

# How to Apply to College

1. Select a school to apply to that has your major/area of interest
2. Take required admission tests: **SAT®/ACT®**.
  - Request scores to be sent directly to the schools you are applying to attend.
  - Admissions offices will **ALWAYS** use your highest test score. The majority of schools take the highest score from a single test day.
3. Go to university website and look at admission requirements for “freshman” or “Prospective Students”
4. If you meet admission requirements, look on university website for “how to apply” (university application or applytexas.org)
  - **Applytexas.org** is the application for all public universities in Texas and select private schools.
  - **If not a public Texas school**, complete application on school website or print out an application to mail.
5. Some schools may require you to create an account, and they will assign you an ID # and a password for applying/checking status. **DO NOT LOSE** this info.
6. Complete the application – **COMPLETELY!!**
  - **READ THE INSTRUCTIONS.** Some applications require essays, resumes, recommendations or other supplemental materials.
  - If an application says something is not required but recommended – **DO IT!**
  - For essays, pre-write your response somewhere other than the application and have others edit.
  - For recommendations (if required), contact your reference and provide them with a resume **3 WEEKS** prior to when you would like the recommendation **MAILED.**
7. Pay Application Fee
8. **SUBMIT**
  - Schools do not receive the application until you submit.
  - **MAKE** sure you are aware of **DEADLINES** (postmarked vs. received by)
9. Request a Transcript (Registrar’s Office) – Require 3 days to process
  - Your file is not complete until they receive your transcript verifying your GPA, class rank and coursework.
10. If anything changes in your application status, notify the university. (schedule, family living circumstances, class rank, etc.)
11. If attending a public Texas college, take the TSI test in the spring if needed.
12. Admission decisions for most colleges are mailed in March and/or April.