

# The Texas Common Application



[www.applytexas.org](http://www.applytexas.org)

# About the Texas Common Application

- The goal of ApplyTexas is to offer a centralized means for both Texas and non-Texas students to apply to the many outstanding postsecondary institutions available in Texas.
- You can apply for admission to any Texas public university, as well as a few participating community and private colleges.

# Participating Universities in the Houston Area

- Houston Baptist University
- Lamar University
- Sam Houston State University
- Texas A&M University at Galveston
- Texas Southern University
- University of Houston Main Campus
- University of Houston Downtown

# Participating Colleges Outside of Houston

- Angelo State University
- Baylor University
- Dallas Baptist University
- McMurry University
- Midwestern State University
- Prairie View A&M University
- Schreiner University
- Stephen F. Austin State University
- Sul Ross State University
- Texas State University – San Marcos
- Southwestern University
- Tarleton State University
- Texas Tech University
- Texas A&M University
  - Corpus Christi, Commerce, Kingsville, Texarkana, Western
- Texas Woman's University
- University of Dallas
- University of North Texas
- University of Texas
  - UT Arlington
  - UT Brownsville
  - UT Dallas
  - UT El Paso
  - UT Pan American
  - UT Permian Basin
  - UT San Antonio
  - UT Tyler

# Parts of the Texas Common Application

There are nine parts to the application:

- Biographical Information
- Optional Information
- Educational Information
- Test and Residency Information
- Extracurricular Activities, etc
- Essay Information
- University and Major Specific Questions
- Certification of Information
- Application Fee

# Biographical Information

- Social Security number
  - Not mandatory, but **HIGHLY RECOMMENDED** if you plan to apply for financial aid.
- Date of Birth
  - This information is required.
- Name
  - Because this name will be used on all official records, use your official, full first, middle, and last names. Do not use abbreviations or nicknames!
- Male or Female
- City, State, and Country in which you were born

# Biographical Information Continued

- Ethnic Background
  - The information is used for state law reporting purposes and may be used in admission or scholarship decisions
- Citizenship Status
  - If you have a permanent resident card and/or notice of action from the USCIS, be sure to include it with the application
- Permanent Mailing Address and Phone Number
- Current Mailing Address and Phone Number
  - Only enter if it's different from your permanent mailing address and phone number
- Emergency Contact
- Email Address

# Optional Information

- Although this section is optional, you are strongly encouraged to complete them
- Languages spoken
- Parents or guardians educational background
- Family's Gross Income for the most recent year
- Number of family members living in your household
- Indicate whether or not you have family obligations that have prevented you from participating in extracurricular activities
  - Working to supplement the family income
  - Providing primary care for a family member



# Educational Information

- Indicate whether you are applying as a freshman without previous college work or with college work prior to high school graduation
  - Consider dual enrollment but NOT AP or IB courses
- Enter the name, city, state, and college board or ACT high school code of your high school
  - Find this from your guidance counselor
- Provide your senior schedule and indicate any AP or IB courses
- Indicate whether you've taken (or will take) the ACT, SAT, TOEFL, or IELTS and indicate the dates

# Residency Information

- Answer all the questions that apply to you. Instructions are noted throughout the questions
- Write down any additional information that would help your college or university classify you as a Texas resident

# Extracurricular, Volunteer, Honors and Employment Information

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

# Essays

- Most colleges and universities in Texas do not require essays as part of the admissions process; some, however, do require them.
- Make sure to check the essay requirements of the institution to which you are applying

# University and Major Specific Questions

- Many universities have additional questions for you to answer.
- Some answers are required, others are optional. However, even if a question is listed as optional, you must acknowledge that you have seen the optional question by clicking the “save” button

# Certification of Information

- Read the statement carefully.
- If you are filling out the application on the internet, you do NOT need to print this form, just make sure to check the box next to the statement.

# Application Fee Information

- See the institution-specific instructions regarding your application fee.
- Include your name and application ID on your check or money order if you choose that form of payment
- Check with the institution about possible waivers for the application fee

# Frequently Asked Questions

- Can I fill out a paper application?

Yes, you can print out the application and fill it in, but it's much easier to complete and turn in online.

- What if I entered information incorrectly?

If you entered the wrong semester or university and saved it, you have to start over.

If your entered other info incorrectly and submitted it to the university, contact the university admissions office and tell them the correct information.



# F.A.Q. Continued

- Where can I find my school code?

Search online in the Educational History section. If your high school or college isn't listed, send it to Apply Texas and they'll add it to the system.

- How do I submit essays?

Go to My Account and click on the My Essays tab. There should be a handy list of which essays you need to turn in and an easy link to the submission page. Note: Type essay first into a word processor, save it, and then submit it online. If you type it directly into the submission page, you might lose it if something goes wrong.

# F.A.Q. Continued

- How do I know if my school requires an essay?

Look it up on the University Information page. You should do this anyway, cause it has lots of important stuff there.

- How do I submit my application?

Reread and save all the pages first. Complete the Certification Statement and choose a method of payment. Then click “Submit My Application”. You should receive a submission confirmation e-mail within two hours. After submitting, you can view, copy, or print your application at any time, but you can’t change it.

# F.A.Q. Continued some more

- What about scholarships?

Go to the “My Account-Application Listing” page. If there are scholarships available for your colleges, the scholarship applications should be available.

- What about transcripts/test scores/etc.?

Depends on the college. Usually you mail those in, have them sent by your high school, or submit them online through your college website.

# Even More F.A.Q.

- Can I copy and submit my application to another college?  
Yes. Go to your application and choose “Copy”. You will have to go through each page and resave it, and then complete the Certification Statement and payment section before submitting.
- Can I print my saved application?  
Yes, you can print it via the My Applications page. A hard copy might be good to have in your records.

# Important Resources

- [www.applytexas.org](http://www.applytexas.org) – this site has the online application, FAQ's, and detailed application guidelines
- [www.collegefortexans.com](http://www.collegefortexans.com) – this site has tips on using the common application as well as how to pay for college, succeed in college, and career planning links