Steps for Completing the Apply Texas Application

Go to: https://www.applytexas.org

1. CREATE YOUR ACCOUNT INFORMATION

- Click on **Create your account now**
- Complete all items in the **My Profile** tab
    - Full, legal name (Suffix is the part of your legal name that ends with: Jr., Sr., II, III, etc. – Please leave blank if it does not apply.)
    - Date of Birth
    - Place of Birth
    - Gender
    - Ethnicity and Race
    - Current grade level
    - Are you a U.S. Citizen? (If No, please complete Non-U.S. Citizens' section)
    - E-mail address (Choose one that you use and check regularly)
    - Mailing/Permanent Address (Please leave Country Code blank)
    - Physical Address (Please complete even if this address is the same as your Mailing/Permanent Address)
    - Phone numbers (Include area code, use numbers only: no dashes, dots, or parentheses)
    - Emergency Contact
    - Password Information (Used when you login to update your application/data)
    - Password Reset Questions
- Click "Save Profile"
- You will receive your username; please record it below, along with your password, before following the instructions to continue.

Record Username: _____

Record Password: _____ (chosen in your application setup)

If you do not keep your username and password, you will **not** be able to access your application in the future.

NOTE: You will receive an automated e-mail titled "Your Applytexas Profile" to confirm you're your profile was submitted. This e-mail contains your Apply Texas username. This e-mail is **not** the verification that the application has been submitted. You will have **90 days** after completing your profile to submit the application online.

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2. CREATE YOUR APPLICATION

- Click on **My Applications** tab
- Click on **Start a New Blank application**
- Scroll down and Click on **Create a new 2 year college admissions application**
- Go to **Search for a college from an alphabetical list**
- For **Target College** select the college you will attend:
    - **Northwest Vista College (San Antonio)**
- Click on Continue

3. SELECT A SEMESTER

- For **Semester of Entry** choose from drop down menu **Fall 2013** (for classes beginning August 2013)
- Click on **Continue**

4. SELECT SCHOOL

- For "First Choice School" select **Associates in Arts.** Choosing the wrong school could impact your student record and result in creating a financial balance. Please choose correctly. *If* you are enrolling in an Alamo College Academy, select *Associate in Applied Science* or *Certificate of Completion*.
- Click on **Continue**

5. SELECT MAJOR

Note: All Dual Credit applicants must utilize one of the answers listed below to ensure inclusion in all Dual Credit reports.

- For **First Choice Major**, choose from the following:
  - Dual Credit (if you attend a public high school)
  - Dual Credit Home-Schooled (if you are home-school)
  - Dual Credit Private (if you attend a private high school)
- Click on **Continue**

6. APPLICATION CHECKLIST

The following should appear:

- Northwest Vista College – Two Year School Admission for Fall 2013
- NOTE: The posted deadline **does not** apply to Dual Credit students. The Dual Credit Application Deadline is **February 15th, 2013.**
- Click on **Continue to my application** to complete the following sections: biographical information, educational background, educational information, residency information, and custom questions for this institution

7. BIOGRAPHICAL INFORMATION (Page 1)

- Record your 7-digit application ID: _____ (You **must** have this number to complete additional paperwork in the application process.)
- Verify **First Choice School: Associate in Arts** and **First Choice Major: Dual Credit** (or Dual Credit Home-Schooled/Dual Credit Private) are correct.
- Enter your U.S. Social Security Number** (see below if you **do not** have a SSN)
- Verify/complete information in questions 2-15. (This will be auto-filled by information you originally provided in your Apply Texas profile.)
- For question 9, indicate if any of the dependency statuses apply to you
- For question 14, please verify that you have provided a **valid e-mail address** where you will receive notifications from Apply Texas and the Northwest Vista College Dual Credit Office (prior to receiving your Alamo Colleges e-mail address)
- For question 15, indicate the educational background for your parents/guardians
- Click on **Save Changes**

****NOTE:** *If you do not have a social security number, please contact the Admission Office at nvc-admissions@alamo.edu or 210-486-4601. Choosing not enter your Social Security Number may slow down the processing of your application, which might result in you missing the deadline for entry into the program.*

8. EDUCATIONAL BACKGROUND (Page 2)

- Answer each set of questions with Questions 1–4 (the following are helpful hints)
- **Question 1** – High School from which you expect to graduate
    - Click on **Find Your High School** to search for your high school
    - Enter your **High School Name.** The school's information will auto-populate according to information in Apply Texas.
    - Enter your **Expected Graduation Date:** Consider your grade level as of Fall 2013. If you will be a sophomore, enter 06/2016; if you will be a junior, enter 06/2015; if you will be a senior, enter 06/2014.
    - Answer home-school question (If "Yes", read instructions carefully)
- **Question 2** – Skip or click **Not applicable**
- **Question 3 –** List ALL colleges or universities you have attended for Dual Credit courses. **Skip** this question if you have never attended any college or university.
- **Question 4** – Click **No**
- Click on **Save Changes**

9. EDUCATIONAL INFORMATION (Page 3)

- **Question 1** – Select **No** unless this applies to you
- **Question 2** – For Admission Basis, select **Dual Credit (receiving both high school and college credit)** to ensure inclusion in all Dual Credit reports
- **Question 3** – For Reason Attending, select **Earn credits for transfer** or **Earn a certificate (less than 2 years)**
- Click on **Save Changes**

10. RESIDENCY INFORMATION (Page 4)

Accurately answering the residency questions is very important! Please work with your Parent/Legal Guardian to answer the questions regarding their residency information. Answer **every question** that applies to you and/or your Parent/Legal Guardian. If the question **does not** apply to you, leave it blank. Incorrect or missing information could prevent your acceptance into the NVC Dual Credit Program.

Basis of Claim to Residency

- Answer **NO** to the first question: "Do you file your own federal income tax as an independent tax payer?"
- Answer **YES** to the second question: "Are you claimed as a dependent or…?"
- Click on **Save and Continue to next Question**

(Please read the questions *carefully*. DO NOT answer if it does not apply to you.)

- **Question 1** – **US Citizenship –** If YES, skip to Question 5. If NO, answer Questions 2 -5.
- **Question 5** – **Current Residency of Parent in Texas**—Answer YES
- **Question 6** – **Years Lived in TX –** Answer **a.** and **b.** (If you are not sure how long your parent/legal guardian has lived in Texas, but you have been here since birth, indicate your age in the "Years" box.)
- **Question 7** – **Military Info** – If you are a military dependent, answer **a.** and **b.** Skip to Question 8 if this does not apply to you.
- **Question 8** – **Own Property, Business, License in TX** – Answer **a.** and **b.,** confirming responses, with your parent/legal guardian for accuracy.
- **Question 9** – **Employment –** Answer **a.** and **b.** (If your parent works in Texas, answer YES to 9.a.)
- **Question 10** – **Parent/Legal Guardian's Spouse –** Respond to all questions,

considering both of your parents as you answer
- Click on **Save and Continue to Next Question**
- Fill in **General Comments**, if necessary
- Click on **Save and Continue to Next Question**
- **Residency Section Complete** – Verify all information is correct before proceeding. If you find an error, select "Delete residency answers & start over" in the top right-hand corner or return to previous web pages to make corrections
- Click on **Save Page and Continue with Application**

11. CUSTOM QUESTIONS FOR THIS INSTITUTION (Page 5)
- College Connection Application – Answer **NO** to this question (Answer required)
- Click on **Save, Acknowledge Question**
- Click on **Save and Complete this page**

12. CERTIFICATION AND PAYMENT INFORMATION
- Certification of Information – Read the posted statements and check each box
- Financial Aid Information – Disregard this portion , as financial aid is not applicable to Dual Credit participants
- Non-Discrimination Clause and Application Fee information – Read and continue
- Click on **Save and Proceed to Application Submission**

13. SUBMIT YOUR APPLICATION
- Read statement in the box
- Record your Application ID if you have not already done so (See #7 on Page 2)
- Click on **Submit Application Now**

14. APPLICATION COMPLETED
- You have now successfully submitted your Apply Texas Application
- Your application will take approximately 48 hours to be processed
- Check for an e-mail confirmation at the e-mail address you provided in the application
- Your Apply Texas Application Number **does not** guarantee your application went through; however, you can confirm your application was received through your ACES account on the Alamo Colleges website: https://aces.alamo.edu/cp/home/displaylogin
- Print out the confirmation page and keep it for your records

15. IMPORTANT INFORMATION
- Keep a copy of the application information for your records. You will need this information to access your Apply Texas Application in the future and to complete the application process at NVC.
- Submitting an application does not guarantee acceptance into the Dual Credit Program at the Alamo Colleges. All completed application materials must be received and verified by the published deadline (**February 15th, 2013**). Eligibility into the Dual Credit Program will be determined based on a complete admission packet, residency, *and* placement scores (TAKS, THEA, and/or Accuplacer).
- **Incomplete Admission Packets, including the online application, will not be considered.**

Thank you for applying. We look forward to having you as a student at Northwest Vista College!

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