

ApplyTexas Instructions

1. Go to <http://www.applytexas.org> and “Create Your Account Now”
2. Once account is created, select “My Applications” Tab
3. Click “Start a New Blank Application”
4. Create “4 Year University Admissions Application”
5. Select **Texas Woman's University** and application type is **Freshman, U.S.**
6. Answer YES to question “Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?”
7. Select Semester of Entry.
8. First Choice school should be DUAL CREDIT; second choice can be anything
9. First choice major should be DUAL CREDIT; second choice major can be anything
10. Click “continue to my application”
11. Begin application, enter all information on page 1 and 2.
12. Page 3 will ask your high school and previous college information. If you have taken dual credit classes at another institution, you will be required the college information.
13. Page 3, question # 6, will ask “Are you applying for High School Dual Credit with TWU?”; Select YES.
14. You are not required to enter the Senior Course Information on page 4. Click “save changes”
15. Page 5 will ask for admissions test scores, you DO NOT need to enter anything. Click “save changes”.
16. Page 7 will ask for extracurricular activities, you DO NOT need to enter anything. Click “save changes”.
17. Page 8 will ask for Employment information, you DO NOT need to enter anything. Click “save changes”.
18. Click on each link under “Unsaved Questions” on page 9 and answer.
19. Certification and Payment Information page: Reverse Transcript Question, click “Not Applicable”
20. Towards the bottom of the Certification and Payment Information page you will be prompted to pay your application fee. Click on your payment method, and follow next steps to submit application.
 - a. You may pay your Application Fee with a credit card online. That is the **ONLY** way credit cards are accepted. Please note, once you’ve submitted the application, you will **NO LONGER** be able to pay with a credit card.
 - b. You may also pay your Application Fee in person at the Cashier’s Office with a money order, cashier’s check or cash.

Please note, the Apply Texas application takes 24-48 business hours to get into our system