

Apply Texas Instructions

1. Go to: www.applytexas.org
2. Click "Create your account now"
 - If you already have an Apply Texas account, log in and skip to step 4.
3. Fill in your biographical information to create your profile on the "My Account Dashboard – My Profile" page then click "save profile."
 - The email you use will be your username for ApplyTexas and will be the email that you use to complete and submit this application. **MAKE SURE YOU CAN LOG INTO THE EMAIL YOU USE.**
4. Click the "My Applications" tab and then click on the "Create a new application now" link.
5. Click "create a new 2 year college admissions application."
6. Select "Navarro College (Corsicana)" in both of the drop-down bars, select "yes" to the dual credit question, and click continue.
7. Select the semester you will be starting dual credit classes in the "Semester of Entry" drop-down box and click continue.
8. In the "First Choice School/Program" drop-down box select "Academic" if you are planning on pursuing an associates degree or "Technical" if you are planning on pursuing a certificate and then click continue.
 - You will never select the "Test School" option.
9. In the "Major" drop-down box select the major or certificate you will be pursuing, click continue, and then click "continue to my application."
10. On your "Biographical Information" page you will complete questions 1, 8, 14, and 17 then click "save changes".
 - **YOU HAVE TO ENTER YOUR CORRECT SOCIAL SECURITY NUMBER ON QUESTION 1 OR YOUR APPLICATION WILL NOT BE RECEIVED OR PROCESSED!!!**
11. Make sure all your information is correct, click the box to confirm, and then click "save page."
12. On your "Educational Background" page you will complete questions 1, 2, and 4.
 - For question 1 you will click the "Find Your High School" button, enter your high schools' information, click "submit", then select your high school.
 - For question 2 and 4 you will answer no.
13. On your "Educational Information" page you will complete questions 1, 2, and 3.
 - For question 1 you will answer no.
 - For question 2 you will select dual credit
 - For question 3 you will select your personal reason for taking dual credit classes and then click "save changes".
14. On your "Residency Information" pages you will answer no to being an independent taxpayer, yes to being claimed as a dependent, and then click "save and continue to next question".
 - On the next part of your residency questions you will answer the questions pertaining to one parent/legal guardian and their residency information. Once all questions have been answered click "save and continue to next question."
15. Leave the General Comments box blank and click "save and continue to next question" then confirm all residency information is correct and then click "save page and continue with application."
16. In the "Custom questions for this institution" page you will answer each question as it pertains to you and click "save, acknowledge question" after each question to move on to the next.
17. After finishing the custom questions, you will click "save and complete this page."
18. You will now log into the email you provided in your biographical information page, open the email from applytexas, and click the link provided to verify your email.
19. You will now return to your application, scroll down check each of the three boxes, select yes or no to the permission to contact statement, and then click "save and proceed to application submission."
20. Check the box confirming that you are ready to submit your application and then click "Submit Application Now"

Congratulations! You have applied to Navarro College!