”, that they didn’t attend a public institution in either a Spring or Fall semester prior to the one they’re applying for, they’ll advance to the next residency question.
Please note that the question applies to public colleges and universities only.

Private institutions will not appear on the institution drop-down menu.
Applicants who answered “yes”, that they attended a Texas public college or university in the previous Fall or Spring will be asked additional questions about the school they attended.

Note that the question asks about public institutions only. If the student attended a private college or university, the answer should be “no”.

Residency Information:

About this section:
The college or university to which you are applying will use the information you provide in this section to determine your status for residency eligibility. This page will continue to refocus with the questions appropriate for your particular situation. At the very end, there will be a text box for you to enter any additional information that you would like to provide. That page will be followed by a certification page where you will be asked to confirm that everything you entered was correct. It is extremely important that you take care when answering this section to provide accurate information.

During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term (excluding summer)? - REQUIRED

☐ Yes  ☐ No

Save and continue to next question
residency information

For students who attended a Texas public college or university:

- Select the school from the pull-down menu.
- Check the boxes for the semesters attended.
- Indicate whether tuition paid was in-state as a Texas resident or if a waiver was used.
Students who choose Texas as their state of residency and can answer “yes” to the two questions on this page will not have to answer any other residency questions. They may save the page and advance to the next section of the application.
residency information

Students who are not a Texas resident or answer “no” to either of the other two questions on this page will be asked additional residency questions.
The questions on this page are asked to determine if the student is financially independent or if parents claim the student as a dependent for tax purposes.

Based on the responses, the next set of questions will either be directed to the financially independent student personally or be asked about the student’s parents.
Based on the response on the previous page, the following questions will either be directed to the financially independent applicant or the applicant’s parents. (The examples that follow will be asked about the dependent student’s parents.)

If the parent or legal guardian is a U.S. citizen, answer “yes” and go on to the next question.

If the parent/legal guardian is not a U.S. citizen, a box will pop up asking additional questions.
residency information

Additional questions if the parent is not a U.S. Citizen:

Does the parent or legal guardian hold Permanent Residency status?

If the parent/legal guardian is not a Permanent Resident, has the parent submitted an application for residency and is it under review?

If the parent/legal guardian is a foreign national, how is he or she able to live in the U.S.?

![Residency Information Table]

<table>
<thead>
<tr>
<th>Residency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? - REQUIRED</td>
</tr>
<tr>
<td>□ Yes   □ No</td>
</tr>
<tr>
<td>Non-U.S. Citizen parent/guardian information</td>
</tr>
<tr>
<td>a. If not, is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the U.S.?</td>
</tr>
<tr>
<td>□ Yes   □ No</td>
</tr>
<tr>
<td>b. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected.)</td>
</tr>
<tr>
<td>□ Yes   □ No</td>
</tr>
<tr>
<td>c. Is this parent or legal guardian a foreign national here with a visa eligible to domicile in the United States or is he/she a Refugee, Asylee, Parolee or here under Temporary Protective Status?</td>
</tr>
<tr>
<td>If so, indicate which:</td>
</tr>
</tbody>
</table>
Does the parent or legal guardian currently live in Texas?

If the parent/legal guardian currently lives in Texas:

• How long has he or she lived here?

• What brought them to Texas?
residency information

If the parent or legal guardian is not in the U.S. military, skip this question.

*Do not choose “Not Applicable”.*

If the parent or legal guardian is a member of the U.S. military, use the pull-down menu to select the state of his or her military legal residence.

4. If your parent or legal guardian is a member of the U.S. military:
   a. Is Texas his or her Home of Record?
      ○ Yes  ○ No  ○ Reset answer—Not Applicable
   b. What state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement?
      Select one

The remaining questions ask about property and business ownership, employment and other financial support for the parent or legal guardian and spouse.

After answering the questions, save the page.
If students have other information to share about their specific residency situation, the text box may be used to send additional information to the school.

This page doesn’t require a response so if the text box isn’t needed, save the page to continue.
residency information

The last page of the residency section recaps the student’s residency responses. To make changes, click in the grey box at the top right of the screen to delete all responses and start the section again. When all responses have been reviewed and are correct, save the page.
Students are not required to complete this page unless they plan to complete the ApplyTexas scholarship application. Otherwise they may check the box that they are sending a separate resume or not complete the page at all.

The colleges that include the page on their apps want this information so we don’t recommend that students skip it.
• Activities and awards should be listed in order of importance and should include those that are done during the summer.
• Use the “save progress” button each time an activity section is completed.
• When all activities and awards have been entered, save the page.
extracurricular activities

Begin by entering the name of the organization or the activity. Beneath it, give a brief description of the organization or activity, then use the pull-down menu to select the activity level.
extracurricular activities

Under “Participation Details”, students use the check boxes to indicate which years they participated in an activity.

For each year of participation, all fields for that year must be completed.

“Position(s) Held” can be anything from “Participant” or “Team Member” to a title if the student was an officer or leader.

The pull-down menu is used to indicate if the position was elected or “not applicable”.

Enter the hours/week and weeks/year of activity participation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Position(s) Held</th>
<th>Were You Elected?</th>
<th>Hours/week</th>
<th>Weeks/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh/Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soph/Year 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior/Year 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The next activity will appear after you have entered information. You may enter up to ten extracurricular activities.
As soon as the student starts entering information for the first activity, fields for entering a second activity will pop up.

If the student has a second activity and begins entering information in that section, a set of fields for a third activity will pop up.

This will continue for up to ten activities.

When students have entered and saved each of their individual activities, they may ignore the next set of new activity fields and continue with the rest of the page.
community or volunteer service

When students enter information about the first community service, fields for entering a second one will pop up.

A new set of fields will pop up each time a new community service activity is added and will continue for up to ten service activities.

When students have entered and saved each of their individual service activities, they may ignore the next set of new activity fields and continue with the rest of the page.
talents, awards, & honors

This section works the same way as the other activity reporting on this page.

When students have entered and saved each of their individual awards and honors, they may ignore the next set of award fields and save the page.
Completing this page is optional, but colleges and universities like to know more about how students spend their time when they are not involved in academics and activities.
Each institution may add custom questions that are specific to their school.

Custom questions may be asked of all students who apply or may be added to a specific major or group of majors.
Custom questions are listed on the left side of the page until they are answered and saved. Click on the title to view the complete question and to enter a response.

Custom questions that require an answer will show a “Required” message. The question may not be saved until it is answered. “Optional” custom questions do not have to be answered, but they must be acknowledged and saved.
custom question page

As custom questions are answered and saved, they will move from a list on the left side of the page to a list on the right side so that students can see how many questions remain.

Answers may be changed by clicking on the blue question title link.

After all individual questions have been answered and saved, save the page to continue with the application.
Essays may be included on applications, but ApplyTexas doesn’t require schools to use them.

Twenty four colleges and universities currently use ApplyTexas essays.

Institutions choose which essay topics to use and they decide whether to make writing an essay optional or required.
The current essay topics will remain the same for the Fall 2019 semester.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Topic A</th>
<th>Topic B</th>
<th>Topic C</th>
<th>Topic D</th>
<th>Topic E</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Freshman</td>
<td>What was the environment in which you were raised? Describe your family, home, neighborhood, or community, and explain how it has shaped you as a person.</td>
<td>Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.</td>
<td>You've got a ticket in your hand – Where will you go? What will happen when you get there?</td>
<td>Please Note: The essay in this section is specific to certain college majors and is not required by all colleges/Departments that accept the Apply Texas Application. If you are not applying for a major in Architecture, Art, Art History, Design, Studio Art, Visual Art Studies/Art Education, you are not required to write this essay. Personal interaction with objects, images and spaces can be so powerful as to change the way one thinks about particular issues or topics. For your intended area of study (architecture, art history, design, studio art, visual art studies/art education), describe an experience where instruction in that area or your personal interaction with an object, image or space affected this type of change in your thinking. What did you do to act upon your new thinking and what have you done to prepare yourself for further study in this area?</td>
<td></td>
</tr>
<tr>
<td>Int. Freshman</td>
<td>Same as above</td>
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</table>
Essays are saved in the essay section, but are submitted at the end of the application.

At the time of submission, students may choose to either send their essays with their admissions application or send them later and submit the admissions application without them.

Essays that are not submitted with the admissions application may be sent later using the “My Essays” box on the dashboard screen of the student’s ApplyTexas account.

Students may also choose to wait to write their essays and send them later by scrolling to the bottom of the essay page and clicking in the box, “save and acknowledge essay requirements”. When they are ready to send them, they’ll use the “My Essays” box on the dashboard screen.
Essays may be no longer than 120 lines of eighty characters. A character is a letter, number, punctuation mark, or space. This equates to 800 or more words, depending on the length of the words used in the essay.

We recommend that essays be written in a Word or other word processing document and then copied and pasted from the Word document into the essay text box.

ApplyTexas doesn’t store essays so students should save them outside of the ApplyTexas site so that they may be used again for other schools or be available to use in the future.
To add an essay to an application, click on the link in blue letters to “Enter Topic _”
Enter the essay in the text box and note the word counter above the text box.

When the essay has been added, click in the “review formatted essay” box.
Review the essay and scroll to the bottom to confirm that it is complete and correct.

When the maximum 120 lines of eighty-characters has been reached, anything more will be cut off.

There are two grey boxes at the bottom of the screen. Use them to either go back and edit the essay or save it so that it may be submitted later.
When the essay is saved, the student will be taken back to the essay page again so that additional essays may be attached to the application.

Click on another topic link to add another essay.

When all essays have been added, scroll to the bottom of the screen and click in the grey box to “save and acknowledge essay requirements”.
Essay FAQs:

1. How do I delete an essay? Once text is entered in a text box, it can be removed, but the box cannot be empty. Highlight the essay and delete it and in its place add a message like “See Topic B” or “No essay will be entered for this topic”. Save the changes.

2. How do I change the way the essay looks? My formatting disappeared. Formatting is standard for all essays and it cannot be changed. Institutions are used to the way the essays are sent and they will be able to read and evaluate them regardless of whether there are indentions for paragraphs or special characters or punctuation marks. As long as your essays say what you want them to say, there is no need to worry about the way they are formatted.
Students should read each of the sections about the terms and conditions of using the ApplyTexas application.

Check the boxes to acknowledge that the information has been read and is understood.

certification of information - REQUIRED

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you not send in a printout of this page to the institution to which you are applying.

☐ Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting that institution. This information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 445.100 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

☐ I certify that I have read and understand the New Requirements and Important Information about Bacterial Meningitis

☐ If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.
This page includes a link to the FAFSA application, [https://fafsa.ed.gov/](https://fafsa.ed.gov/) and a non-discrimination clause.

**financial aid information**

You must apply for financial aid separately. You can [apply for financial aid online](https://fafsa.ed.gov/). Contact the institution’s financial aid office directly for more information.

**non-discrimination clause**

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.
Pay the application fee and the application will be ready to submit.
Once an application is submitted, students will not be allowed to change it in any way on ApplyTexas. Students should review the application and be sure that it is complete and correct before it is submitted.
Questions about the application?

Contact the application help desk, applytexas@austin.utexas.edu