

## How to Apply on ApplyTexas

There are three major components of the new ApplyTexas system. The first one is to create an ApplyTexas Profile and find the right application. The second component is where you answer the Core Questions. The third is where you select the college that you are applying to.

### Create an ApplyTexas Profile

1. Create an account using your personal email
  - a. Do **NOT** use a parent/guardian email address
  - b. Do **NOT** use a school email address
2. Scroll down and click on “select the right application” and answer the questions
  - a. Select “Dual Credit” for the question: “Do you plan to apply to an undergraduate program, dual credit program, or both?”

### Start Core questions

3. Answer the “About You” Steps
  - a. On Step 2, when you reach the email address portion of the contact information, make sure you answer “Yes” to the question “Use my ApplyTexas email on my applications.”
  - b. You do not need to answer Step 6 about language.
4. Answer the required “Household” Steps
  - a. You do not need to answer Step 1.
5. Answer the “Education and Testing” Steps
  - a. On Step 1, you **MUST** search and select your high school. **DO NOT** click on the box that says “I can’t find my school”
  - b. On Step 2, under Future college/university plans there will be two drop down options. On the first, select “Dual credit (receiving both high school and college credit). On the second drop down option, select “Earn credits for transfer”.
  - c. You do not need to answer step 3
6. You do NOT need to answer all of the “Activities and achievements” steps. Only answer the required questions.

### Search for your school

7. After completing the core questions, scroll down and select the button that says “Search for schools”.
8. Search for Texas Woman’s University
9. **DO NOT** select the 4 year undergraduate application!
10. Scroll down and select the Dual Credit Application
  - a. This will lead you to the application overview page. Scroll down and click “Next” to begin the application.
11. Choose “Dual Credit” for your first choice major, then click “Next”
  - a. You do not need to choose a second choice major.

12. You do not need to complete anything on the School-required questions. Just click "Next".
13. You do not need to complete anything on the essays portion. Just click "Next".
14. Review your information and select the high school you will request your official transcript from. Then click "Next".
15. Complete the terms and conditions page, then click "Next".
16. Select how you are going to pay the application fee, check the boxes at the bottom and click "Submit"
  - a. For information about the Fee waiver and if you qualify please refer to the TWU dual credit website under step 2 of How to Apply
  - b. If you qualify for the waiver, do NOT pay the application fee

\*Your application will not be complete until you have submitted your payment\*