

## Instructions: Freshman

- **Submit either a paper or an electronic application (www.applytexas.org), NOT BOTH. We encourage you to apply online.**
- **Read page ix and page x before you start this application.**
- **Majors and codes are available on the Internet at www.applytexas.org and in the *Code Book*, available at www.collegefortexans.com, in the admission office of public colleges and universities, and in high school counseling offices.**

Check Fall, Spring, Summer I, or Summer II, and enter the year you plan to begin attending. “Mini or short semester” may not apply to all universities.

Check if you are applying as a freshman with no college credit hours or as a freshman with college credit hours and indicate the number of college credit hours you will earn by your high school graduation date. Consider dual/concurrent enrollment but not Advanced Placement/International Baccalaureate courses as college credit hours.

10. Enter your current mailing address and phone number only if it is different from your permanent mailing address. Enter the date this address expires.
11. Enter the name and phone number of an emergency contact person.
12. Enter your E-mail address. The inclusion of your E-mail address may allow institutional representatives to contact you with admission information.
13. Indicate what languages (other than English) you speak fluently and for what length of time you have spoken them.
14. Indicate the highest level of your parents’ or court-appointed legal guardians’ educational background.
15. Indicate your family’s gross income, including both taxed and untaxed income, for the most recent tax year.
16. Indicate how many people, including yourself, live in your household on a long-term basis. Include brothers and sisters who are in college.
17. Indicate whether or not you have family obligations that have prevented you from participating in extracurricular activities. Note if the obligation is: (a) working to supplement the family income, (b) providing primary care for a family member, or (c) other obligations. Describe the nature of your particular family obligation(s); i.e., the type of activity, time required, etc.
18. If you plan to apply to more than three institutions, fill out the application, leaving item #18 blank, and make copies. Then enter the name of each college or university to which you are applying. List your first and second choice of major and the appropriate major code(s)/abbreviations for each. Majors and major codes may be found in the *Code Book* (refer to “Instructions,” above). **Send a copy of your completed application to the admission office of each college or university. Keep the original application for your files.** Refer to page x for helpful instruction tips.
19. Enter the name, city, state, and College Board or ACT high school code (see your high school counselor) of the high school from which you graduated or expect to graduate. Indicate if you are home-schooled. Enter the month and year you graduated or expect to graduate. Have an official transcript sent to each college or university to which you apply. Indicate if you will graduate with an International Baccalaureate (IB) diploma. Indicate if you will graduate from a Texas

### Part I. Biographical Information

1. Enter your Social Security number. The Social Security number is important to match the application with your grade transcript and test scores. The Social Security number is required to give (disburse) financial aid. NOTE: While no specific legal authority requires you to list your Social Security number for the purpose of applying for admission to the university, not providing the information will hold up further processes, such as financial aid.
2. Enter your date of birth (month, day, year). Do not leave blank; this information is required.
3. Enter your full, legal name: last, first, and middle. Do not use nicknames or abbreviations because this information will be used for your official record if you enroll. Use your full, legal name on all documents sent to the institution to which you are applying.
4. Enter other names, if any, under which your transcripts or other credentials may be listed.
5. Designate whether you are male or female.
6. Enter the city, state, and country where you were born.
7. Provide the information regarding your ethnic background. The information will be used for federal and/or state law reporting purposes and may be used by some institutions in admission or scholarship decisions.
8. Answer the questions regarding your citizenship status. If you have one, be sure to include with your application a copy of your permanent resident card and/or Notice of Action from the USCIS.
9. Enter your permanent mailing address and phone numbers. Use the Texas county codes and the two-letter state abbreviations listed in the *Code Book* (refer to “Instructions,” above). Use the county code if your permanent address is in Texas; if it is not, you do not need to provide a code. If you do not have access to the county code information, you may leave this item blank.

public high school with the Recommended or Distinguished Achievement Program.

20. If you did not or will not graduate from high school, indicate whether or not you have a GED and whether it is the English or Spanish version.
21. Indicate whether you plan to pursue a pre-professional program (e.g., pre-law, pre-medicine, nursing, pre-dental, pre-veterinary, physical therapy, etc.).
22. Check “Yes” if you plan to seek a teaching certificate in addition to your degree and “No” if you do not. If “Yes,” indicate if you will be seeking elementary level (Early Childhood-Grade 4); middle/junior high level (Grades 4-8); high school level (Grades 8-12); or all-level certification.
23. Enter your senior year schedule. Beside each course, indicate if the course is Advanced Placement (“AP”), International Baccalaureate (“IB”), dual credit or concurrent enrollment, and the semesters or trimesters the course was taken or will be taken. For example:

Senior Courses	AP/IB	Dual Credit/ Concurrent Enrollment	Semester or Trimester				
			1	2	1	2	3
<u>English</u>	_____	___X___	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Physics</u>	<u>AP</u>	_____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>History</u>	<u>AP</u>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

24. Prior to enrolling at this institution, if you have enrolled or will enroll in any college coursework, including college-level correspondence study and dual credit, indicate all previous colleges or universities you have attended or are attending, dates attended, and hours earned. Have an official transcript sent to each college or university to which you apply from each college or university you have attended.
25. Indicate the date you took or plan to take the ACT, SAT, or one of the following tests for international students: the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) test.

**Residency Information**

26. – 30. Answer all questions that apply to you. Instructions are noted throughout the questions.
31. Write down any additional information that would help your college or university classify you as a Texas resident.
32. Read both statements carefully. Sign your name and include the date to indicate you understand and agree with each statement.

**Part II. Activities**

Provide information in any or all of the four categories listed. Some examples are:

- Extracurricular Activities - offices held in clubs, whether elected or appointed
- Community Service - volunteer work
- Talents/Awards/Honors - sports, cheerleading, musical ability, academic honors, or any type of awards or certificates received
- Employment/Internships/Summer Activities - jobs or internships that indicate special interests, abilities, challenges, or achievements

You may submit a résumé in addition to this list. Attach it to your application and make a note that you have done so. Spell out names of organizations, clubs, honors, awards, etc.; do not use acronyms.

**Essays**

Most colleges and universities in Texas do not require essays as part of the admission process. Check the list on pages ii-iv or the web site at [www.applytexas.org](http://www.applytexas.org). Be sure to include your name and Social Security number on each of your essay pages and enclose your essays with your application. If you apply electronically, also include on your essays the web identification number you are given.

**Application Fee**

Application fees are listed on pages ii-iv. Include the student’s name and Social Security number on your check or money order. Some institutions also accept credit cards. Check with your high school counselor or the institution(s) to which you are applying for information concerning a possible waiver of the application fee (i.e., college application fee waiver).



## Procedure for Applying to More Than One College or University

The ApplyTexas Application was created to help make applying to a Texas institution of higher education easier. You are strongly encouraged to apply online at [www.applytexas.org](http://www.applytexas.org).

The following procedure is recommended for students who wish to apply to more than one college or university and who complete a paper application:

1. Each institution has its own unique admission instructions and required credentials. Before mailing your application, refer to the web site or contact the admissions office of each college or university to which you apply for additional institutional information.
2. Complete Parts I and II of the ApplyTexas Application. Leave item #18 blank as you are completing the application.
3. Photocopy the original completed application and make one copy for each college or university to which you are applying. Keep the original application for your files in the event you wish to apply to other institutions at a later time.
4. On each copy of the application, complete item #18 by entering the name of the college or to which you are applying and your first and second choice of major. Follow the instructions for completing the ApplyTexas Application to ensure proper listing of major(s).
5. Submit one completed application to each college or university to which you are applying, including Part II, essays and application fee if these items are required by the institution. Not all institutions require applicants to send in the same parts of the common application. See the general application information section on pages ii through iv of this booklet to determine what items are required by the institutions to which you apply.

