

# GoApply Texas Application Tips

## Step 1-Get Started

Get started by creating a goapplytexas account. You will need to use an email account that you will always have access to; a personal email is best.

1. Go to applytexas.org.
2. Select the GET STARTED button.
3. Create a username for yourself; this can be a combination of numbers, name, favorite hobby (ex: basketballjones2003).
4. Put in your personal email address (ex: jonesj285@gmail.com)
5. Create a password (must have at least 12 characters, a capital letter, a number and special character).
6. Write down your username, email, and password that you have created for this goapplytexas account BEFORE selecting SIGN UP.
7. Go to your personal email account that you just put in for the account creation and check for a goapplytexas verification email.
8. Click the VERIFY EMAIL link in the email and go to the applytexas login page and select CONTINUE.

**SUCCESS!** Your account has been created!

**Go back to the login page and put in the username and password that you just created.**

## Step 2-Creating your profile

You will not be able to proceed to the application step until you complete the start/edit profile step.

Every question that has a **red asterisk (\*)** is required. If it does not have a **red asterisk (\*)**, you can skip it and leave it blank.

My Applications

1. Select START/EDIT button in the *edit your applytexas profile* box.
2. Names Profile Page: Put in your social security number if you have it. If you don't have it, you can provide it to your school(s) of choice upon admissions.
  - a. Continue putting in your current legal last name and first name (middle name is optional).
3. Background Page: Provide your birthday, city of birth, and country of birth. If born in the US, please provide the state of birth.
  - a. Click YES to verify that all information is correct and proceed to next page.
4. Citizenship Page: If you select YES to the US citizenship question, optional questions will come up regarding military status, ethnic identity, racial identity and gender. These questions are optional. If you select NO to the US citizenship question, required questions about your country of origin and whether you have permanent residency in the US will come up.
5. Permanent Address Page: Provide your permanent address (address that will most likely not change and where you receive mail). Once you add the city, state, and country, you will need to select the verify address button. If your address is verified, you will receive a green confirmation to move on. If your address is not verified, you will be asked to verify the address is correct.
6. Physical Address Page: Provide your physical address (where you reside) if it is different from your permanent address.

7. Phone Numbers Page: Provide a good and active phone number to associate with your college applications. Please select whether the number you provide is a cell, home, or work.
  - a. Do not provide an international country phone code unless you have an international number.
8. Emergency Contact Page: Provide the last name and first name of your emergency contact. The more information that you provide, the better. **NOTE: Providing such information will not have an impact on admissions.**
  - a. You will need to answer whether your emergency contact has a phone number; if YES, please put the phone number in and select whether the number is cell, home or work.
  - b. If NO, you can proceed to the next page.
  - c. An email address for your emergency contact is also required.
9. High School Information Page: Provide your high school information; you can start typing the name of the school and you will have the ability to search for your school. Provide your graduation date.
  - a. If you have attended more than one high school, provide the name of your previous high schools by clicking the YES box.
10. College History Page: If you have taken any college course work, select YES. This includes dual credit coursework while in high school as well. If you select YES, you will need to answer whether you have completed a bachelors degree. You will also need to answer the questions related to your college coursework. If you select NO to college course question, continue to the next question.
  - a. Answer whether you consent to text messaging from applytexas.
11. Residency Page: Provide answers for your country and state residency. If you are a resident of Texas, you will be asked 3 additional questions about living in Texas for 12 and 35 months prior to college admissions.

## Step 3-Applying for college

You are now ready to apply for Lee College. Go to the box on the right and select **START/EDIT** applications. Once you select that box, a new page with a blue box will appear and you will need to select the **START AN NEW APPLICATION** box.

1. Applying for Lee College, select TWO YEAR junior/community college.
2. Scroll down and select LEE COLLEGE (BAYTOWN) from the drop down menu.
3. Scroll down and select TWO YEAR application type from the drop down menu.
4. Scroll down and select your desired start semester (fall 2022) from the drop down menu.
5. Scroll down and select your desired major from the drop down menu.

**\*There is no application fee for Lee College\***

**Scroll down and view the RED Box with your new active Lee College application. You will need to click on the Admissions Application PLUS symbol so that the additional requirements for the application to appear.**

1. Click on the first exclamation mark for the TWO YEAR QUESTIONS.
  - a. Provide an answer to the adoption question.
  - b. Provide an answer to the home-schooled question.
  - c. Optional-Provide an answer to the Tech Prep Courses question.
  - d. Provide answer to the seeking admissions question-most likely answer is high school graduate.
  - e. Provide answer to the primary reasons attending classes question-most likely answer is earn an associates degree.
  - f. Select save and continue for questions about extracurricular activities, community service, and awards. They are not required for Lee College.

## Step 3-Applying for college-continued

Scroll down and view the RED Box with your new active Lee College application. You will need to click on the Admissions Application PLUS symbol so that the additional requirements for the application to appear.

2. Click on the second exclamation mark for the QUESTIONS SPECIFIC FOR LEE COLLEGE.
  - a. Provide an answer to dual credit question-most likely the answer is NO.
  - b. Provide an answer to the estimated graduation date question.
  - c. Review Disclosures paragraph.
  - d. Provide answer to the permission to text question.
  - e. Click YES I UNDERSTAND to the *Eligibility for Licensing Exam* statement.
  - f. Click YES I UNDERSTAND to the *Official transcripts* statement.
  - g. Click YES I UNDERSTAND to the *Unsealed transcripts* statement.
  - h. Click YES I UNDERSTAND to the *International Admissions* statement.
  - i. **Select whether you identify as any of the following special population categories.**

After selecting done from the questions above, you are ready to submit your application. Scroll down to the RED BOX and click on the Admissions Application PLUS symbol. Verify that all of the exclamation marks are gone and have been replaced with check marks.

3. Hover over and click SUBMIT APPLICATION.
  - a. Review the Certification of Information paragraph and check the I CERTIFY statement.
  - b. Review the Meningitis information and check the I CERTIFY statement.
  - c. Review the college policies information and check the I CERTIFY statement.
  - d. Provide an answer for the permission to text statement.
  - e. Review the Financial Aid Information statement.
  - f. Review the Non-discrimination clause statement.
  - g. **Click the SUBMIT button at the bottom.**

**Congratulations! You have submitted your application for Lee College. Make note of the application number. You also have the option to screen shot this completion page. Be sure to check your email account that you set for applytexas for any additional updates on your application. You should receive a letter of acceptance within 48 hours. It will be sent to the email address associated with applytexas.**