



# Apply Texas Instructions for Dual-Credit Students

[www.applytexas.org](http://www.applytexas.org)

1. Create an account. Click “Get Started.”

## “My Profile” Tab

2. Complete required fields (Grade Level is high school grade level when taking college classes). **You must complete all 15 steps listed below.**

Apply Texas Username:
Apply Texas Password:

## “My Applications” Tab

3. Start a New Blank Application.
4. Create a new 2-year-college admissions application.
5. Select Weatherford College-Weatherford.
6. **IMPORTANT:** Select **YES** (you are completing this application to apply for dual credit or concurrent enrollment at this institution while still in high school).
7. Select the semester.
8. Select AA-Early Admissions. Do NOT select a second choice major. Upon selecting Early Admissions major, you will be prompted to select an “**area of interest**”; please select an area from one of the choices listed. For Academic courses, select **ACADEMIC TRANSFER**. If planning to enroll in only Technical/Workforce courses, please choose the appropriate subject (ex. **AUTOMOTIVE, WELDING**).  
\*Courses obtained in technical dual credit may not transfer to a university toward a four-year degree.
9. **Biographical Information:** Complete and verify application questions.  
**IMPORTANT:** If you do not provide your (the student’s) social security number, your application WILL NOT be processed.
10. **Educational Background:** Find your high school and enter graduation date; leave college blank.
11. **Educational Information:** Admission Basis (applicable choice) and Reason Attending (Choose either Earn Associates Degree or Earn Credits for Transfer.)
12. **Residency Information:** Residency of a student is determined by parent or legal guardian residence; answer residency questions accordingly.
13. **Extracurricular and Volunteer Activities:** optional questions
14. **Custom Questions for this Institution:** Answer these questions, save and acknowledge.  
**IMPORTANT:** This information is **required**.
  - W9s Form: Complete Request for Student’s Taxpayer Identification Number
  - FERPA Release questions: Choose which records you wish to make available; save.
  - Enter names of individuals granted access to information (parents, legal guardians, etc.).
15. **Certification of Information:** Verify enter password, save and proceed, **Submit Now**.

Application ID:
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