

When you first log in, you will need to create an account and set up a profile. Things you will need to know for your profile include:

- Full, legal name; date of birth; place of birth (city, state, and country); gender, ethnicity, and race
- Current grade level; citizenship status; your email address
- Mailing and permanent addresses; your physical address (This cannot be a P. O. Box.)
- Primary and alternate phone numbers
- Emergency contact name, phone number and address
- You will need to create a password.
- After you create a password and click “save profile,” you will be given your username.
- **Remember your username and password!**

Next go to “My Applications” and create a new application. Things you will need to know include:

- College or university you are applying to and semester you want to attend
- First and second choice of school (subject area)
- First and second choice of major within each subject area
- You will be given an **application ID number** for your application. **Remember this number.**

Pages 1 & 2: You will be asked more biographical information. Items from your profile will auto-populate. Additional things you will need to know include:

- Social Security number. (Although entering your Social Security number is optional, providing it will ensure your documents are matched and processed promptly.)
- Military affiliation, if any
- Your parents’ or court-appointed legal guardian’s educational background
- Your family’s income
- Number of people living in your household, including brothers and sisters attending college. The questions below are optional, but including the information may assist your admittance. You are strongly encouraged to complete these questions.
- Languages you speak fluently, in addition to English
- Family obligations that keep you from participating in extracurricular activities

Pages 3 & 4: Educational background and Educational information

- If you have previously attended a college or university (including college-level correspondence study and dual credit), you will need to list them all, along with dates of attendance and number of hours earned.
- You will need to list the exact titles of courses you will complete your high school senior year. Know if the course is an AP or IB course, dual credit or concurrent enrollment, and when the course was taken. Include college course work, if any, you will complete during your senior year.
- Have an official high school transcript sent to each university to which you apply.

Page 5: Test scores, Admissions tests

Know the month and year you have taken or plan to take your admissions tests. Have official test scores sent directly from the testing agency to the universities to which you apply.

Page 6: Residency information

You will be asked a series of questions to determine your residency status for tuition purposes.

Page 7: Extracurricular Activities, Community or Volunteer Service, Talents/Awards/Honors

Have the following information available, if applicable:

Extracurricular Activities

Organization Examples: Speech/Debate Club Basketball Team	Your Position/Year Examples: Committee Chair/senior Captain/junior	Were you elected to this position? (circle Yes or No)	Level Examples Regional Local	Description of Activities Examples: Hosted Speech Tournament Played Forward	Hours Per Week/Hours Per Year (3/32 = three hours per week/32 weeks per year)			
					Fresh.	Soph.	Jr.	Sr.
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____

Community or Volunteer Service

Service/Volunteer Work Examples: Habitat for Humanity Hospital Volunteer	Description of Service Examples: Helped build houses Helped nurses and visited patients	From-Thru	Total Hours
_____	_____	5/10-5/11	120
_____	_____	6/10-8/11	112
_____	_____	_____	_____

Talents/Awards/Honors

Talent/Award/Honor Examples: Voice Regional Qualifier (Speech) All-State Basketball Team	Description Examples: Sang in school choir 1 of 3 chosen for regional team (UIL) 1 of 5 in state chosen for first team	Level Examples: Regional State	Year Received			
			Fresh.	Soph.	Jr.	Sr.
_____	_____	_____	X	X	X	X
_____	_____	_____	_____	_____	X	X

Page 8: Employment/Internships/Summer Activities (if applicable)

Employment/Internships/Summer Activities

Name of Employer/Sponsor Examples: Grocery Store Exchange Program	Your Specific Role/Job Title Examples: Sacker: Sacked groceries, helped customers Spent two months with host family in Spain	From-Thru	Hours Per Week
_____	_____	6/10-5/11	10
_____	_____	6/10-7/11	n/a
_____	_____	_____	_____

Page 9: "Custom" Questions

You will be asked to answer "custom" questions, which are questions specific to the institution to which you are applying. You will be asked if you wish to apply for a scholarship. If not, or if you want to do that later, you may proceed to the essays. You will be told which essays, if any you will need to complete.

Application fee. You will be told what the application fee is. Select if you wish to pay it online, send a check or money order, or if you wish to request a fee exemption.

Submit your application. You don't have to submit your application immediately, but you must submit it within 90 days or your application will be deleted and you will have to start over. The college or university will not receive it until you click "Submit Application Now." Once submitted, if you want to make a change, contact the college or university.

You are done! Congratulations! To apply to another college, go to "My Applications" and click on "Copy" located at the end of the last submitted application under "Action."