

# How to Complete the ApplyTexas Application



## Step 1 - Create your ApplyTexas profile

- ☐ Visit [ApplyTexas.org](https://www.applytexas.org)
- ☐ Enter your biographical information including your full legal name, date of birth, and permanent address (this should be the best place to receive mail)
- ☐ Enter an email address you check regularly
- ☐ Choose a password you can easily remember

## Step 2 - Start your first application!

- ☐ Choose the appropriate application template (most high school students use either the 2-year application or 4-year freshman application)
- ☐ From the drop down menu, choose the school you are applying to

## Step 3 - Add personal and educational information

- ☐ Add your Social Security number (optional) to connect your application to your FAFSA and other college forms
- ☐ Add information for an emergency contact
- ☐ Add your parent or guardian's education level
- ☐ Use the search tool to find your high school information
- ☐ Enter any college or university credit including dual credits earned or expected
- ☐ Manually enter the courses you are taking senior year

## Step 4 - If applicable, add SAT, ACT, or other exam scores

- ☐ Report test scores
- ☐ Add the date you took, or plan to take, each exam

## Step 5 - Add your extracurriculars and employment information

- ☐ List (in priority order) the clubs, teams, and organizations you have been part of
- ☐ Add any volunteer service or activities you were involved with during high school
- ☐ List your special contributions, talents, and honors
- ☐ If applicable, list your employment, internships, or summer jobs

## Step 6 - If applicable, add the supplementary requirements

- ☐ Answer any custom questions specific to the school application
- ☐ Upload your college essay if required

You're ready to submit! Make sure to double check your application and confirm all the information is correct. Head over to [GetSchooled.com](https://www.getschooled.com) for more help applying to, and succeeding in, college!