Completing an Apply Texas Application

This document is intended for potential SJC students and demonstrates how to create an account on the Apply Texas website, access and complete an admissions application, then select a school and submit the application. **If you experience issues as you are completing the application, please contact the San Jacinto College Call Center at 281-998-6150 for help.**

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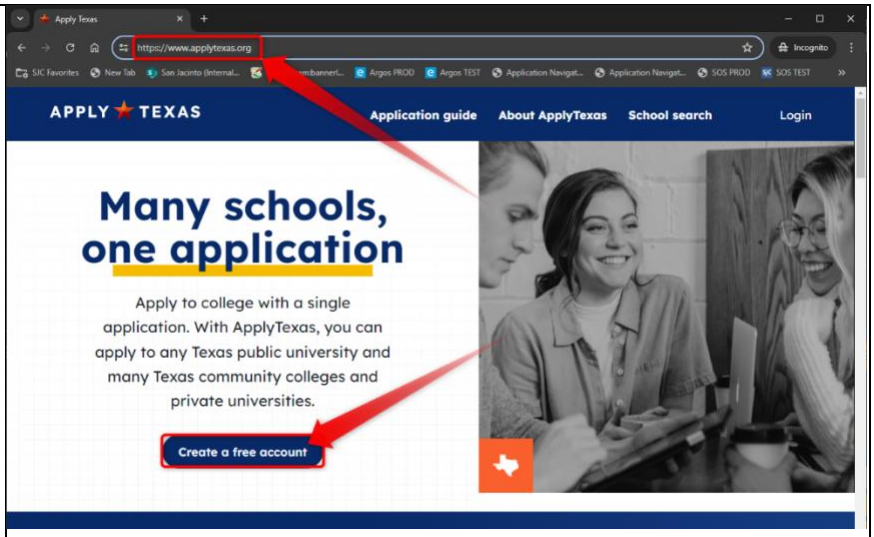
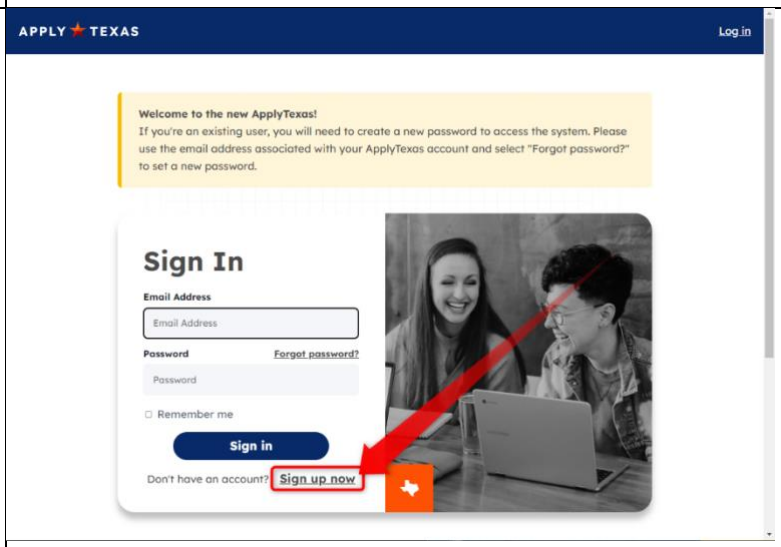
Creating an Apply Texas Account

To begin your college application, you must first create an Apply Texas account. You will use this account to apply for admission or transfer to schools.

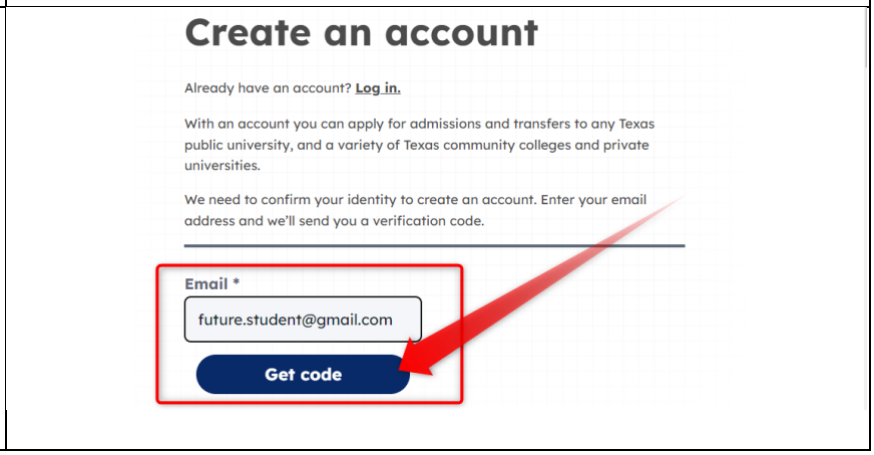
1. Access the **Apply Texas** website and click the **Create a Free Account** button.

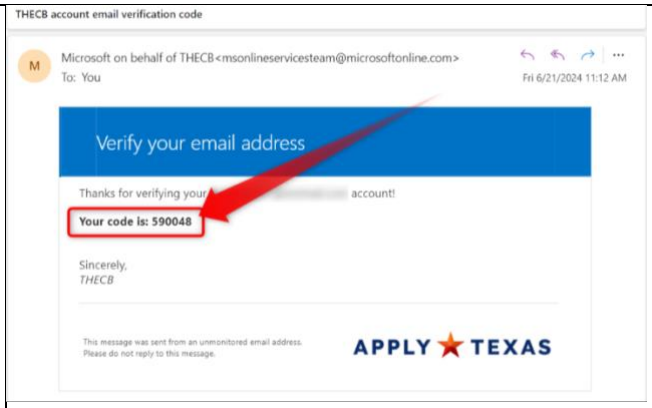
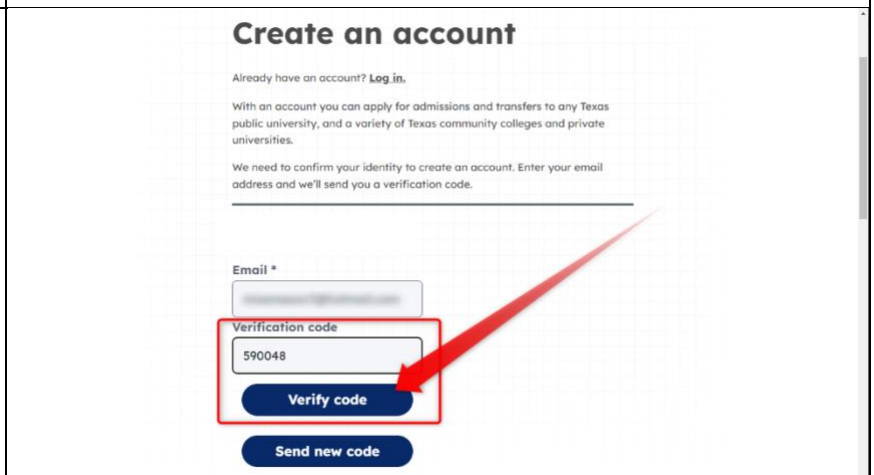
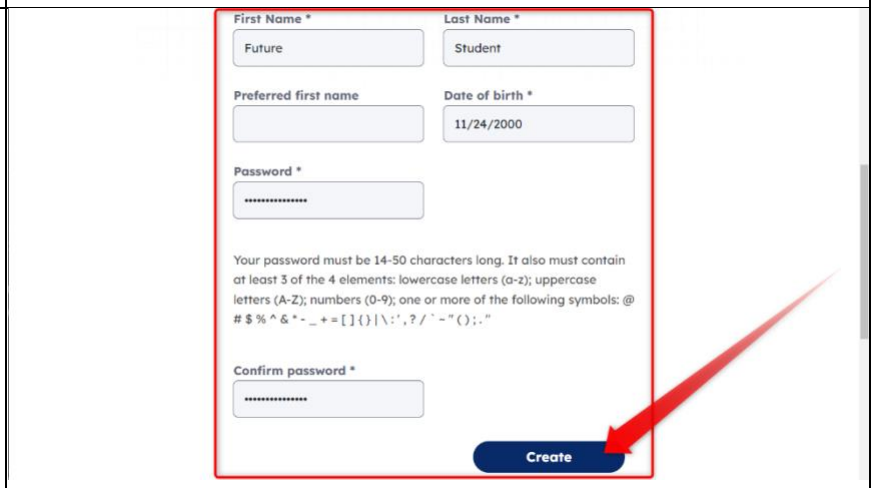


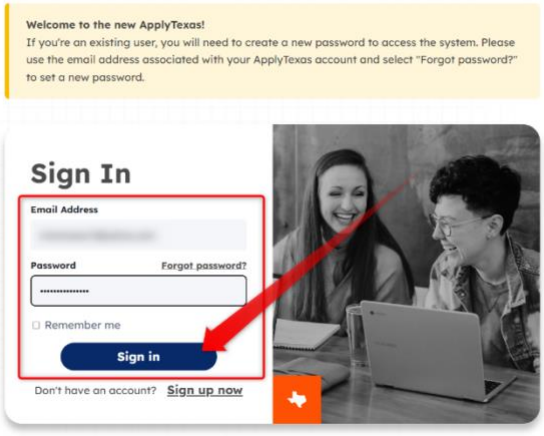
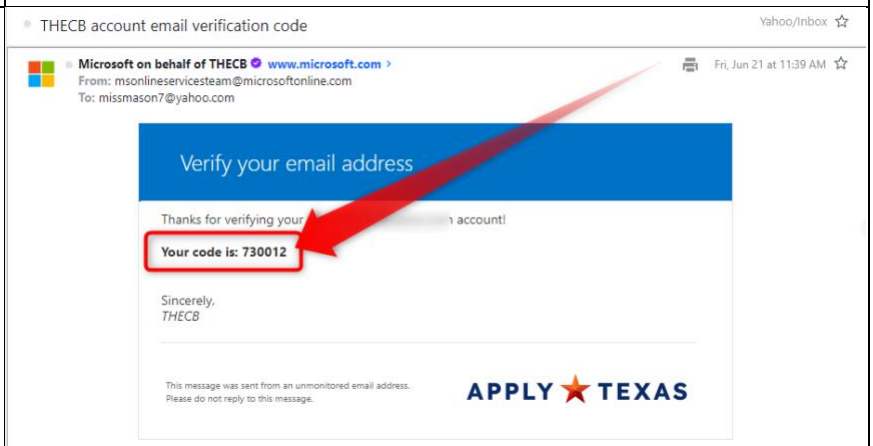
2. On the Sign In page, click the **Sign Up Now** hyperlink at the bottom of the screen.

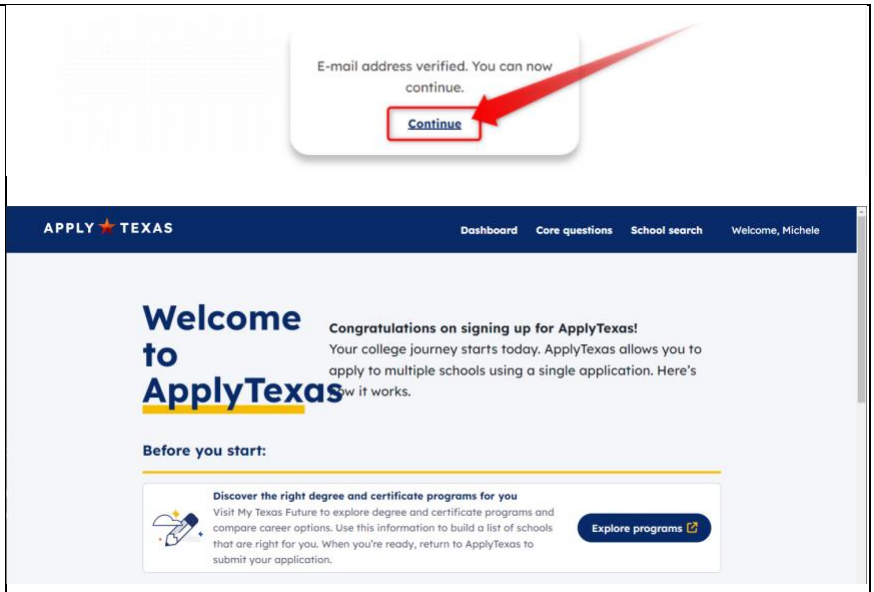


3. On the Create an Account page, enter the **email address** you wish to associate with your account and click the **Get Code** button. Apply Texas will send a verification code to this email address to confirm your identity.



4. Check your email account for the **verification code**. Note: Verification code email will come from 'Microsoft on behalf of THECB.'	
5. Enter the code in the **Verification Code** field on the Create an Account page and click the **Verify Code** button. Note: If you did not receive a Verification code email, click the **Send New Code** button.	
6. Once you confirm your email address, enter your **First Name**, **Last Name**, **Preferred First Name** (if applicable), **Date of Birth** and create and confirm a **Password** before clicking the **Create** button. Note: Your password must be 14-20 characters long. It also must contain at least 3 of the 4 elements; lowercase letters (a-z); uppercase letters (A-Z), numbers (0-9); one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; . "	

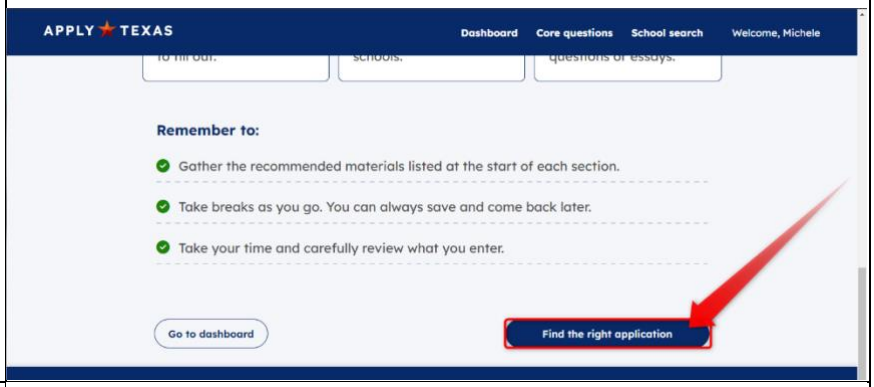
7. Upon account creation, the system will navigate you to the Apply Texas login page, where you can enter your new login credentials (**Email Address** and **Password**) and click the **Sign In** button.	
8. Apply Texas will ask you to verify your identity. Click the **Send Verification Code** button to receive a code.	
9. Check your email account for the **verification code**. Note: Verification code email will come from 'Microsoft on behalf of THECB.'	
10. Enter the code in the **Verification Code** field and click the **Verify Code** button. Note: If you did not receive a Verification code email, click the **Send New Code** hyperlink.	

11. Once your email address is verified, click the **Continue** hyperlink to navigate to your Apply Texas dashboard.	

Finding the Right Application (Screener Questions)

In order to create an application, you must first complete an application screener. Apply Texas uses your answers to the screener questions to determine which application you should use.

1. At the bottom of your Apply Texas dashboard, click the **Find Right Application** button on the right side of the page.

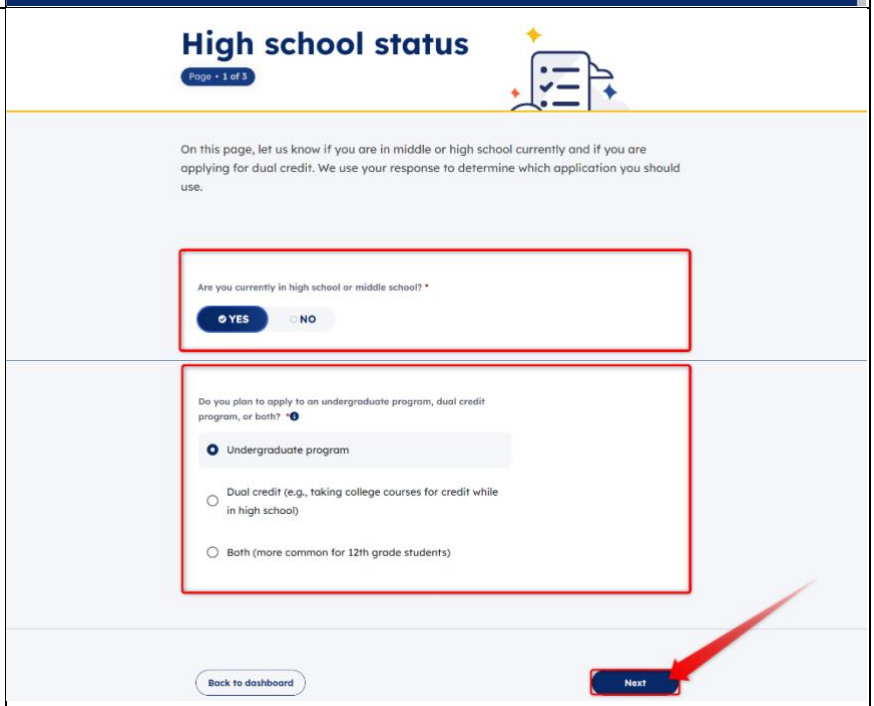


High School Status Page

2. On the High School Status page, click "YES" or "NO" for the question asking, "Are you currently in high school or middle school?"

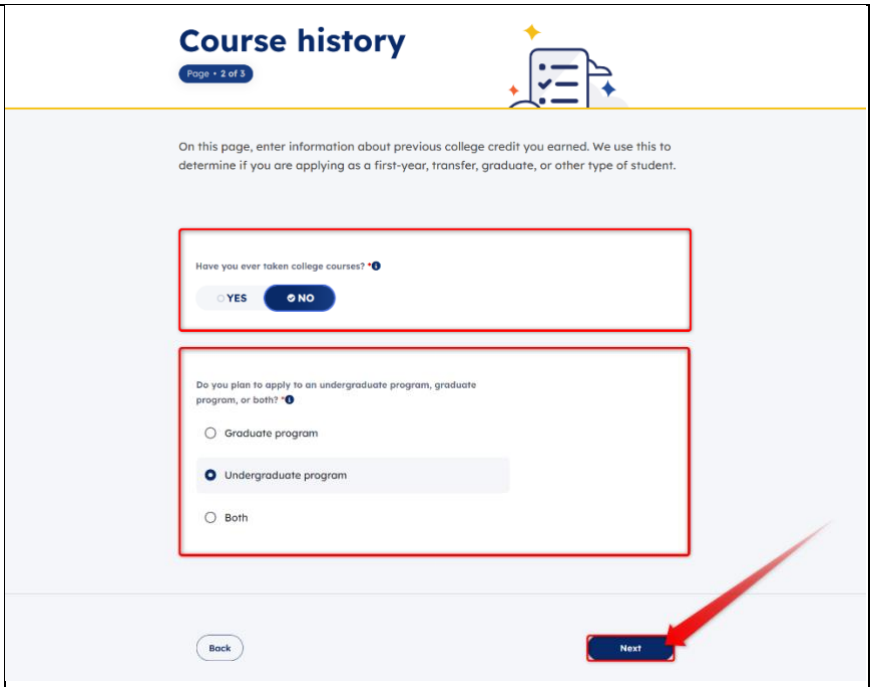
   <u>If your answer is "NO</u>," click the **Next** button at the bottom of the screen.

   <u>If your answer is "YES</u>," select the option that best applies for the question asking, "Do you plan to apply to an undergraduate program, dual credit program, or both?" and then click the **Next** button at the bottom of the screen.



Course History Page

3. On the Course History page, click “YES” or “NO” for the question asking, “Have you ever taken college courses?”



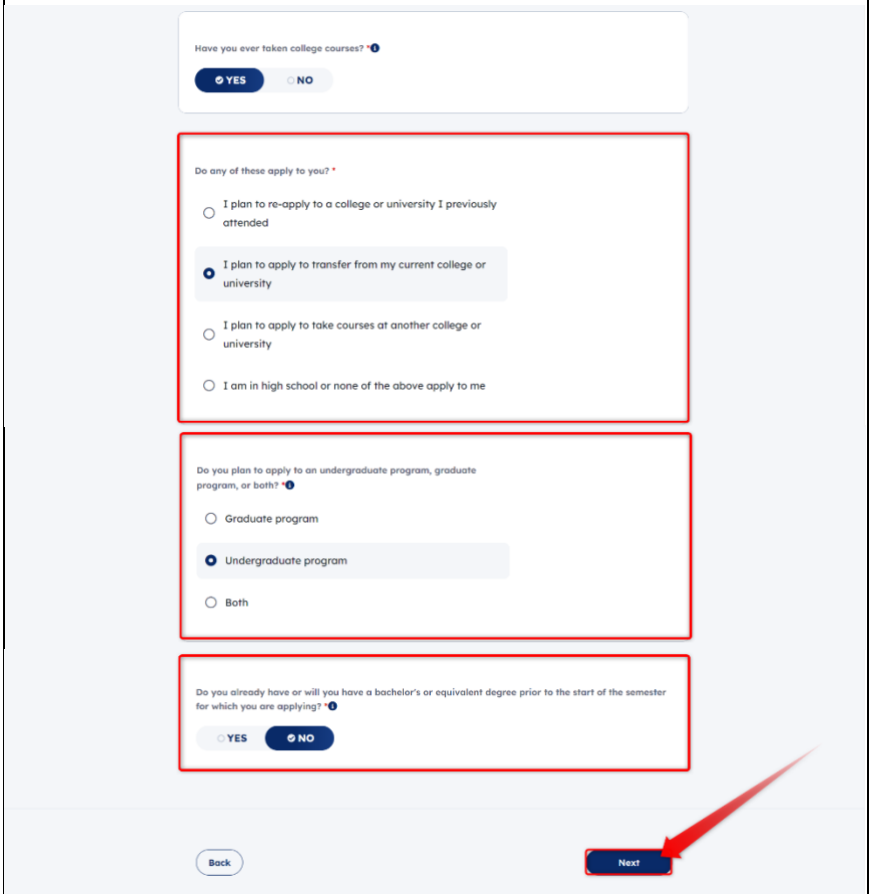
If your answer is “NO,” select the option that best applies for the question asking, “Do you plan to apply to an undergraduate program, graduate program or both?” and then click the **Next** button at the bottom of the screen.

If your answer is “YES,” select the option that best applies for each of the following questions and then click the **Next** button at the bottom of the screen.

“Do any of these apply to you?”

“Do you plan to apply to an undergraduate program, graduate program, or both?”

“Do you already have or will you have a bachelor’s or equivalent degree prior to the start of the semester for which you are applying?



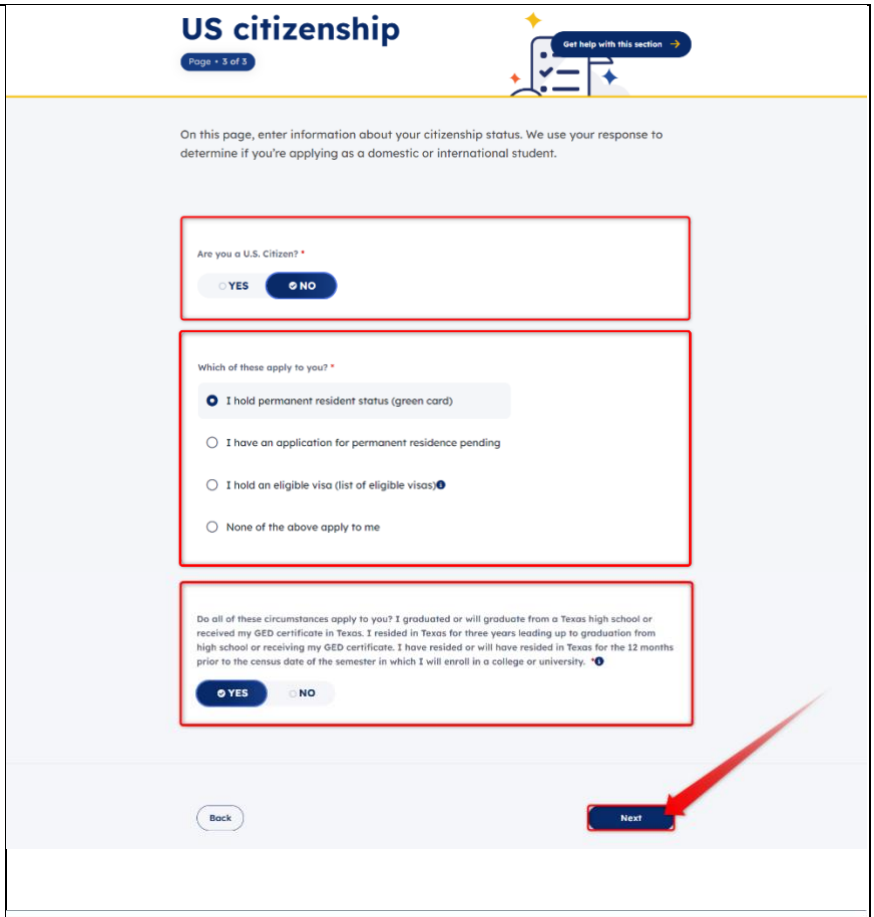
US Citizenship Page

4. On the US Citizenship page, click “YES” or “NO” for the question asking, “Are you a U.S. Citizen?”

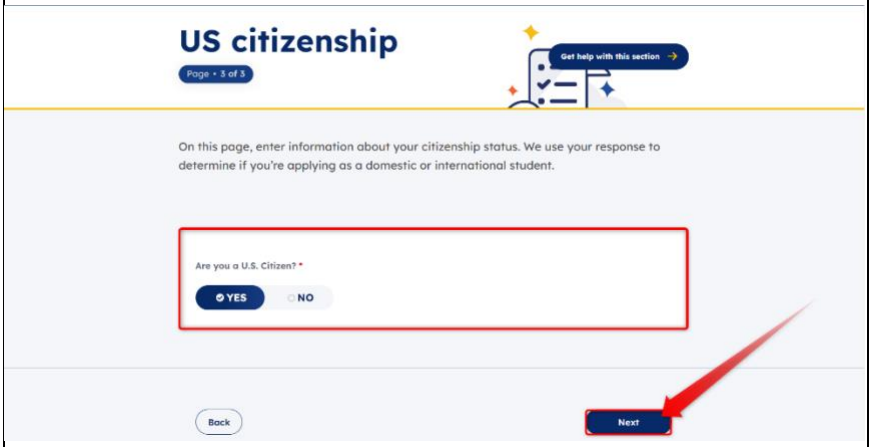
   <u>If your answer is “NO</u>,” select the option that best applies for each of the following questions and then click the **Next** button at the bottom of the screen.

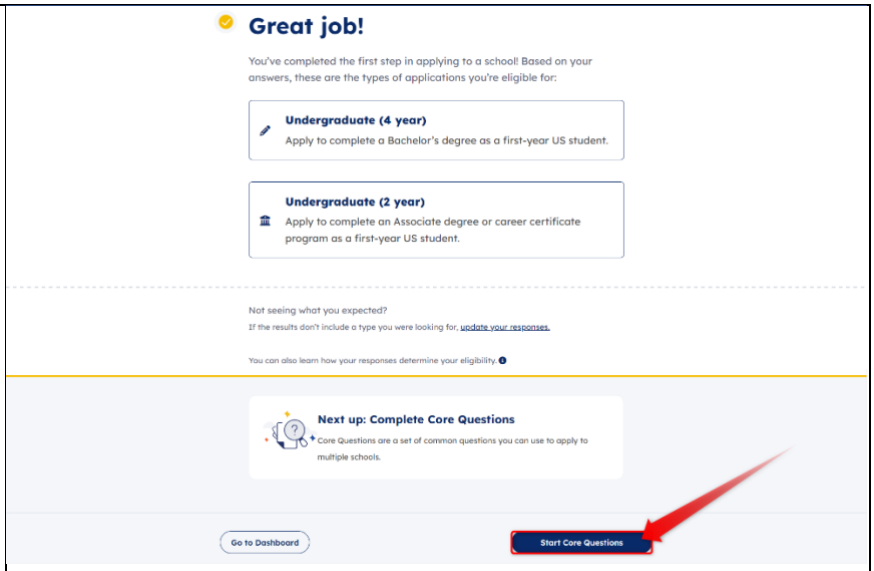
   “Which of these apply to you?”

   “Do all of these circumstances apply to you?”



   <u>If your answer is “YES</u>,” click the **Next** button at the bottom of the screen.

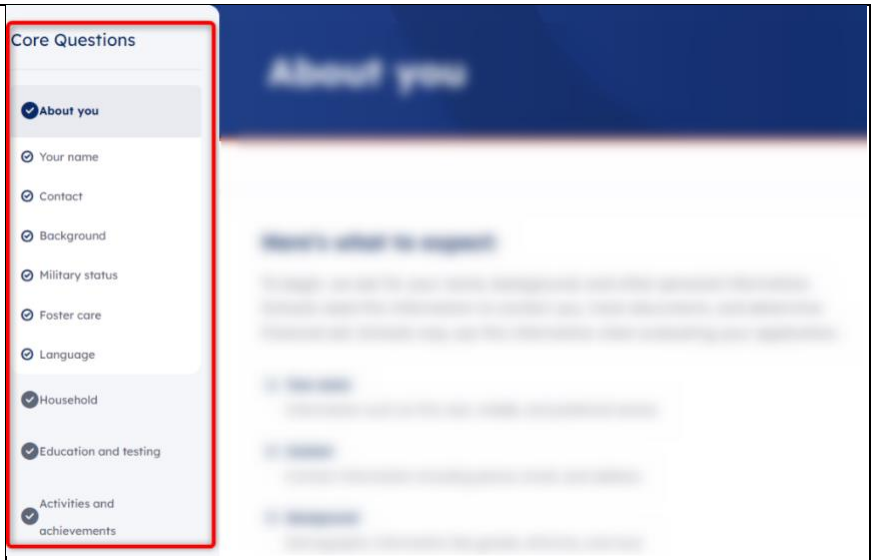


5. Apply Texas confirms the submission of your screener answers and lists the types of applications for which you are eligible. Click the **Start Core Questions** button at the bottom of the page.	

Answering Core Questions

Core Questions are a set of common questions you can use to apply to multiple schools. The Core Questions consist of four separate sections: About You, Household, Education and Testing, and Activities and Achievements.

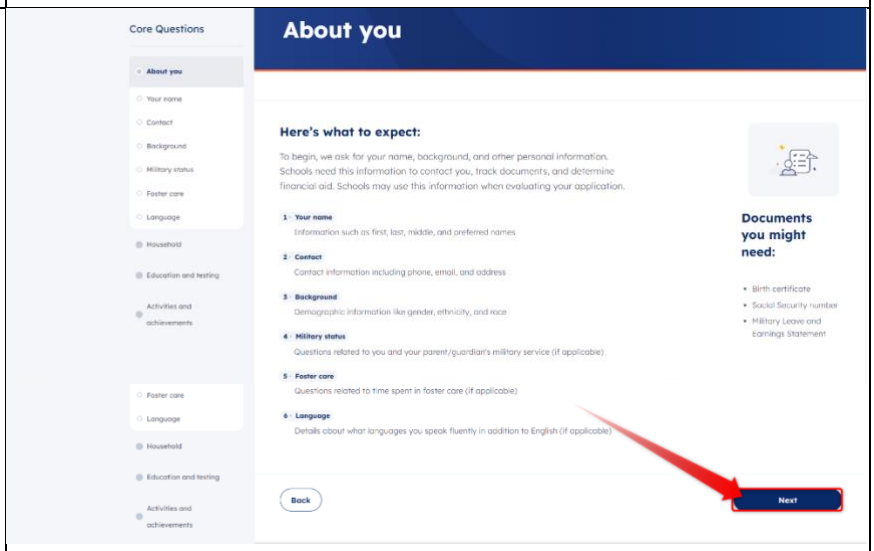
A list of sections, and their subsets, displays on the left side of the screen as you complete your application and you can click an item from the list to quickly navigate to that section/subset.



About You Page

The About You section of the Core Questions, requests name, background, and other personal information, which schools may use to evaluate your application.

1. Click the **Next** button at the bottom of the About You page.



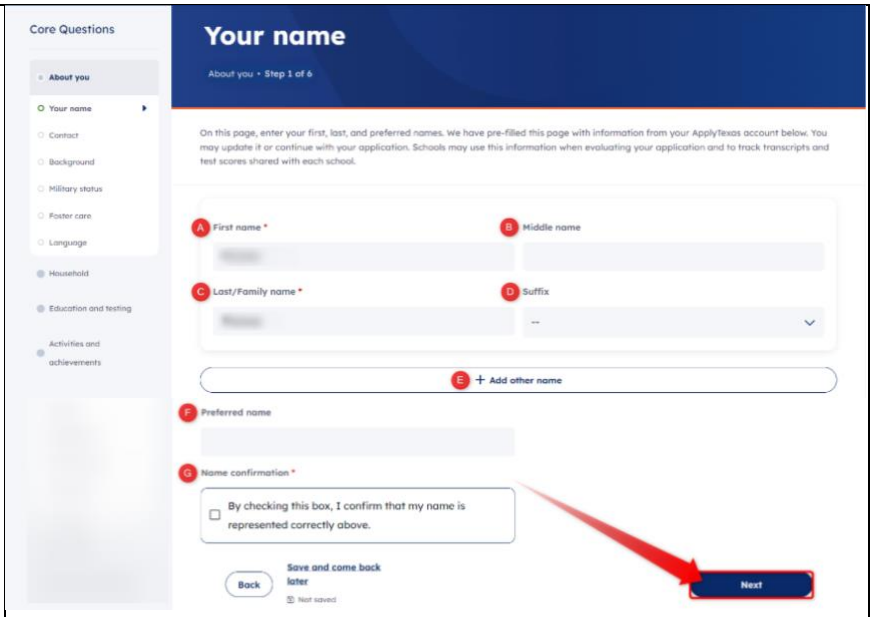
Your Name Page

The Your Name page prefills with information from your Apply Texas account but the information can be updated as necessary. Schools may use this information when evaluating your application.

2. Enter required details before clicking the **Next** button at the bottom of the screen.

   A. First Name (Required)
   B. Middle Name (Optional)
   C. Last/Family Name (Required)
   D. Suffix (Optional)
   E. Add Other Name (Optional)
   F. Preferred Name (Optional)
   G. Name Confirmation (Required)

Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



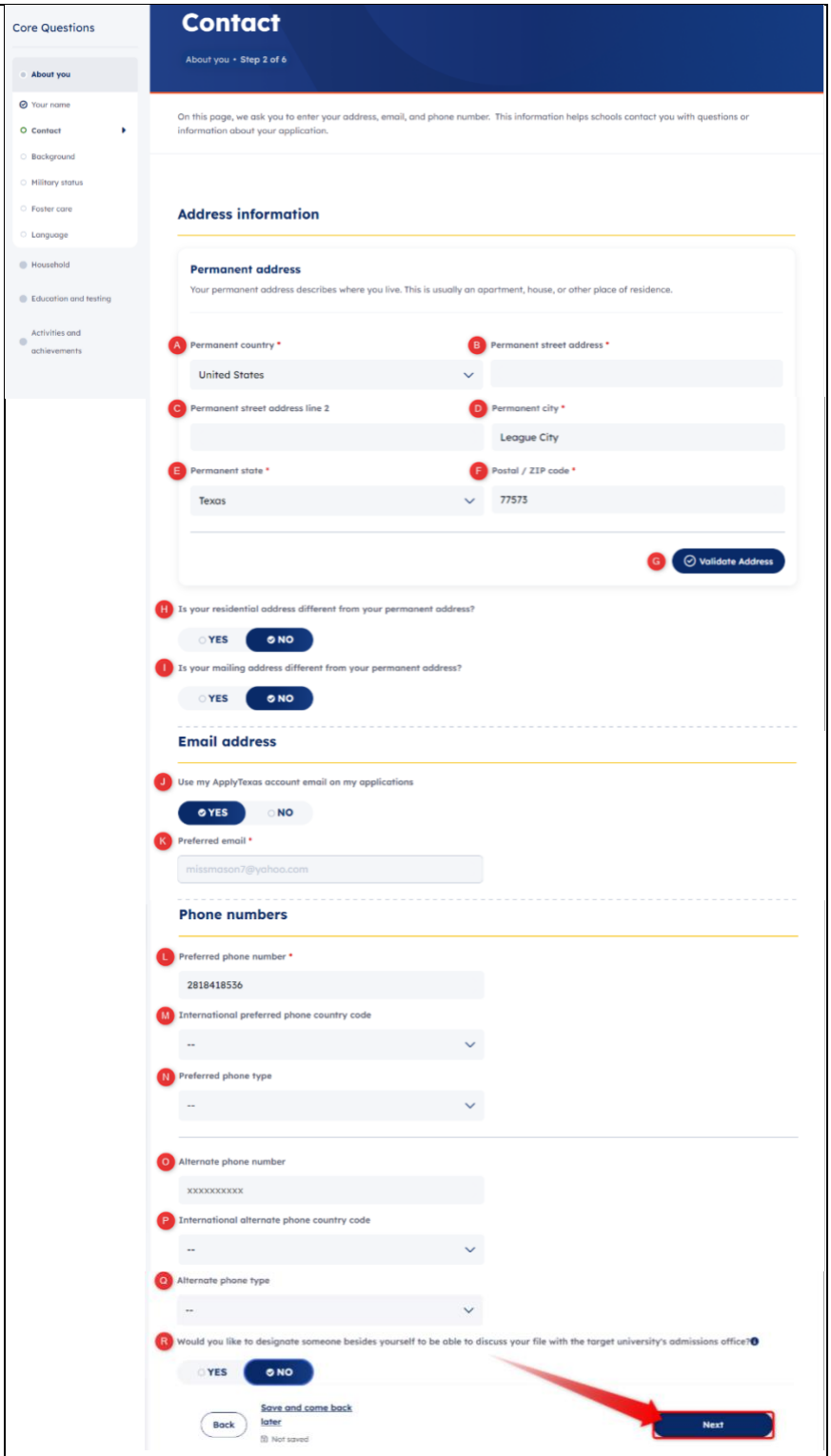
Contact Page

The Contact page requests the following details, which helps schools contact you with questions or information about your application.

3. Enter required details before clicking the **Next** button at the bottom of the screen.

   A. Permanent Country (Required)
   B. Permanent Street Address (Required)
   C. Permanent Street Address Line 2 (Optional)
   D. Permanent City (Required)
   E. Permanent State (Required)
   F. Postal/ZIP Code (Required)
   G. Validate Address
   H. Is your residential address different from your permanent address? (Optional)
   I. Is your mailing address different from your permanent address? (Optional)
   J. Use my Apply Texas account email on my application (Optional)
   K. Preferred Email (Required)
   L. Preferred Phone Number (Required)
   M. International Preferred Phone Country Code (Optional)
   N. Preferred Phone Type (Optional)
   O. Alternate Phone Number (Optional)
   P. International Alternate Phone Country Code (Optional)
   Q. Alternate Phone Type (Optional)
   R. Would you like to designate yourself to be able to file with the target university's admissions office? (Optional)

Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



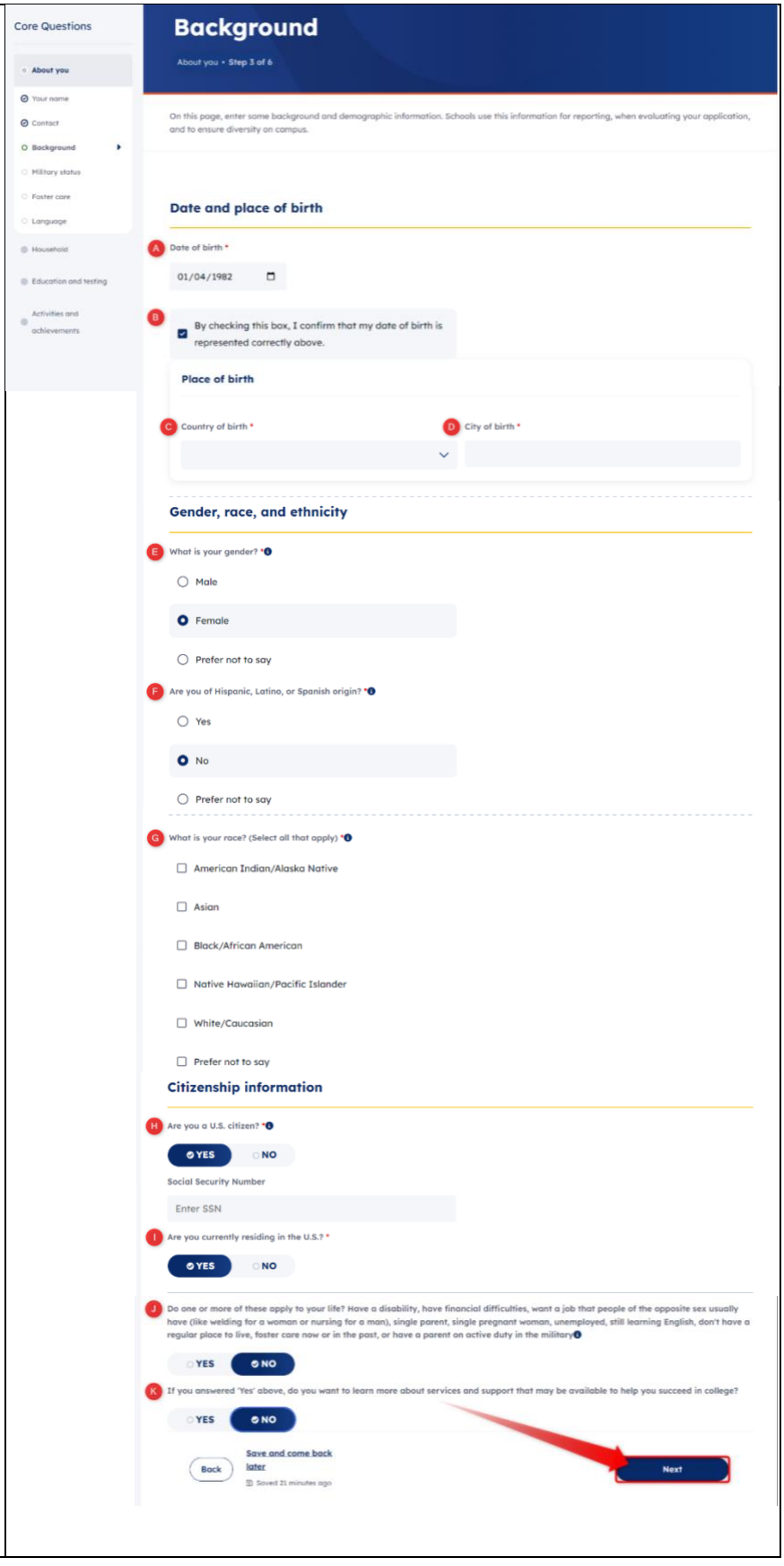
Background Page

The Background page requests background and demographic information, which schools use for reporting, when evaluating your application.

4. Enter required details before clicking the **Next** button at the bottom of the screen.

    A. Date of Birth (Required)
    B. Date of Birthday Confirmation Checkbox (Required)
    C. Country of Birth (Required)
    D. City of Birth (Required)
    E. What is Your Gender? (Required)
    F. Are you Hispanic, Latino, or Spanish origin? (Required)
    G. What is Your Race? (Required)
    H. Are you a U.S. Citizen? (Required)
    I. Are you Currently Residing in U.S.? (Required)
    J. Do one or more of these apply to your life? (Optional)
    K. If you answered Yes above, do you want to learn more about services and support that may be available to help you succeed in college? (Optional)

Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.

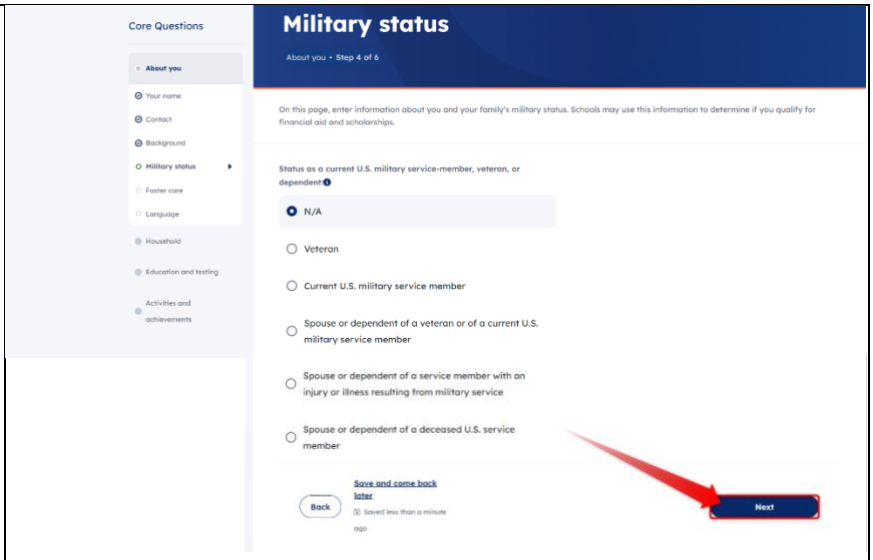


Military Status Page

The Military Status page requests your status as a current U.S. military service-member, veteran, or dependent, which schools may use to determine if you qualify for financial aid and scholarships.

5. Select your current status before clicking the **Next** button at the bottom of the screen.

Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.

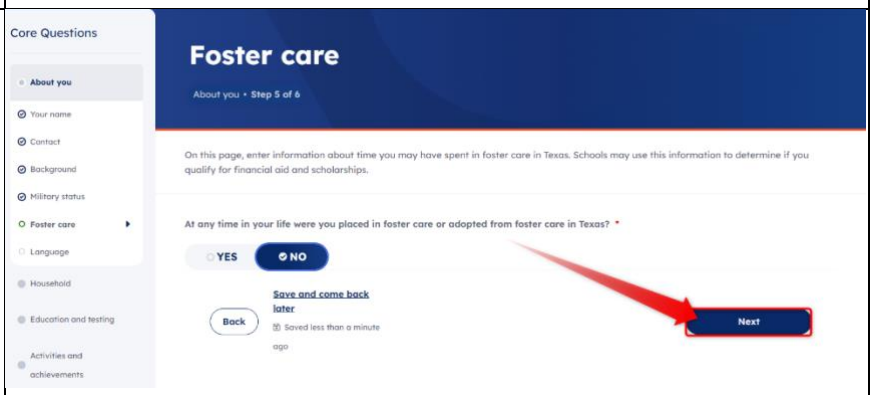


Foster Care Page

The Foster Care page requests information about time you may have spent in foster care in Texas, which schools may use to determine if you qualify for financial aid and scholarships.

6. Make required selection(s) before clicking the **Next** button at the bottom of the screen.

Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



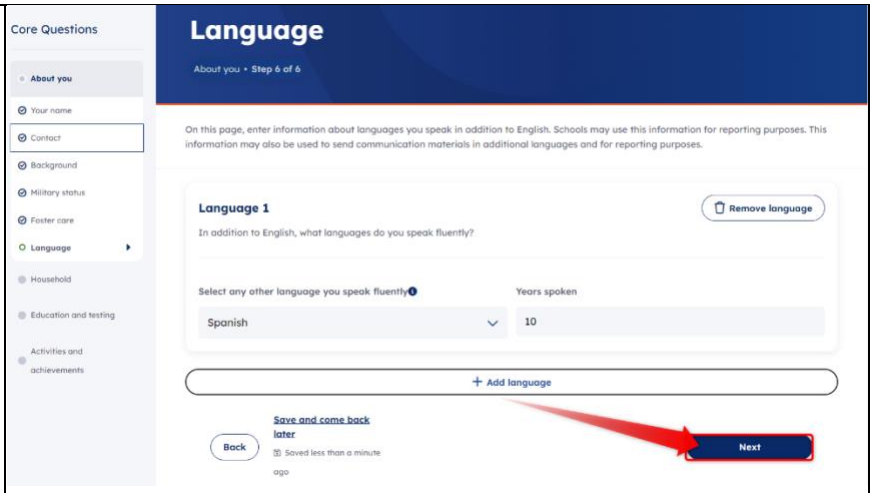
Language Page

The Language page requests information about languages you speak in additional to English, which schools may use for reporting purposes.

7. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

   Optional: Click the **Add Language** button to enter the language and years spoken.

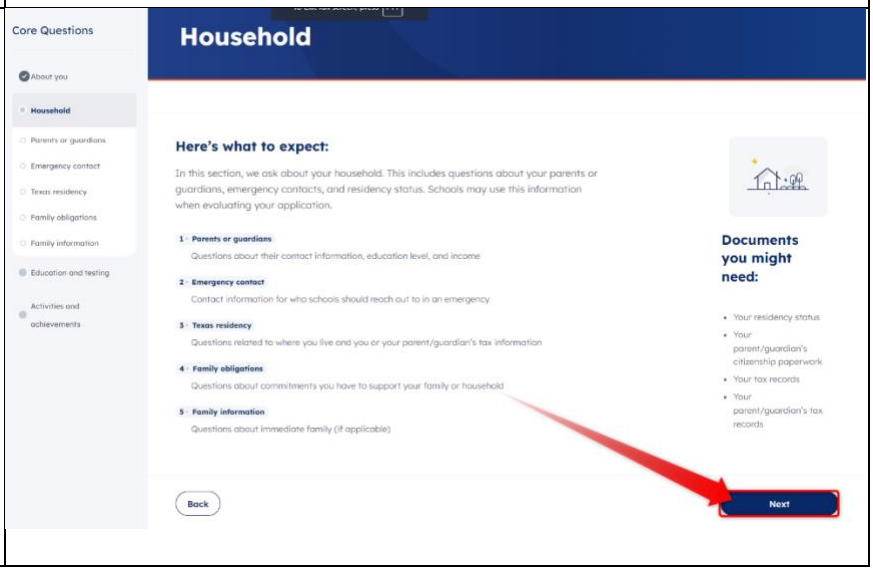
Note: You can return to the About You page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



Household Section

The Household section of the Core Questions, requests information on parents/guardians, emergency contacts, and residency status, which schools may use to evaluate your application.

1. Click the **Next** button at the bottom of the Household screen.



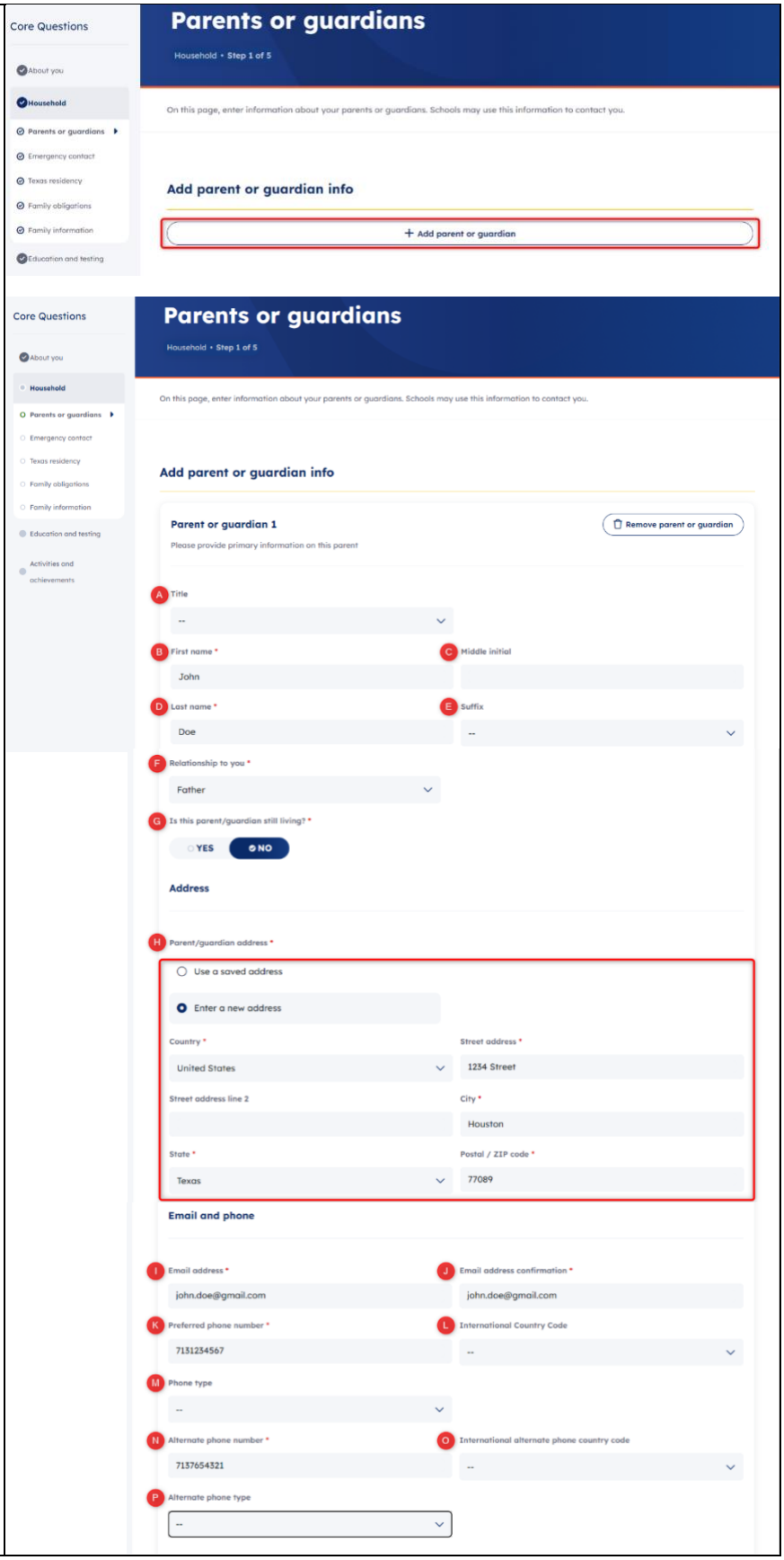
Parents or Guardians Page

The Parents or Guardians page requests information about your parents or guardians, which schools may use to contact you.

2. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

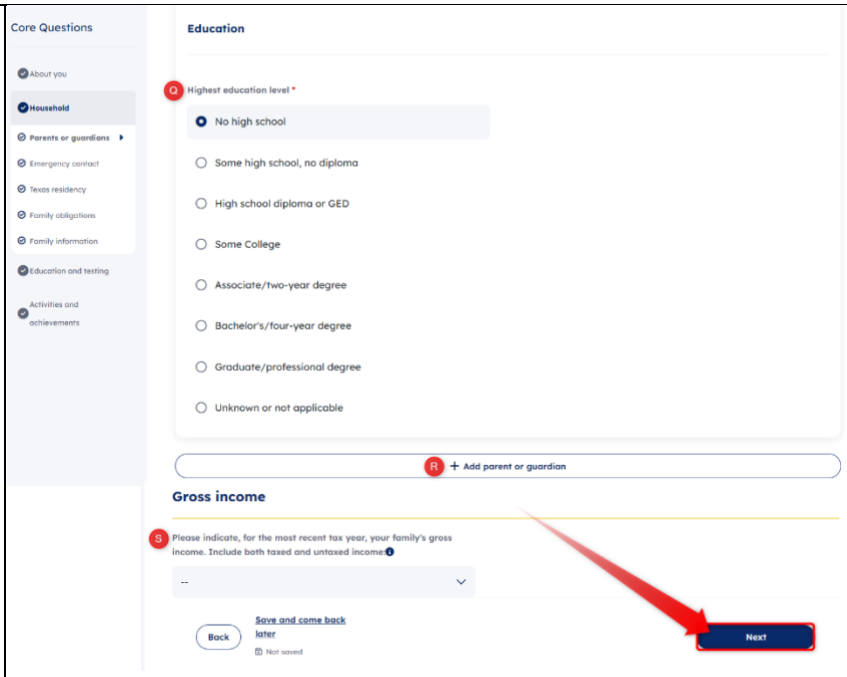
   Optional: Click the **Add Parent or Guardian** button to enter the following details.

   A. Title (Optional)
   B. First Name (Required)
   C. Middle Initial (Optional)
   D. Last Name (Required)
   E. Suffix (Optional)
   F. Relationship to you (Required)
   G. Is this parent/guardian still living? (Required) – an additional required field displays if you select 'Yes'.
   H. Parent/guardian address (Required) – additional required fields display based on your selection.
   I. Email Address (Required)
   J. Email Address Confirmation (Required)
   K. Preferred Phone Number (Required)
   L. International Country Code (Optional)
   M. Phone Type (Optional)
   N. Alternate Phone Number (Required)
   O. International Alternate Phone Country Code (Optional)
   P. Alternate Phone Type (Optional)



Step 2 Continued…

Q. Education (Required)
R. Add Parent or Guardian (Optional) – click to add information for another parent/guardian.
S. Gross Income (Optional)



Note: You can remove the parent or guardian record/fields, if desired, by clicking the **Remove Parent or Guardian** button at the top of the screen.

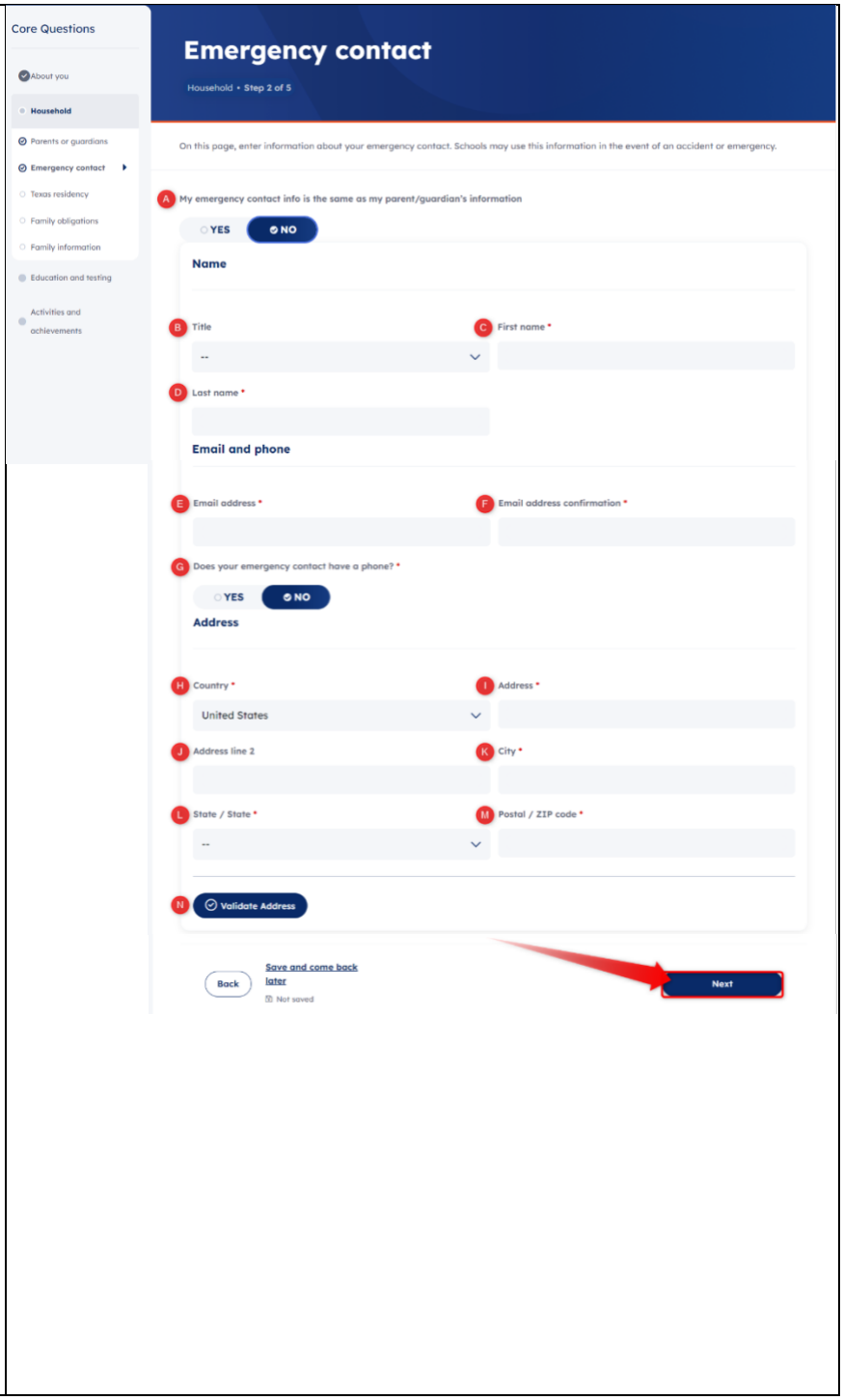
Emergency Contact Page

The Emergency Contact page requests information about your emergency contact, which schools may use in the event of an accident or emergency.

3. Enter/select required details before clicking the **Next** button at the bottom of the screen.

    A. My emergency contact info is the same as my parent/guardian's information. (Required) – Answering 'Yes' to this question allows you to select the parent or guardian you want listed as your emergency contact. Answering 'No,' requires you to enter additional details.
    B. Title (Optional)
    C. First Name (Required)
    D. Last Name (Required)
    E. Email Address (Required)
    F. Email Address Confirmation (Required)
    G. Does your emergency contact have a phone? (Required)
    H. Country (Required)
    I. Address (Required)
    J. Address Line 2 (Optional)
    K. City (Required)
    L. State (Required)
    M. Postal/ZIP Code (Required)
    N. Validate Address (Required)

Note: You can return to the Household page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.

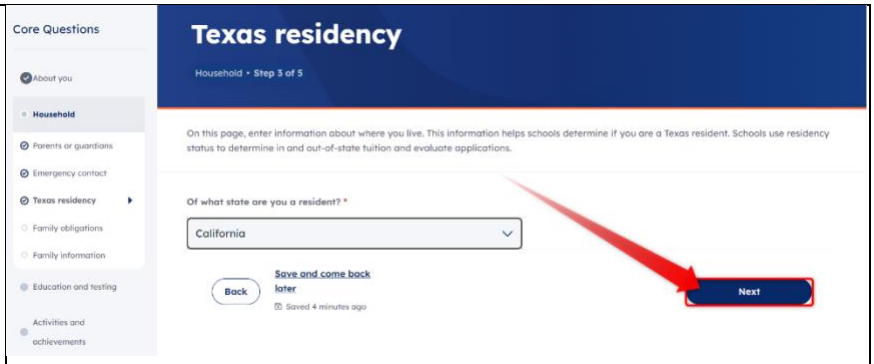


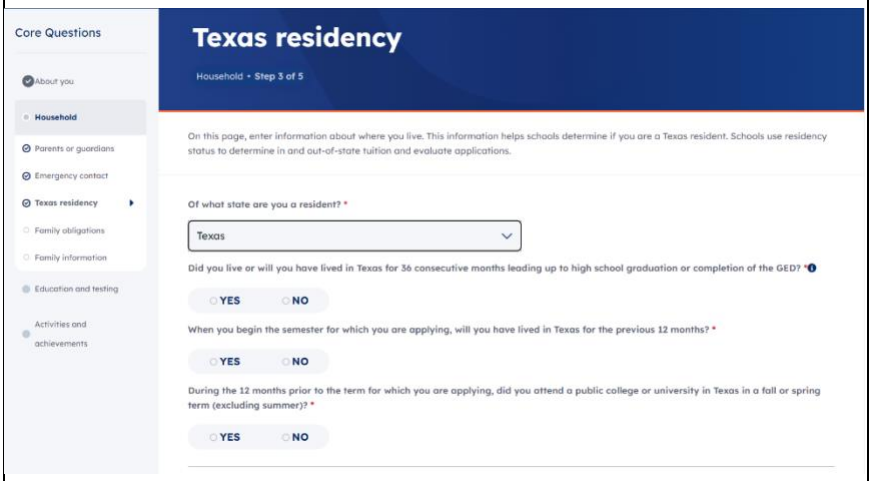
Texas Residency Page

The Texas Residency Page requests information about where you live, which helps schools determine if you are a Texas resident. Schools use residency status to determine in and out-of-state tuition and evaluate applications.

4. Enter/select required details before clicking the **Next** button at the bottom of the screen.

Note: Selecting anything other than 'Texas' allows you to click **Next** and continue. Selecting 'Texas' requires you to enter/select additional details before clicking **Next**.



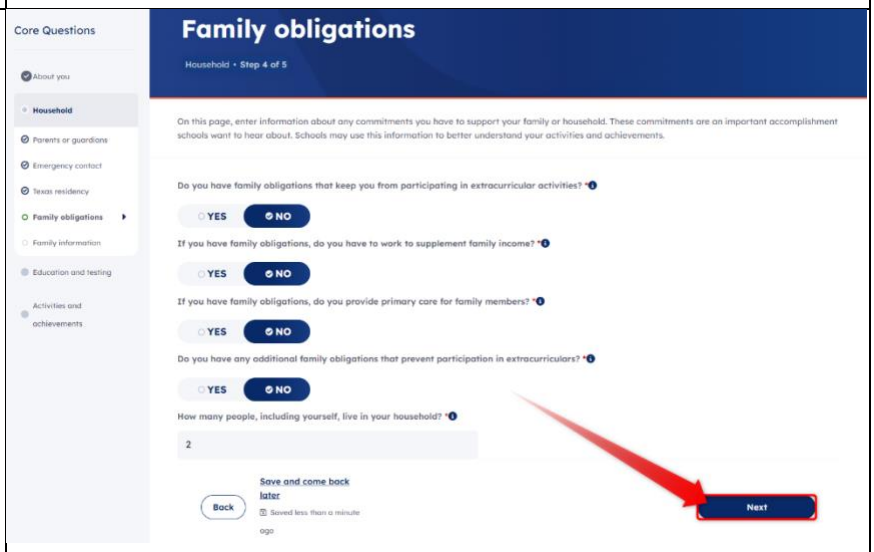


Family Obligations Page

The Family Obligations page requests information for any commitments you have to family or household. These commitments are an important accomplishment schools want to hear about. Schools may use this information to better understand your activities and achievements.

5. Enter/select required details before clicking the **Next** button at the bottom of the screen.

Note: Selecting 'Yes' to most of these questions requires you to enter/select additional details before clicking **Next**.

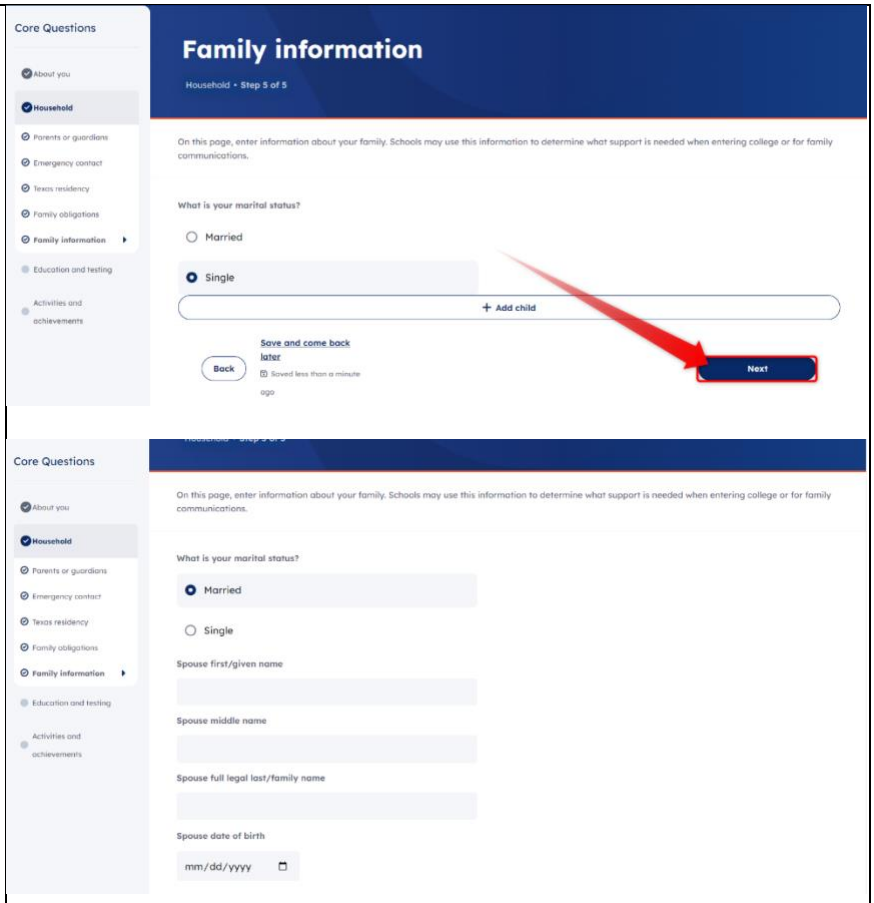


Family Information

The Family Information page requests information about your family, which schools may use to determine what support is needed when entering college or for family communications.

6. Enter/select required details before clicking the **Next** button at the bottom of the screen.

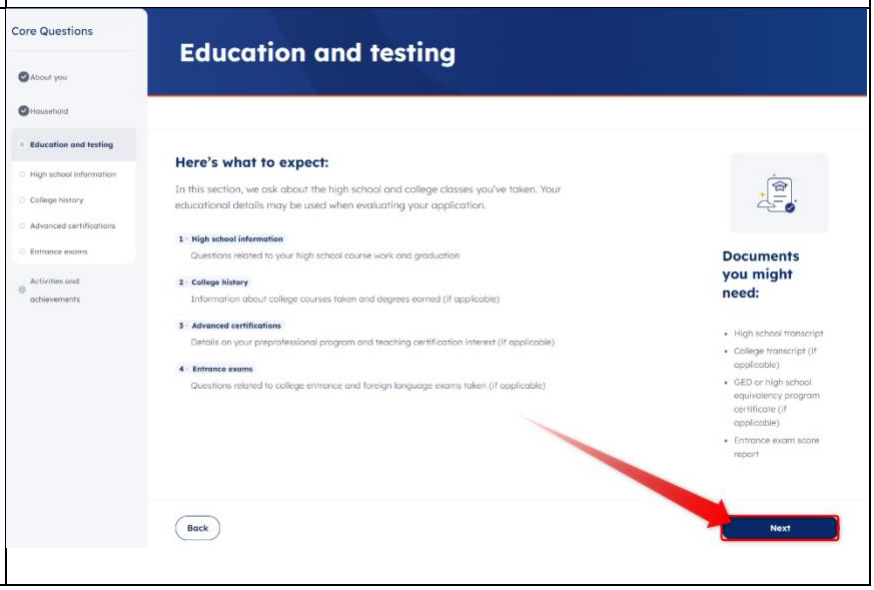
Note: Selecting 'Single' allows you to click **Next** and continue. Selecting 'Married' allows you to enter/select additional (optional) details before clicking **Next**. Clicking the **Add Child** button requires additional details.



Education and Testing Section

The Education and Testing section of the Core Questions, requests information about any high school and college classes you've taken, which schools may use to evaluate your application.

1. Click the **Next** button at the bottom of the screen.



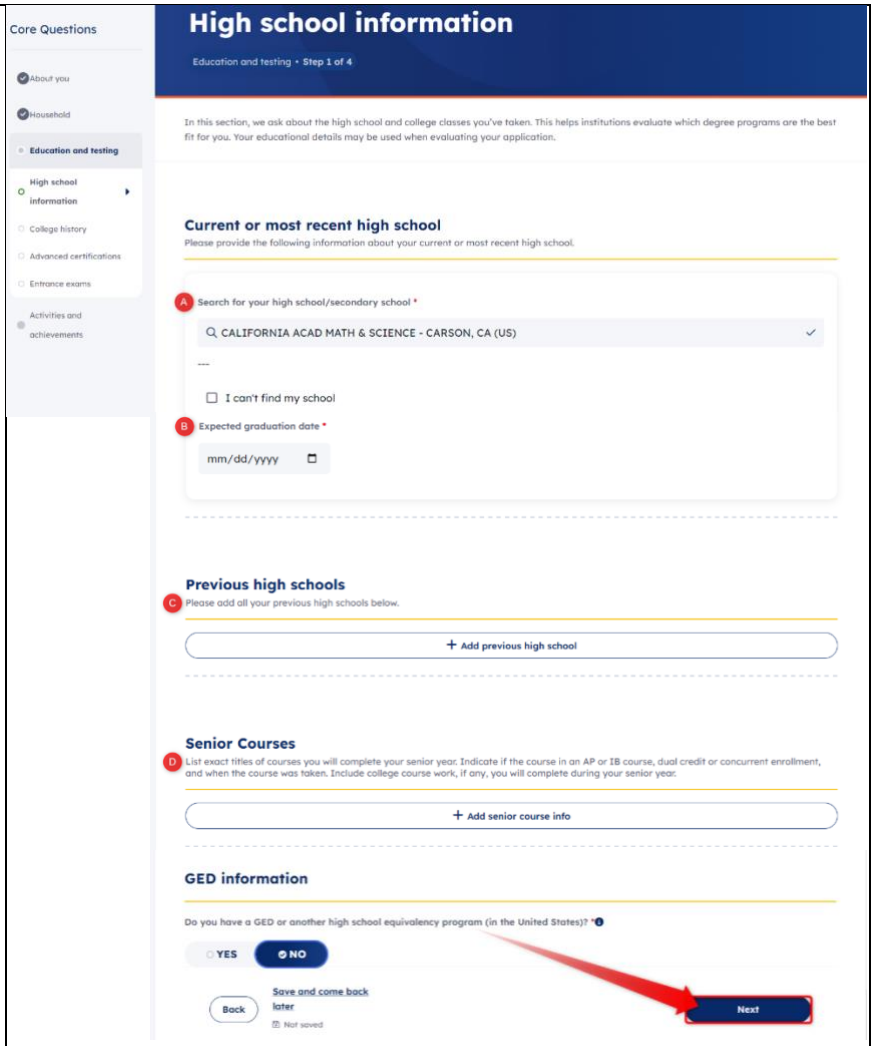
High School Information

The High School Information page requests details for any high school and college classes you've taken, which helps institutions evaluate which degree programs are the best fit for you.

2. Enter/select required details before clicking the **Next** button at the bottom of the screen.

    A. Search for your high school secondary school (Required)
    B. Expected Graduation Date (Required)
    C. Previous High Schools (Optional)
    D. Senior Courses (Optional)
    E. GED Information (Required)

Note: Your answers to these questions may require you to enter/select additional details before clicking **Next**.



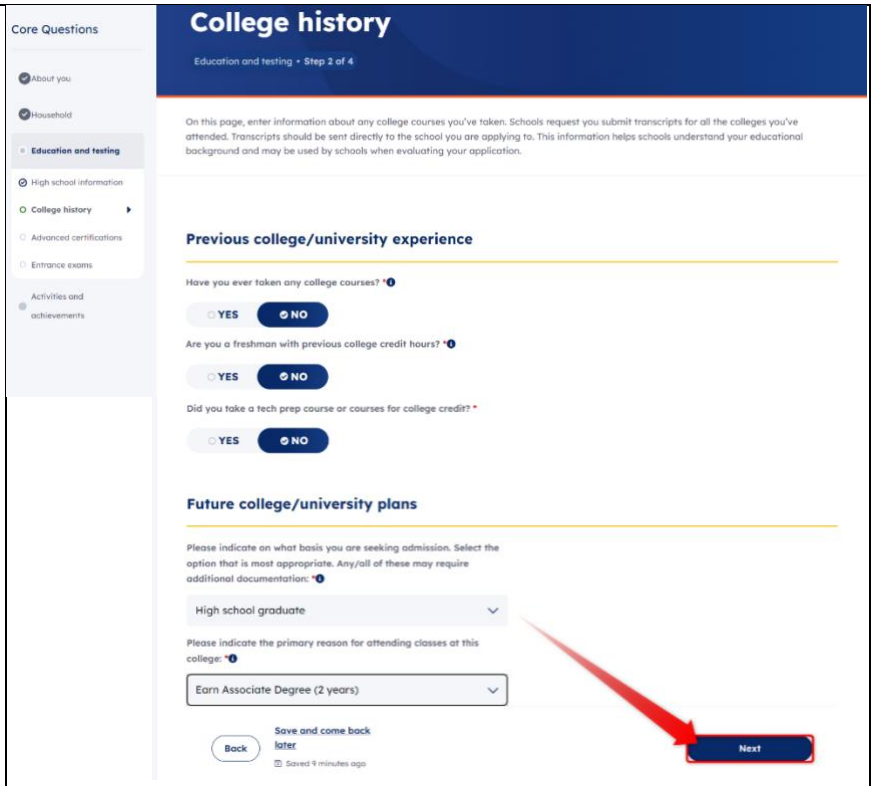
College History Page

The College History page requests information about any college courses you've taken, which helps schools understand your educational background and may be used to evaluate your application. Schools request your transcripts for all the colleges you're attended. Transcripts should be sent directly to the school you are apply to.

3. Enter/select required details before clicking the **Next** button at the bottom of the screen.

    A. Have you ever taken any college courses? (Required)
    B. Are you a freshman with previous college credit hours? (Required)
    C. Did you take a tech prep course or courses for college credit? (Required)
    D. Please indicate on what basis you are seeking admission (Required)
    E. Please indicate the primary reason for attending classes at this college (Required)

Note: Your answers to these questions may require you to enter/select additional details before clicking Next.



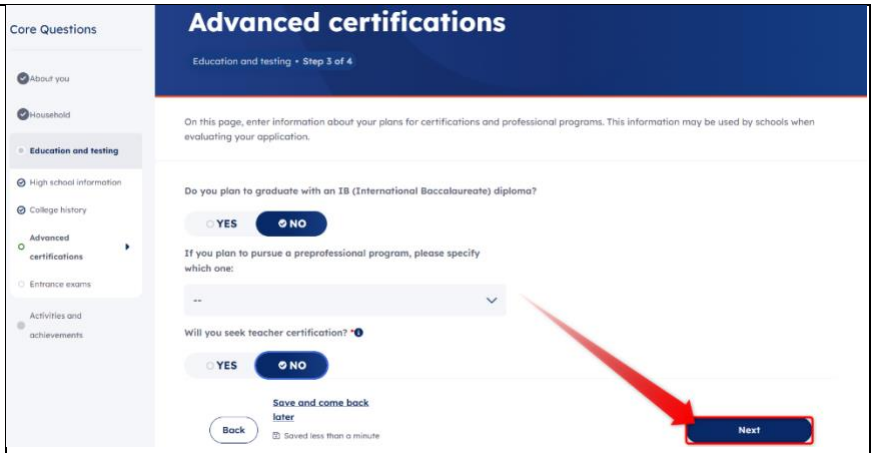
Advanced Certifications Page

The Advanced Certifications page requests information about your plans for certification and professional programs, which may be used by schools when evaluating your application.

4. Enter/select required details before clicking the **Next** button at the bottom of the screen.

    A. Do you plan to graduate with an IB (International Baccalaureate) diploma? (Required)
    B. If you plan to pursue a professional program, please specify which one (Optional)
    C. Will you seek teacher certification? (Required)

Note: Your answers to these questions may require you to enter/select additional details before clicking Next.



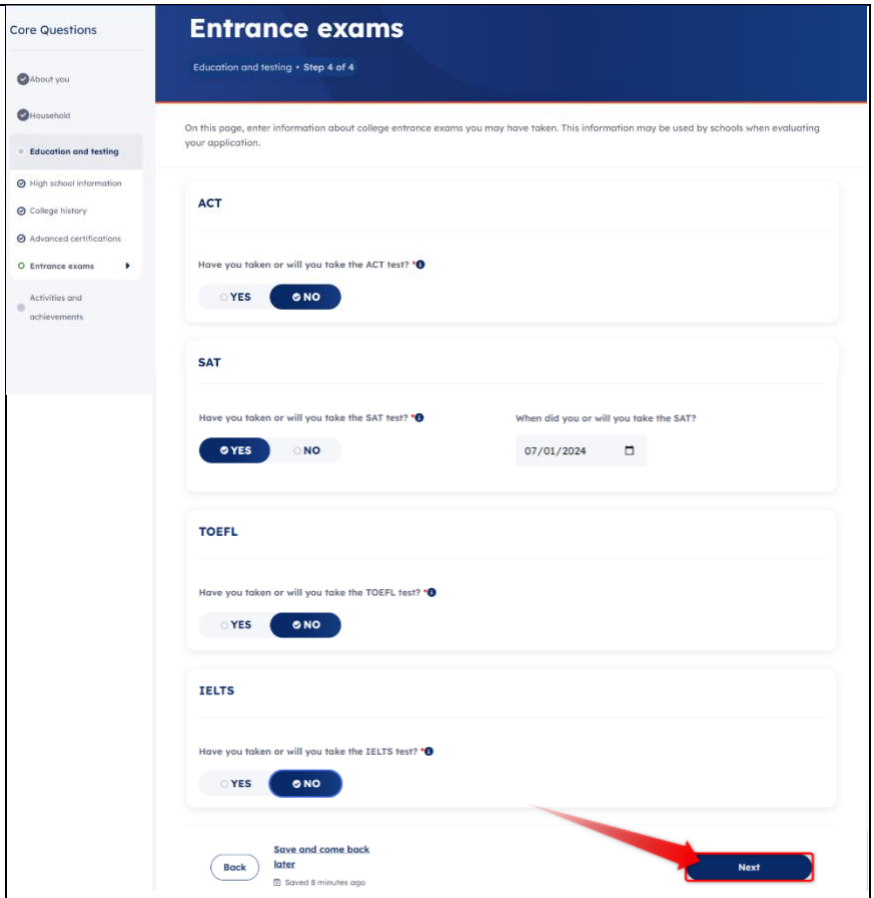
Entrance Exams Page

The Entrance Exams Page requests information about any college entrance exams you may have taken, which may be used by schools when evaluation your application.

5. Enter/select required details before clicking the **Next** button at the bottom of the screen.

    A. Have you taken or will you take the ACT test? (Optional)
    B. Have you taken or will you take the SAT test? (Optional)
    C. Have you taken or will you take the TOEFL test? (Optional)
    D. Have you taken or will you take the IELTS test? (Optional)

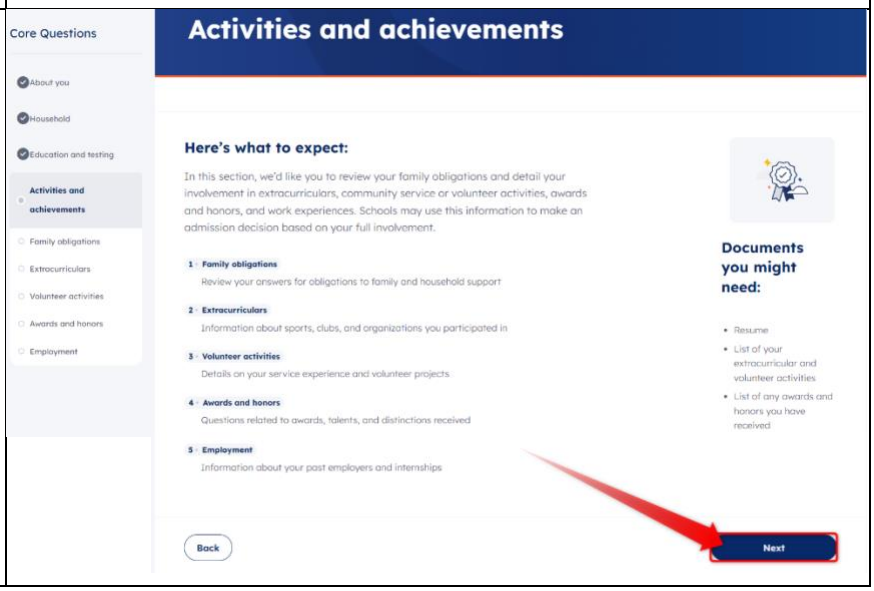
Note: Your answers to these questions may require you to enter/select additional details before clicking Next.



Activities and Achievements Section

The Activities and Achievements section of the Core Questions, requests information about your family obligations and your involvement in extracurriculars, community service, or volunteer activities, awards and honors, and work experiences. Schools may use this information to make an admission decision based on your full involvement.

1. Click the **Next** button at the bottom of the Household page.

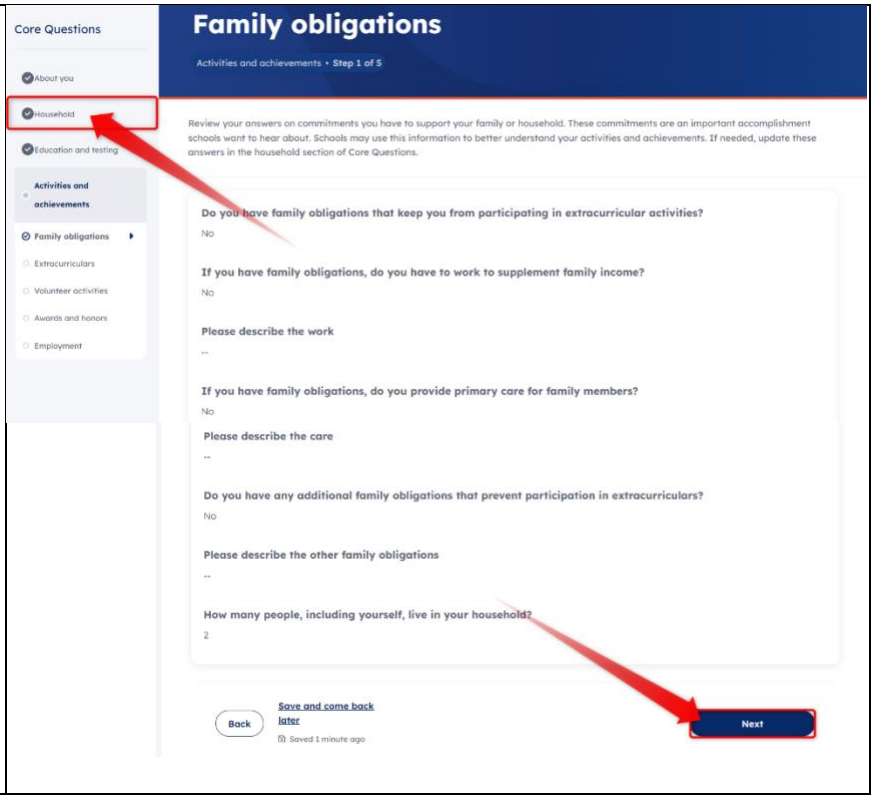


Family Obligations Page

The Family Obligations Page requests information on commitments you have to support your family or household. These commitments are an important accomplishment schools want to hear about. Schools may use this information to better understand your activities and achievements.

2. This page displays answers you provided in the Household section of the Core Questions. If necessary, return to that section, by clicking Household in the list on the left side of the page, and update your answers.

   The information on this page is optional and can be skipped by clicking the **Next** button at the bottom of the screen.



Extracurriculars

The Extracurriculars Page requests information on any clubs, teams, or organizations you have participated in. This may include service and work done in the summer and may be used by schools when evaluating your application.

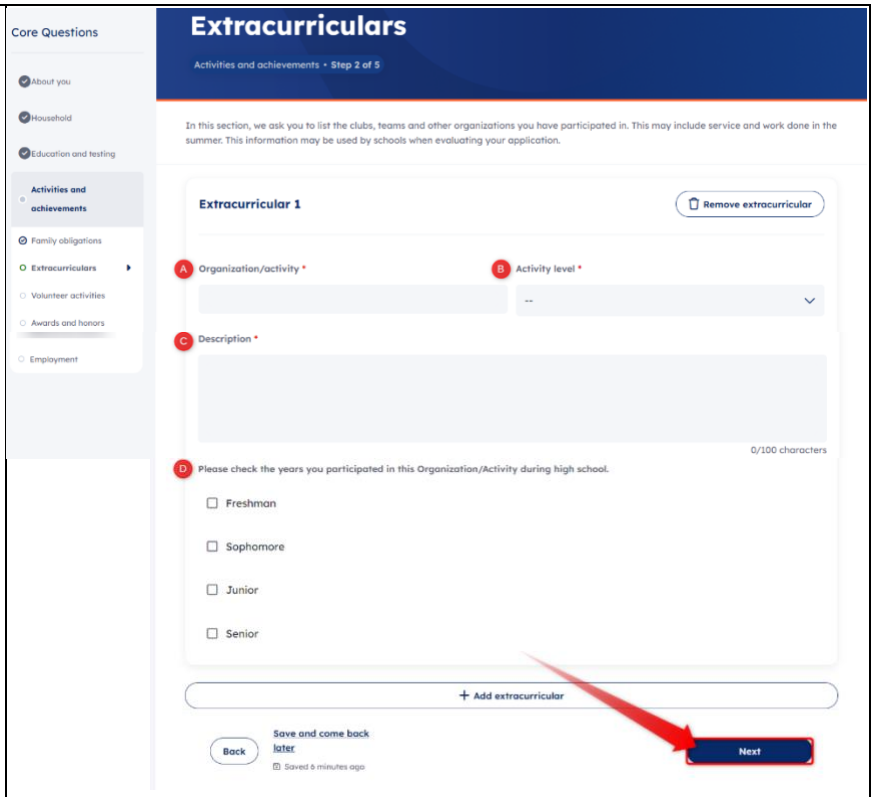
3. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

   Optional: Click the **Add Extracurricular** button to enter the following details.

   A. Organization/Activity (Required)
   B. Activity Level (Required)
   C. Description (Required)
   D. Please check the years you participated in organizations/activity during high school (Optional)

Note: You can add another extracurricular activity by clicking the **Add Extracurricular** button towards the bottom of the screen.

You can remove the Extracurricular record/fields, if desired, by clicking the **Remove Extracurricular** button at the top of the screen.



Volunteer Activities Page

The Volunteer Activities page requests information for any volunteer activities you've participated in, like community service or work with nonprofits. This may include work done in the summer. This information helps schools make a holistic admission decision.

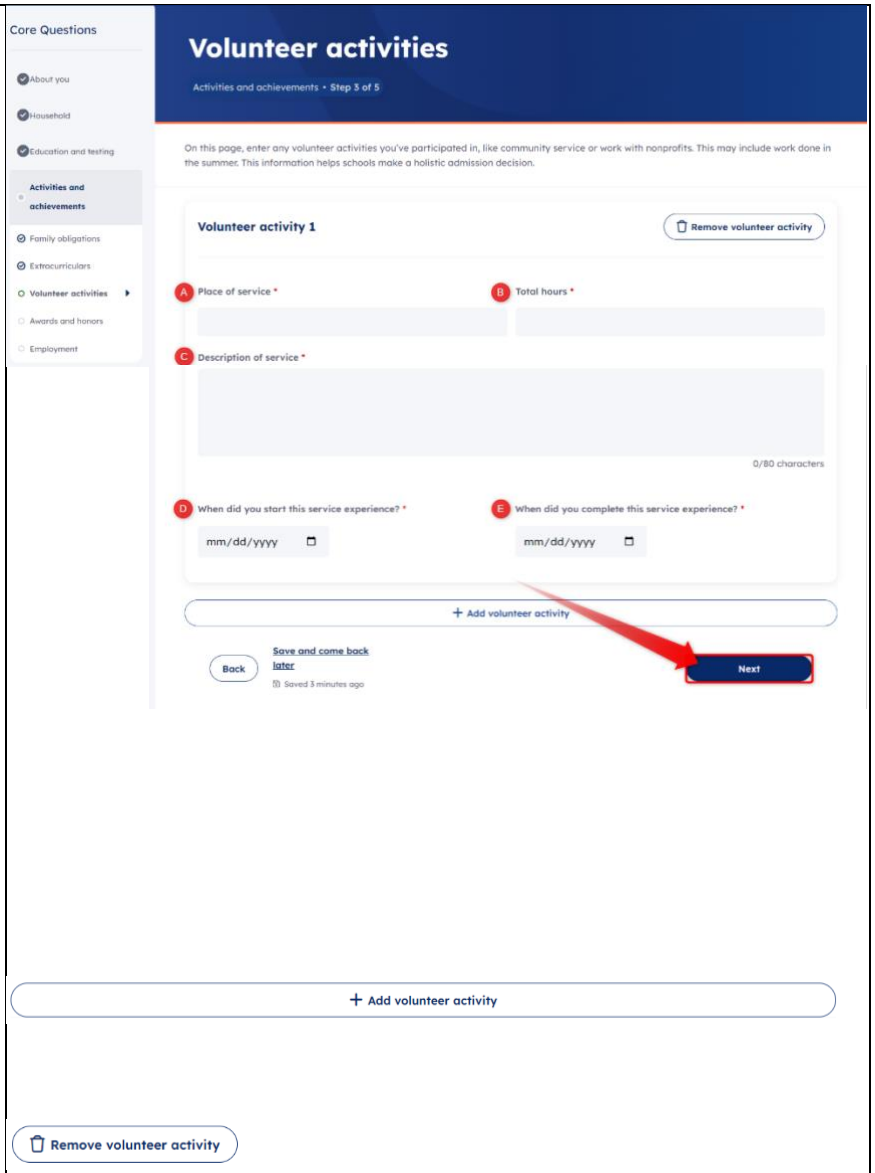
4. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

   Optional: Click the **Add Volunteer Activity** button to enter the following details.

   A. Place of Service (Required)
   B. Total Hours (Required)
   C. Description of Service (Required)
   D. When did you start this service experience? (Required)
   E. When did you complete this service experience? (Required)

Note: You can add another volunteer activity by clicking the **Add Volunteer Activity** button towards the bottom of the screen.

You can remove the volunteer activity record/fields, if desired, by clicking the **Remove Volunteer Activity** button at the top of the screen.



Awards and Honors Page

The Awards and Honors Page requests information on any awards, honors, and/or distinctions you have received. Please spell out the name of the honors and describe the organizations who awarded them. This information helps schools make a holistic admission decision.

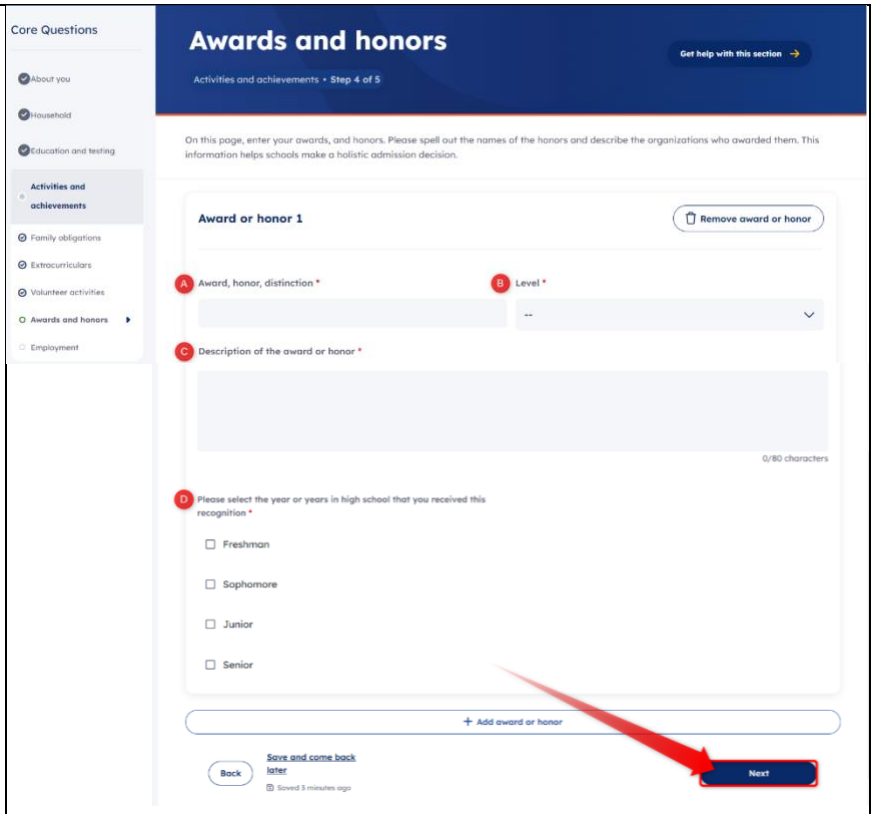
5. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

   Optional: Click the **Add Awards and Honors** button to enter the following details.

   A. Award, Honor, Distinction (Required)
   B. Level (Required)
   C. Description of the Award or Honor (Required)
   D. Please select the year or years in high school that you received this recognition (Required)

Note: You can add another volunteer activity by clicking the **Add Award or Honor** button towards the bottom of the screen.

You can remove the volunteer activity record/fields, if desired, by clicking the **Remove Award or Honor** button at the top of the screen.



Employment Page

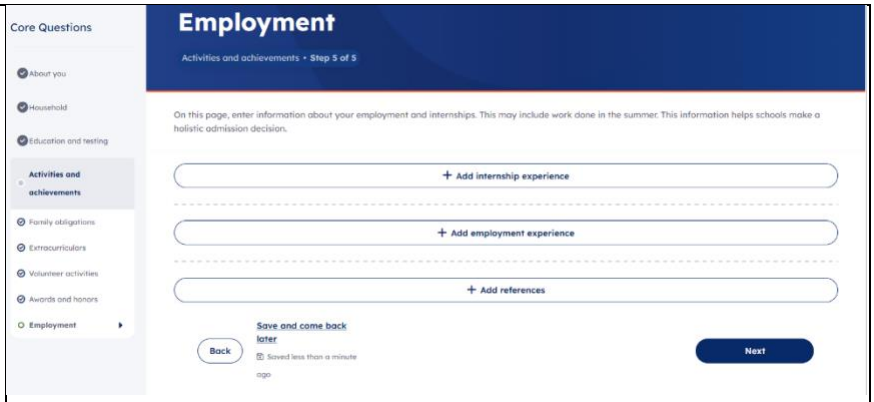
The Employment Page requests information about your employment and internships. This may include work done in the summer. This information helps schools make a holistic admission decision.

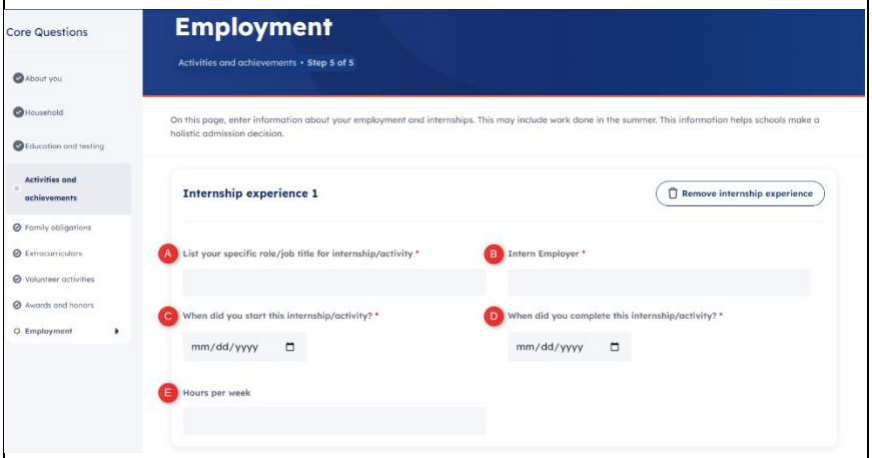
6. The information on this page is optional and can be skipped by clicking the blue **Next** button at the bottom of the screen.

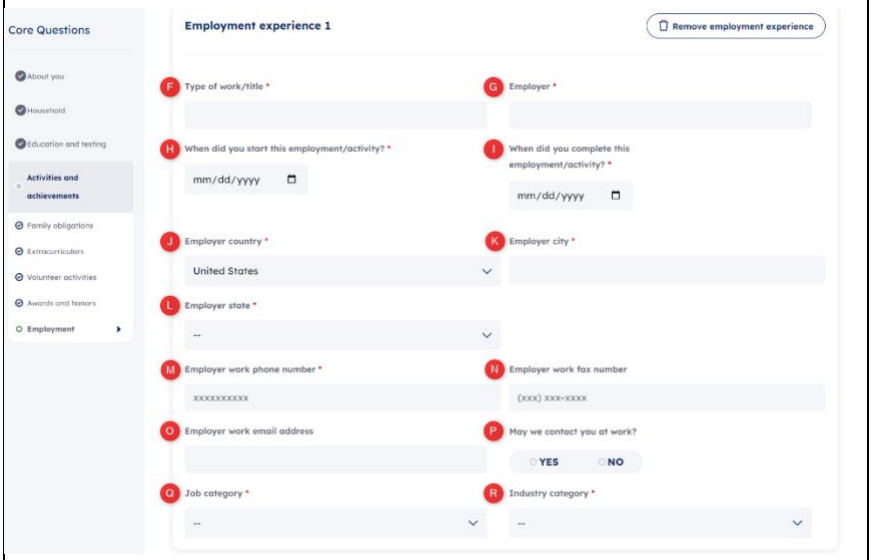
   Optional: Click the **Add Internship Experience, Add Employment Experience, or Add References** buttons to enter the following details.

   Add Internship Experience:
   - A. List your specific role/job title for internship/activity (Required)
   - B. Intern Employer (Required)
   - C. When did you start this internship? (Required)
   - D. When did you complete this internship/activity? (Required)
   - E. Hours per week (Optional)

   Add Employment Experience:
   - F. Type of Work/Title (Required)
   - G. Employer (Required)
   - H. When did you start this employment/activity? (Required)
   - I. When did you complete this employment/activity? (Required)
   - J. Employer Country (Required)
   - K. Employer City (Required)
   - L. Employer State (Required)
   - M. Employer Work Phone Number (Required)
   - N. Employer Work Fax Number (Optional)
   - O. Employer Work Email Address (Optional)
   - P. May we contact you at work? (Optional)
   - Q. Job Category (Required)
   - R. Industry Category (Required)

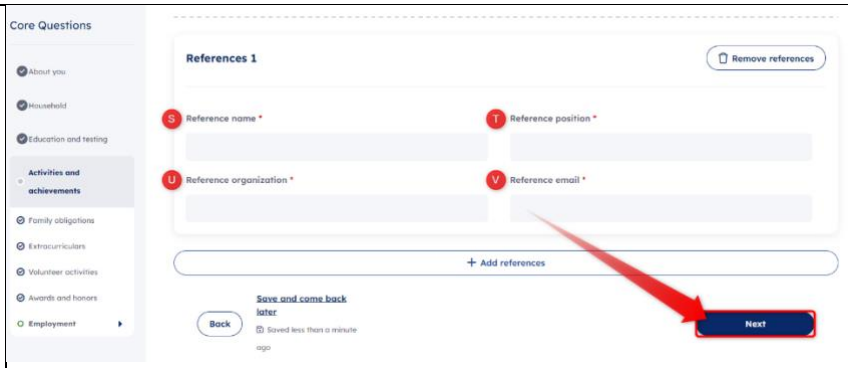






Add References:

S. Reference Name (Required)
T. Reference Position (Required)
U. Reference Organization (Required)
V. Reference Email (Required)

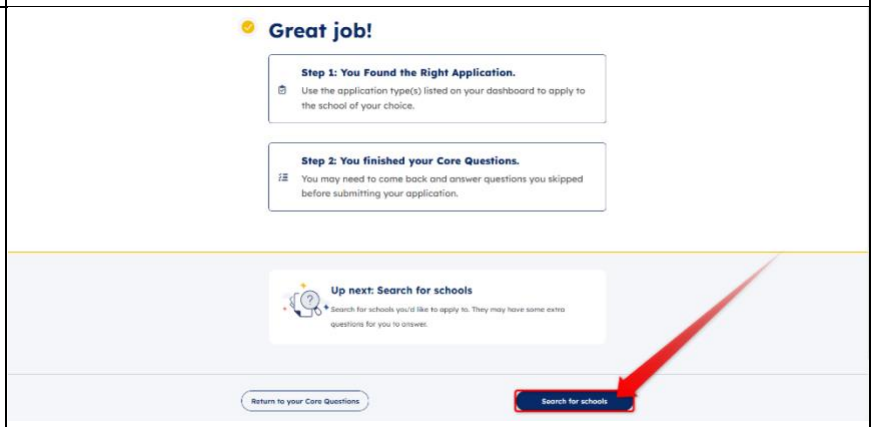


Note: You can add records by clicking the **Add Internship Experience, Add Employee Experience,** or **Add References** buttons towards the bottom of the screen.

You can remove the record/fields, if desired, by clicking the **Remove Internship Experience, Remove Employment Experience,** or **Remove References** button at the top of the screen.

7. Apply Texas confirms submission of your Core Question answers and lists appropriate next steps.

   Click the blue **Search for Schools** button at the bottom of the page.

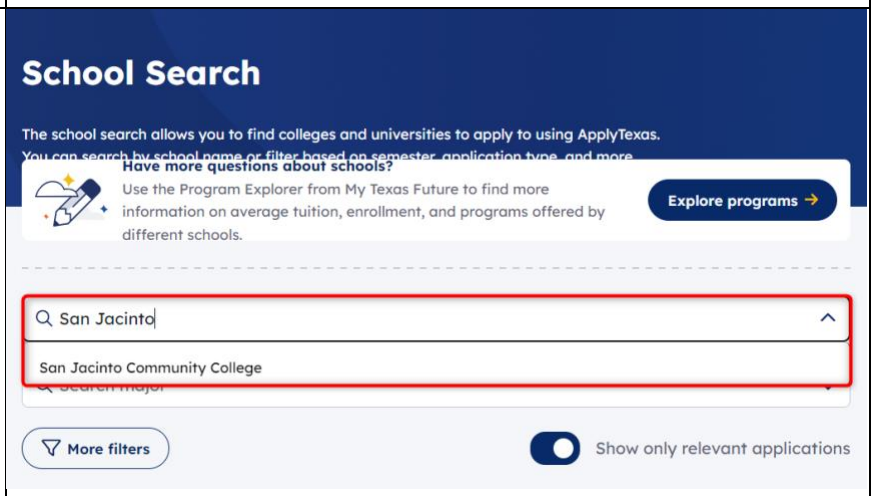


School Search

The school search allows you to find San Jacinto College and apply for admission using your Apply Texas application. You can search by school name or filter based on semester application type and more.

School Search Page

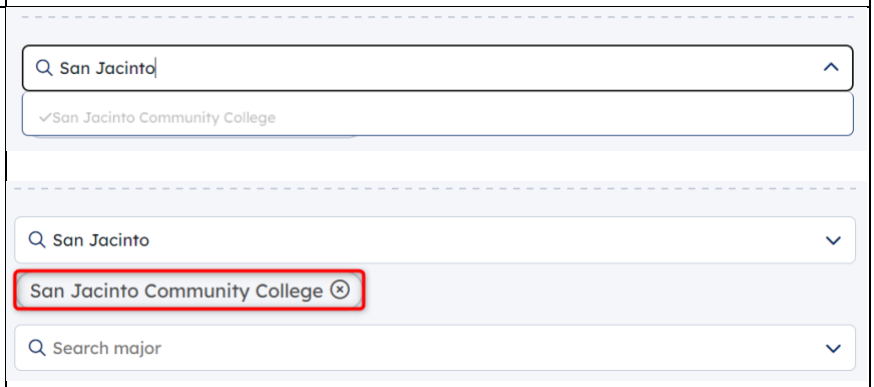
1. Type “San Jacinto” into the School Search field. The search feature will list recommendations below the search field as you type.



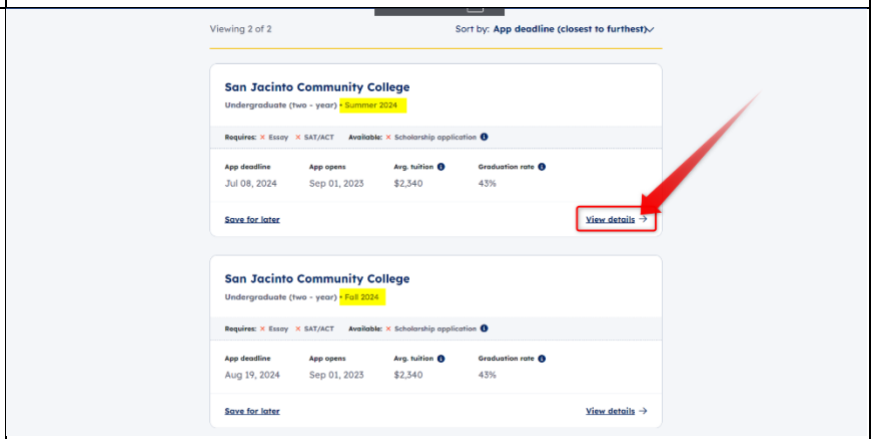
2. Click the suggestion for **San Jacinto Community College** to select it. A checkmark will appear beside the name once it is selected.

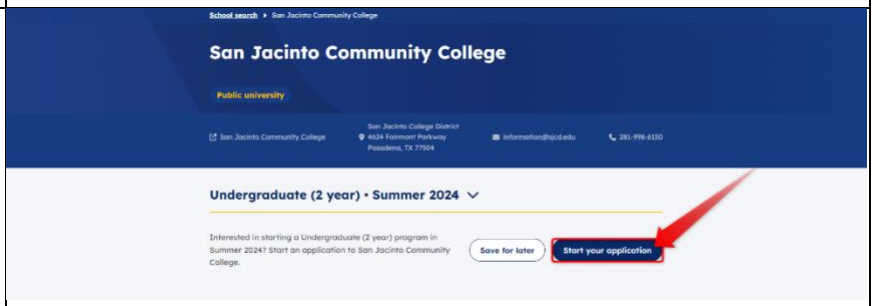
   If you click outside of the School Search field, San Jacinto Community College appears below the field.

IMPORTANT: Do NOT choose a Major on this screen.



3. In the results that display below the search fields, click the **View Details** hyperlink for your desired semester.



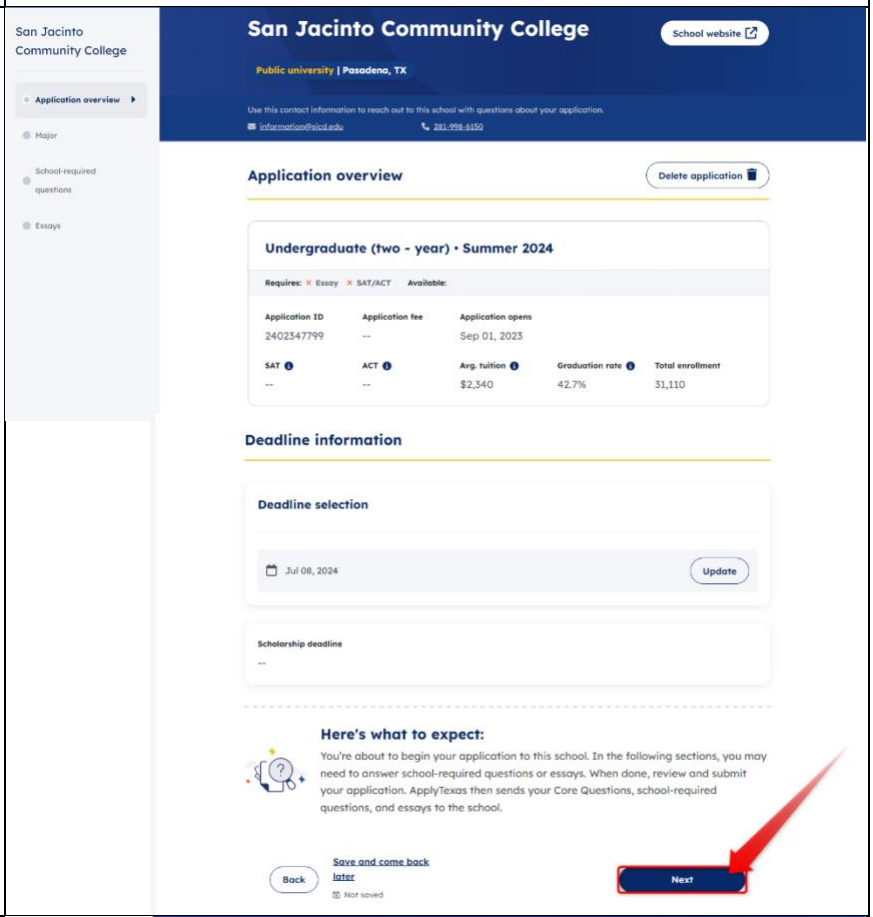
4. Click the **Start Your Application** button towards the top of the screen.	

Application Overview

The Application Overview page displays College contact information (email address, phone number, and website), details for the selected application and deadline information.

Application Overview Page

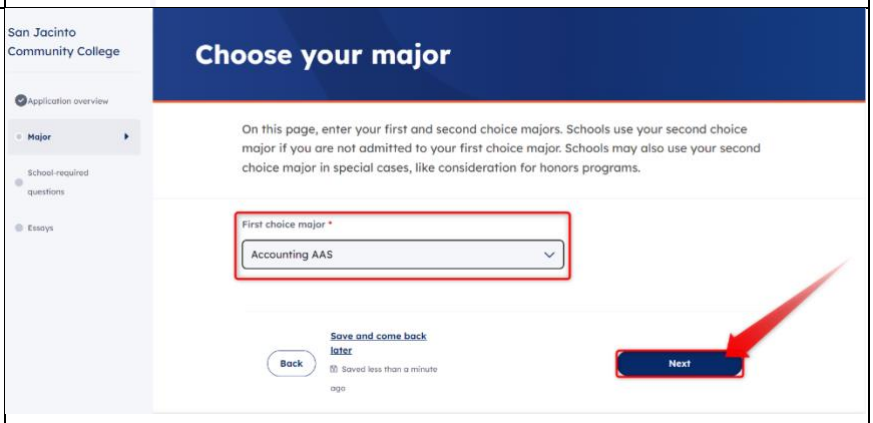
1. Click the **Next** button at the bottom of the screen.



Choose Your Major Page

2. On the Choose Your Major page, select your desired major from the **First Choice Major** drop-down box and click the **Next** button at the bottom of the screen.

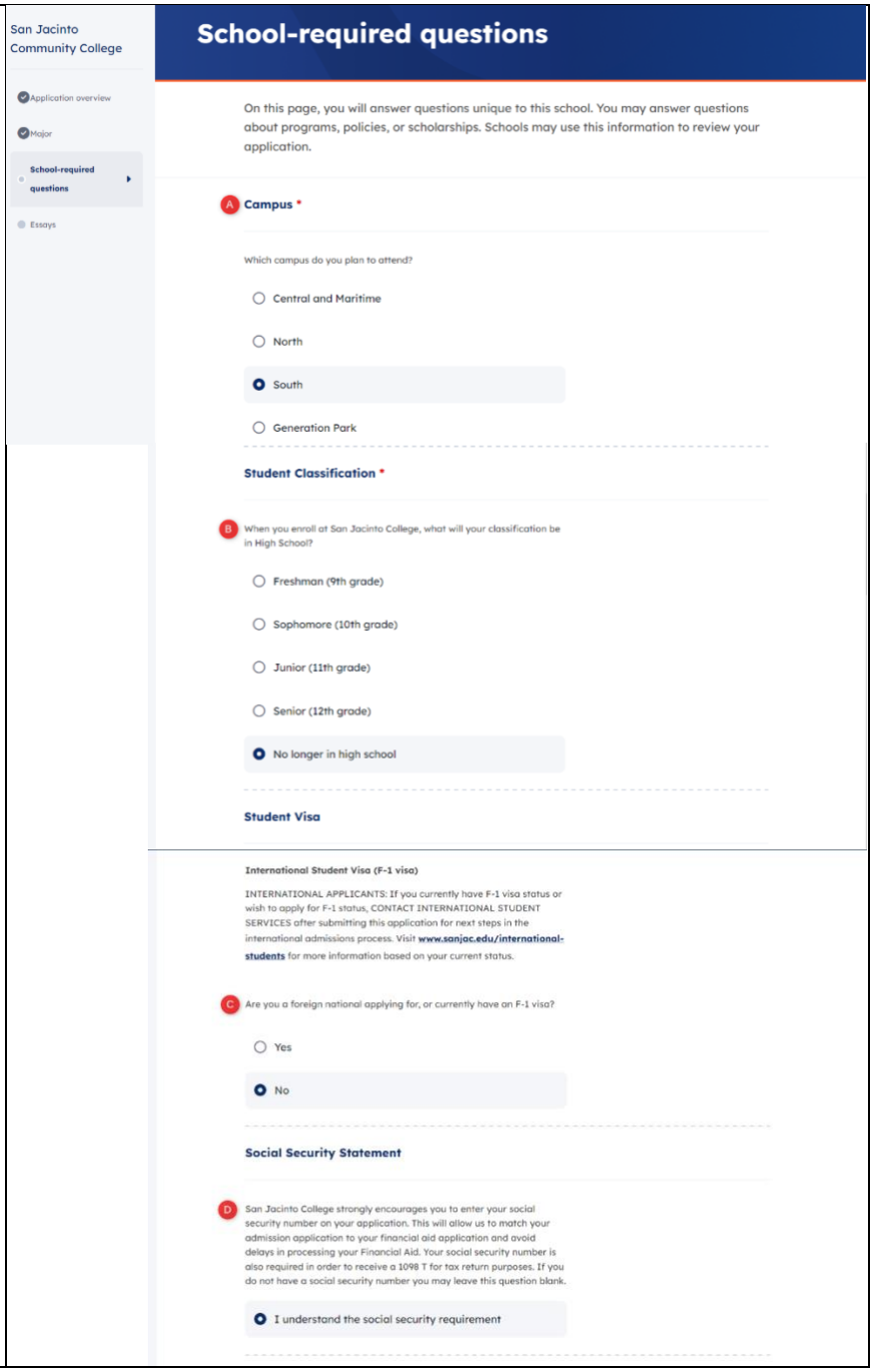
Note: You can return to the Application Overview page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



School-Required Questions Page

6. On the School-Required Questions page, enter/select required details before clicking the **Next** button at the bottom of the screen.

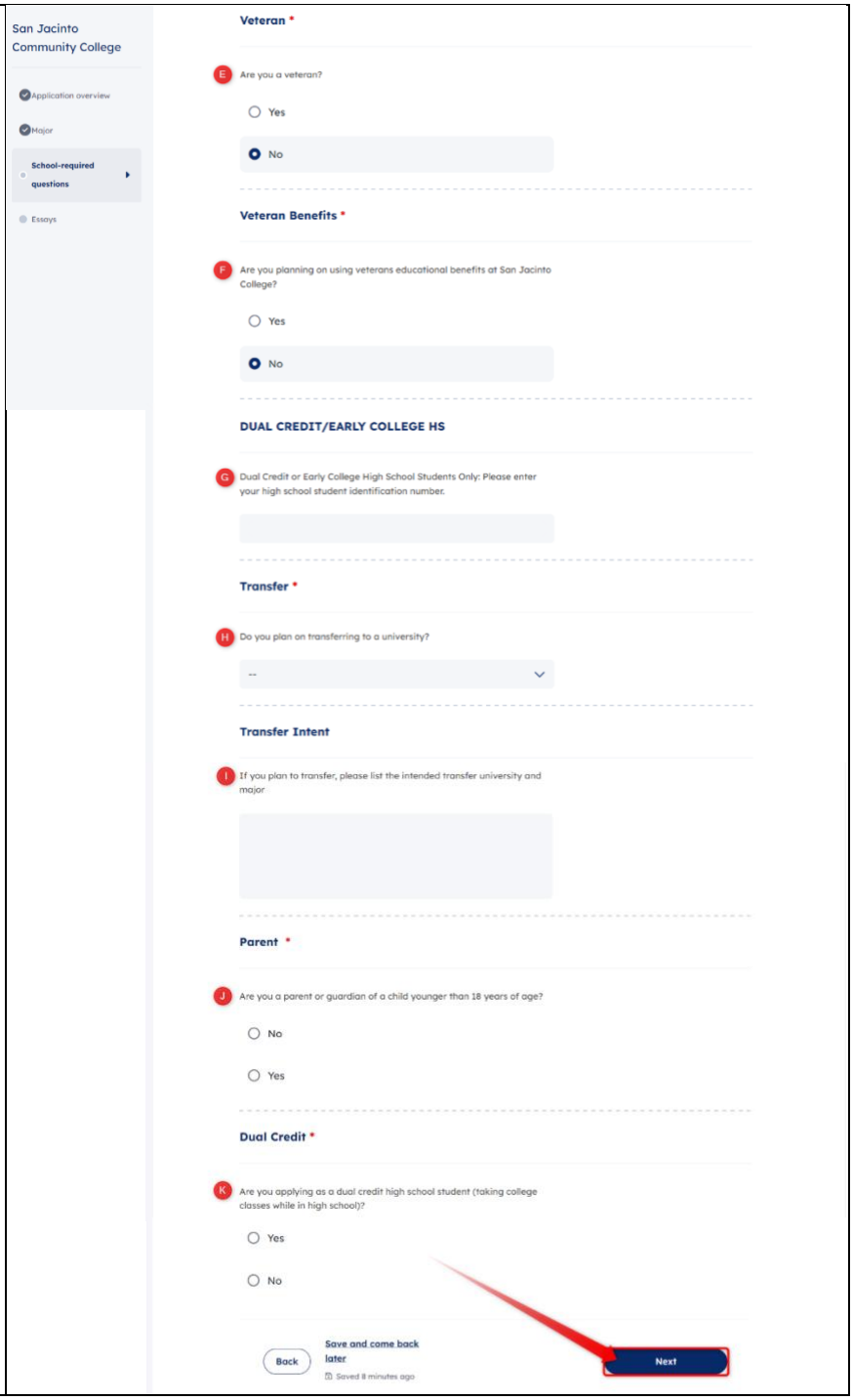
   A. Campus (Required)
   B. Student Classification (Required)
   C. International Student Via (F-1 visa) (Required)
   D. Social Security Statement (Required)



Step 6 Continued…

E. Veteran (Required)
F. Veteran Benefits (Required)
G. Dual Credit/Early College HS (Optional)
H. Transfer (Required)
I. Transfer Intent (Optional)
J. Parent (Required)
K. Dual Credit (Required)

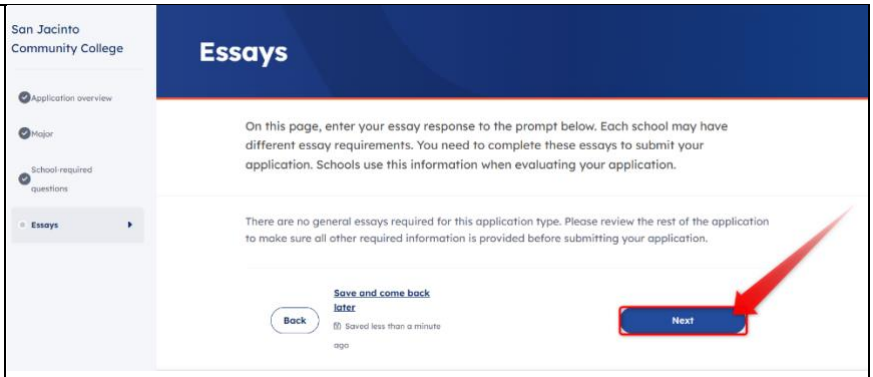
Note: You can return to the Application Overview page by clicking the **Back** button at the bottom of the screen or click the hyperlink to **Save and Come Back Later**.



Essays Page

San Jacinto College does not require an essay for admissions.

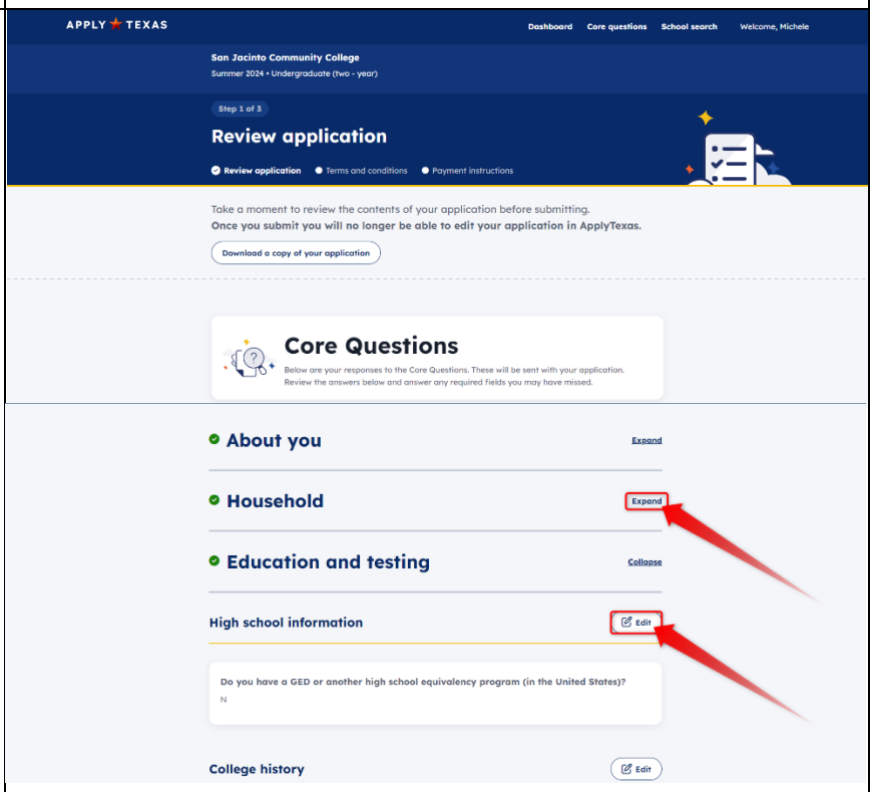
1. Click the **Next** button at the bottom of the screen.



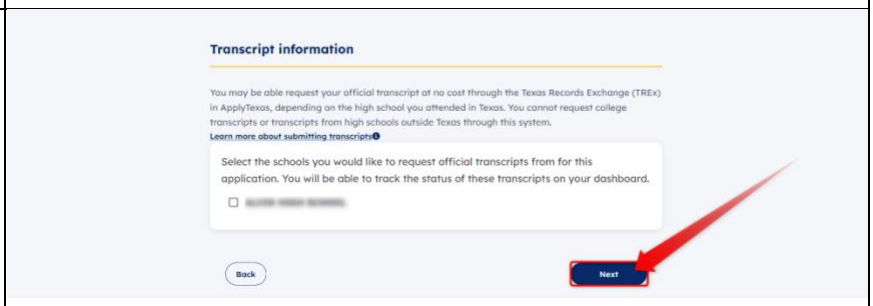
Review Application Page

The Review Application Page allows you to review your answers to Core Questions and San Jacinto College custom questions.

1. Click **Expand** beside questions, where applicable, to review your answers and click **Edit** to make updates.



2. When satisfied with your application answers, click the Next button at the bottom of the screen.



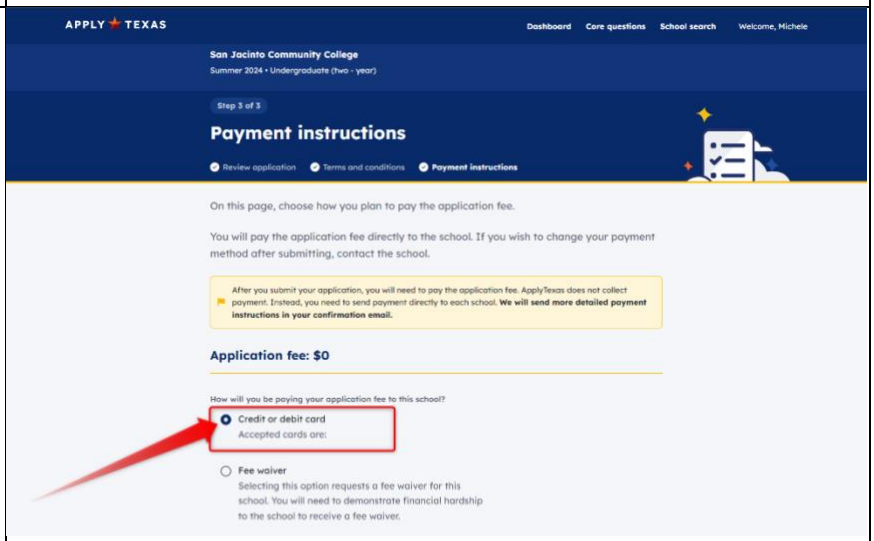
Terms and Conditions Page

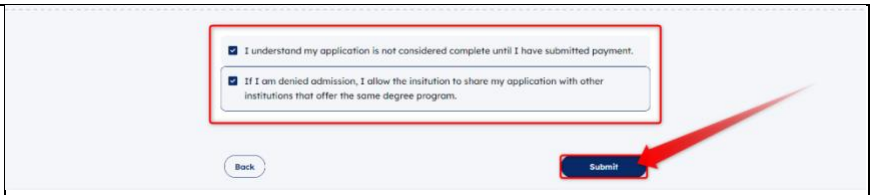
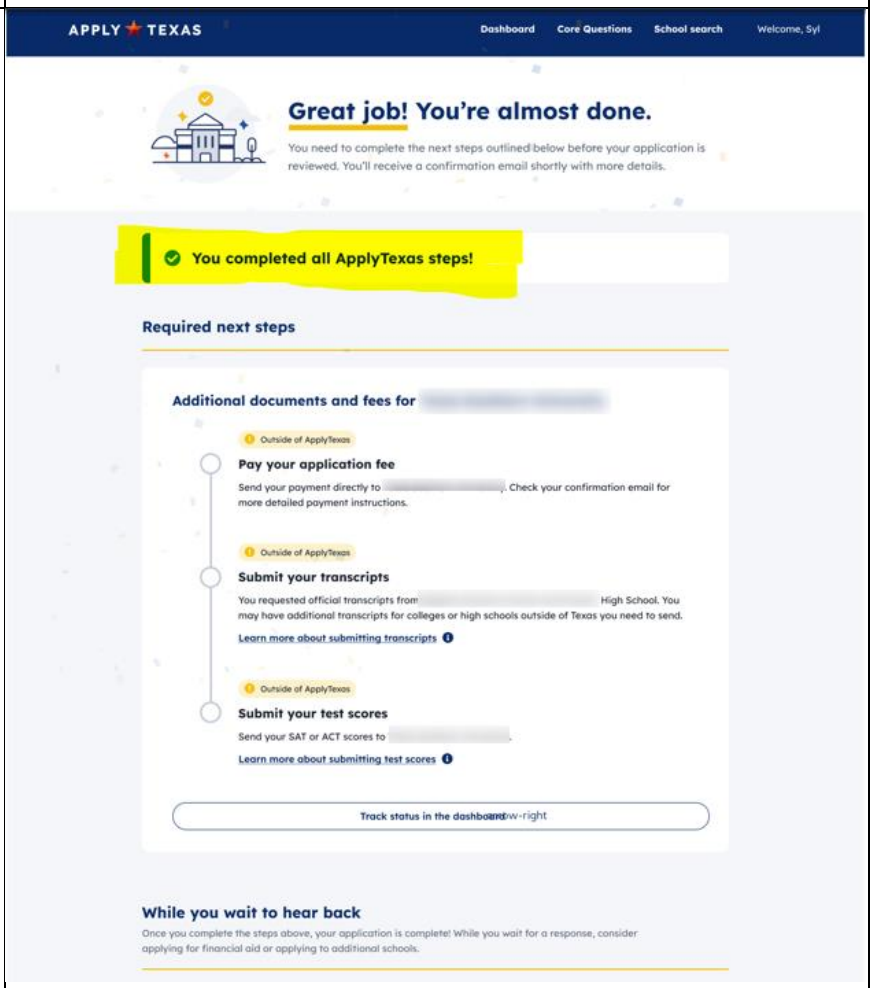
3. The Terms and Conditions page requires you to accept terms and conditions related to service and data privacy and bacterial meningitis. It also asks if you consent to be contact.

Payment Instructions

IMPORTANT: San Jacinto College does NOT charge an application fee. Follow the instructions in this section to bypass the payment piece and submit your application.

1. Payment Instructions page, click the radio button beside **Credit or Debit Card** for the question asking, “How will you be paying your application fee to this school?” You will not be asked for credit card information.

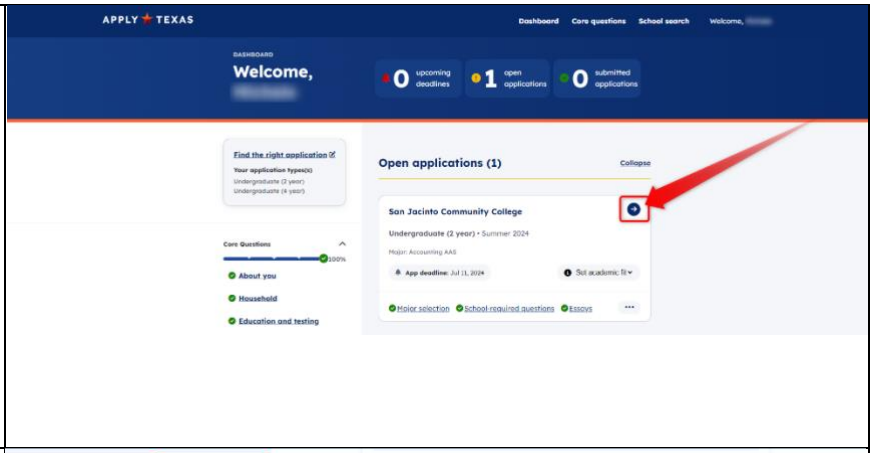


2. Check the boxes to consent to statements regarding payment and sharing your application with other institutions that offer the same degree program. These boxes are required in order to submit you application.	
3. Apply Texas confirms the submission of your application and lists any additional documents and/or fees required for admission. San Jacinto College will send admissions decisions to you directly. You can also click the **Track Status in the Dashboard** button at the bottom of the page to review your applications and identify the current status.	

Accessing an Open Application

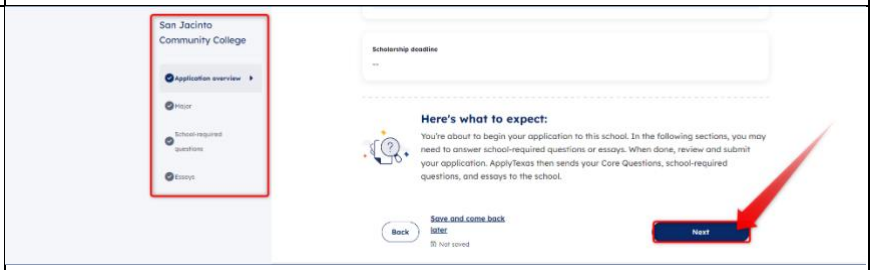
If you started an application, but did not yet submit it, you can access the application from within your Apply Texas dashboard.

1. From your Apply Texas dashboard, click the **arrow** beside the desired school/semester.



2. Click the **Next** button at the bottom of the Application Overview page to continue with your application.

Note: You can also select the desired section of the application from the list on the left side of the screen to navigate directly to that section.

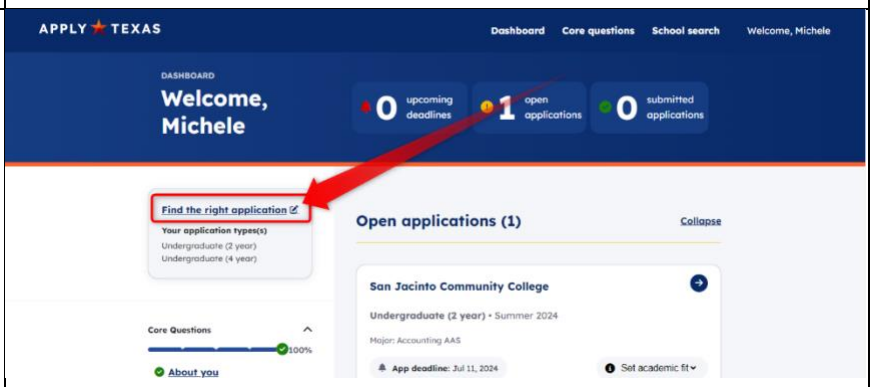


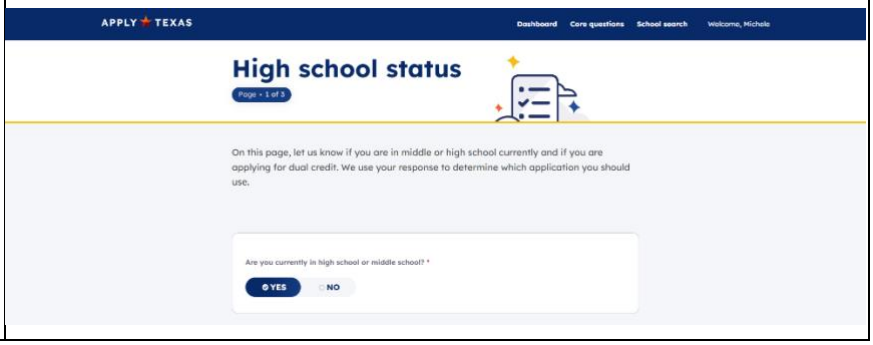
Updating Your Answers to Screener Questions

It may be necessary to update your answers to the Apply Texas screener questions in order to access certain applications. Updating answers to screener questions will not affect your existing SJC application(s).

1. Click the **Find the Right Application** hyperlink in the top, left corner of your Apply Texas dashboard. You will be prompted to answer each of the original screener questions again.

   See the section of this instruction manual called Finding the Right Application (Screener Questions) for help.





Glossary of Terms:

- **ACT** – entrance exam which measures your skills in English, math, reading, and science. When you register for the ACT, you can select colleges and universities to send your score to. Once your ACT scores are available, you can send them to additional schools using your ACT account. There may be an additional cost for these score reports.
- **Alien Number** - You receive an alien registration number when you apply for a green card or apply for an F-1 student visa. Every person has their own number. You can find this number on your documents from the United States Citizenship and Immigration Services.
- **Application Representatives** - If you are over the age of 18, the Family Rights and Privacy Act of 1974 applies to you. This law prohibits schools from releasing your information and educational records to others. You can give written permission to release educational information to an application representative, who is often a family member, such as a parent or guardian.
- **Average Tuition** - This is the average annual cost of tuition and fees for students taking 30 semester credit hours for fall and spring semesters only. For public schools, costs only include in-state tuition. This number may represent all the school's campuses if the school's data is reported at the district level. Data is provided by the THECB College Student Budget.
- **Basis for Admission** - Your basis for admission is based on your highest level of education so far. This includes the high school and college courses you completed. Below are example cases for each of the answer choices.
    - **High school graduate -** a first-time student with a high school diploma.
    - **GED -** a first-time student with a GED or high school equivalency program certificate.
    - **Home school graduate** - first-time student who completed a home school program.
    - **College transfer, degree seeking** – a student who attended classes toward a degree at another school.
    - **College transfer, nondegree seeking** – a student who attended classes at another school and does not plan to earn a degree.
    - **Visiting students, seeking a degree elsewhere** – a student attending classes at one university toward a degree and who wishes to temporarily take classes at another school.
    - **Readmission from prior semester** – a student who attended a school and are applying to attend again.
    - **Dual credit** - a current high school student looking to take college classes for high school and college credit.
    - **High school early admission** - a current high school student looking to earn an Associate's degree while in high school.
    - **Individual approval** – a student who has not finished high school, earned a GED and is not applying for dual credit or early admission.
- **Citizenship** - You are a U.S. citizen if you were born in the United States or are a child of a U.S. citizen. You can also become a U.S. citizen if you are over 18, have been a permanent resident for at least 5 years, and apply for Naturalization. If you are not a U.S. citizen, select the country you are a citizen of. For example, if you are a Canadian citizen, select Canada.
- **College Courses** - College courses include classes taken at a community college or university. College courses also include classes completed through a dual credit program.
- **College Credits** - Schools use college credit hours to measure the hours of instruction for a college class. If you took classes at a college or university, you completed a dual credit program, or you took AP or IB courses, you may have college credit hours. You can find the number of college credit hours earned on your college transcript.
- **Concurrent Enrollment** - Concurrent enrollment is when you enroll and take classes at two different institutions at the same time. You receive college credit from both schools.
- **Dual Credit** - Dual credit programs allow you to enroll in college courses while in high school. Classes count for both high school and college credit. Students may take dual credit courses at a high school or college campus.

- **Early College High School** - Early college high schools allow you to take high school and college courses at the same time. Upon graduation you receive a high school diploma and either an associate degree or college credit hours.
- **Ethnicity** - Schools use background and demographic information for reporting purposes. Select "yes" to the Ethnicity question if you are of Mexican, Mexican American, Chicano, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin regardless of race.
- **Family Obligations** - This may include things like helping care for your siblings. Select yes if family contributions keep you from volunteering, playing school sports, or joining student clubs.
- **GED** - The General Education Diploma, shows you earned a high school equivalency credential similar to a high school diploma. Only answer yes to this question if you completed your GED in the U.S.
- **Gender** - Schools use background and demographic information for reporting purposes. Possible responses to the gender question on your application are male, female, or prefer not to say. If you do not see an answer choice that applies to you, you may select "Prefer not to say".
- **Graduation Rate** - This is the rate of students graduating within 6 years at 4-year universities or within 4 years at 2-year colleges.
- **Gross Income** - Gross income is the total amount of income your parent/guardian earns in a tax year. Gross income includes all income, before taxes are taken out. Most commonly, gross income includes your parent's or guardian's salary or total earning from a job. It may also include retirement distributions, interest received from savings or investments, etc. To find the gross income, your parent or guardian can reference their most recent tax filing. If they filed joint taxes, it should be one number for gross income. If they filed independently, you can add both gross incomes together for the total family gross income.
- **High School Equivalency Program** - High school equivalency programs help students prepare for high school equivalency exams. Students can pass these exams in place of earning a high school diploma. Answer yes to this question if you passed a high school equivalency exam.
- **I-485 Permanent Residence** - Non-US citizens may apply for permanent resident status. This allows them to live permanently in the US. This type of permanent residence allows you to apply without returning to your home country.
- **I-551 Permanent Residence** - Non-US citizens may apply for permanent resident status (Green Card). This allows them to live permanently in the US. If you have applied for permanent residence status, you should receive a fee/filing receipt or Notice of Action (I-797). These documents show the government reviewed your application and did not reject it.
- **IB Diploma** - International Baccalaureate (IB) courses allow you to earn college credit in high school. When you complete courses through an accredited IB school, you receive an IB diploma.
- **IELTS** – exam which shows your ability to understand the English language in an academic setting, such as during lectures and discussions. You can pick up to five schools to send your IELTS scores to for free when you take the test in a testing center. You can send results to more schools for a fee by contacting your testing center. If your testing center closed, you can submit a form online up to two years after your test date to send your scores. If you took the IELTS online, you will receive the results in an electronic format. You can send it to as many schools as need to for no additional cost.
- **Individual Taxpayer Identification Number (ITIN)** - The IRS gives ITINs to people who cannot get a Social Security number. The IRS uses this number to **process t**axes. This typically applies to nonresident and resident aliens, their spouses and their dependents. You can find your ITIN on tax returns or other documents filed with the IRS.
- **Language** - Schools may use language information for reporting purposes. Schools also use this to send you communication materials in relevant languages. On your application, enter languages you speak with a high level of comfortability. You are fluent in a language if you can speak, read, or write in the same manner as a native speaker.

- **Military Home of Record** - Your home of record is the state you lived in when you entered the military. It is a term only used in the military to help determine benefits upon separation from the military. This may be different than your legal residence.
- **Military Legal Residence** - Your state of legal residence is the place you live permanently, as proven by having a state driver's license, paying state taxes, owning property, or being registered to vote in the state.
- **Permanent Resident** - Non-US citizens authorized to live permanently in the US may hold permanent resident status.
- **Primary Caretaker** – any day-to-day care you provide for family members. This might mean you help care for grandparents, siblings, etc. on a regular basis. This also includes caring for a parent or guardian living with medical conditions or disabilities.
- **Race** - Schools use background and demographic information for reporting purposes. Choose all option(s) that best describe your origins. Origins refers to your ancestry or heritage. You may also select "Prefer not to say".
    - American Indian/Alaska Native - *You have origins in any of the original peoples of North and South America (including Central America) and maintain tribal affiliation or community attachment.*
    - Asian
    - You have origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam
    - Black/African American - *You have origins in any of the black racial groups of Africa.*
    - Native Hawaiian/Pacific Islander
    - You have origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
    - White/Caucasian - *You have origins in any of the original peoples of Europe, the Middle East, or North Africa.*
- **Reasons for Attending** - There are many reasons why a student may choose to enroll in classes at a two-year college. Below are examples of why students take courses at a community college.
    - **Earn an Associate degree** – student plans to attend a community college for two years and complete all requirements for an Associate degree.
    - **Earn a certificate** – student plans to attend a community college for less than two years and complete all requirements for a certificate. Examples of certificates include accounting, American Sign Language, real estate, and more.
    - **Earn credits for transfer** – student does not plan to earn a certificate or Associate degree at this school. This applies to you if you plan to use credits earned at this school to transfer to another school.
    - **Courses to get a new or better job** – student does not plan to earn a certificate, Associate degree, or college credit. This applies if instead you take classes for professional development.
    - **Courses for personal enrichment** – student does not plan to earn a certificate, Associate degree, or college credit. This applies if instead you take classes to learn something new.
- **Residence Card Issue Date** - This date is the date the government approved your immigrant visa or permanent resident status. You can find this date on your Permanent Resident Card (Green Card).
- **SAT** - SAT scores test your skills in critical reading, math, and writing. When you take your SAT exam, you can select colleges and universities to send your score to. Once your SAT scores are available, you can send them to additional schools using your College Board account.
- **Self-Reported Academic Record (SRAR)** - This tool allows students to report courses taken and grades earned in high school. Students will submit the SRAR outside of Apply Texas. Not all schools ask for a SRAR. Schools will send more information about SRAR requirements as part of the confirmation email.
- **Social Security Number** - U.S. citizens, permanent residents and eligible workers have Social Security numbers (SSNs). These are nine-digit numbers used to identify individuals. Find your SSN on your social security card or tax returns.

- **Special Circumstances** - This question asks about special circumstances that may apply to you. Schools may use this information for reporting purposes. Schools may also use this information to provide support services.
    - *Have a disability*: Check this box if you have a physical or mental impairment that substantially limits your life activities.
    - *Have financial difficulties*: Check this box if your current conditions make it difficult to provide for you or your household.
    - *Want a job the people of the opposite sex usually have*: Some examples of jobs that may fall into this category include welding for a woman or nursing for a man.
    - *Are a single parent*: Check this box if you are the sole provider for your child.
    - *Are a single pregnant woman*: Check this box If you are pregnant and will be the sole provider for your child.
    - *Are unemployed*: Check this box if you can work, but do not have a paying job.
    - *Are still learning English*: Check this box if you are not proficient in speaking, reading, or writing English.
    - *Don't have a regular place to live:* Check this box if you do not have a permanent residence.
    - *Are you or have you been in foster care*: Check this box if at any point and for any length of time you were in foster care.
    - *Have a parent in the police or on active duty in the military*: Check this box if your parent or guardian is serving full-time in the police or armed forces.
- **Supplemental Family Income** – any money you earn outside of your regular paycheck, which your family relies on to live. This might mean you help pay for things like bills, groceries, rent or a mortgage, among other things. Select yes if you or your family would have trouble meeting basic needs without your income.
- **Teacher Certification** - A teacher certification shows you have completed all requirements for a teaching credential. With a teacher certification you can teach elementary, middle, or high school.
- **Teacher Certification Levels** - The level describes which grade you plan to teach. Elementary includes early childhood through grade six. Secondary includes grades seven to twelve. All-level covers both elementary and secondary. You can change levels after submitting your application.
- **Tech Prep Course** - Tech prep courses are a series of technical classes taken during high school. Tech prep courses extend two years after high school graduation. When you complete a tech prep course, you receive an associate degree or certificate.
- **Texas Records Exchange (TREx)** - System through which Apply Texas allows students to request transcripts. With this, students can request official transcripts from high schools in Texas. You can submit requests for transcripts before submitting your application. Apply Texas shows the status of these requests on your dashboard and the application overview page. For colleges or high schools outside of Texas, you will need to ask each school to send your transcripts.
- **TOEFL** – entrance exam which shows your ability to understand the English language in an academic setting, such as during lectures and discussions. You can pick up to four schools to send your TOEFL scores to for free when you take the test. Test results are valid for two years after. You can send scores to additional schools through your ETS account.