Apply Texas Instructions

CREATE YOUR PROFILE

1. Go to www.ApplyTexas.org > click "**Create your account now >>**" link
   Complete all fields marked **required**.

   Please note the following:
   - **Suffix** (for males) means your name ends with Jr., III, etc.
   - Under **place of birth**, select a country *if not* **United States**.
   - If your **ethnicity** is Hispanic/Latino, your race is white.
   - Unless you live and receive mail at different address, **only fill out the permanent address portion**.
   - When entering your phone number *do not* use parentheses, spaces, dots, or dashes. **Numbers only**.
   - Leave the **preferred phone country code** blank.
   - For Emergency Contact only enter a name and phone number.
   - Your **password** must be at least 8 characters long and it must contain at least one number.

2. Click on "**save profile**" at the bottom of the page. Your errors will be noted in **red** at the top of the page.
   You must correct any errors to continue. You may also be asked to verify information; click the **blue link** to take you to what needs verification.

3. Once you verify your email you may continue to the application.
   Click the link you receive, then log in on Apply Texas using your email as a username and the password that you created.

Username: _____

Password: _____

COMPLETING THE APPLICATION

1. Click on "**My Applications**" tab
2. Click "**create a new 2 year college admissions application**"
3. In either list select "**Victoria College**" as the target college.
   Select "NO" when asked if the application is for dual credit classes.
4. Select "**Fall (Aug – Dec) 2020**" as the semester of entry > click "**continue**".
5. When selecting a major, if you have an ideal of what you plan to study following graduation feel free to choose it.
   If not simply select Multidisciplinary Studies Associate Degree in General Studies – Associate of Art/Science.
   You can always change it later > click "**continue**" > click "**continue to my application**".

PAGE 1 OF 5 – BIOGRAPHICAL INFORMATION

6. If you know it, enter your social security number. If not, skip it.
7. Scroll to the bottom of the page > click "**save changes**"
8. If you receive a message (**blue link**) to verify information, click the link. It will take you to what needs to be verified.
9. Select the box to verify information > click "**save page**"

PAGE 2 OF 5 – EDUCATIONAL BACKGROUND

10. For question 1 on this page, first click "**Find Your High School**"
    - A pop-up should appear. Enter your school name and city then click "**submit**". Select your school from the results.
      This should fill in the information on your application.
    - Enter your expected graduation date (month and year).
11. Answer no for "Are you home schooled?"
12. For question 2, select whether or not you have received a GED or high school equivalency.
13. Skip questions 3 and 4 *unless* you have attended any other college.
14. Scroll to the bottom of the page > click "**save changes**"

PAGE 3 OF 5 – EDUCATIONAL INFORMATION

15. For Questions 1, select "**No**"
16. For Question 2, Admission Basis > select "**High School Graduate**"
17. For Question 3, Reason Attending > select "**Earn either Associates/Certificate/or Credits for transfer**"
18. Click "**save changes**"

PAGE 4 OF 5 – RESIDENCY INFORMATION

19. For the first residency information question, select whether or not you have attended any other institution in the state of Texas then click "**save and continue to next question**"
20. Answer the three residency questions. Most students will select "Texas" as the state of residency > select "**yes**"to both of the following questions.
21. Click "**save and continue to next question**" > click "**save page and continue with application**"

PAGE 5 OF 5 – 5 CUSTOM QUESTIONS FOR THIS INSTITUTION

22. Enter the **county** of residence > click "**save, acknowledge question**"
23. Enter how long you have resided in the county > click "**save, acknowledge question**"
24. The following questions are optional, so for all remaining questions you will simply click "**save, acknowledge question**" until all questions have been acknowledged.
25. Select "**save and complete this page**"

CERTIFICATION OF INFORMATION

26. You are required to read the three statements that appear. Make sure you select the box to acknowledge you read and understand all three statements > click "**save and proceed to application submission**".
27. Check the box to note that you understand you cannot change your application after submitting
28. Click "**Submit Application Now**"