



## Dual Credit/ Exceptional Admissions Steps to complete an application for Lone Star College

- Step 1. Go to **www.lonestar.edu**
- Step 2. Click on *Future Students* (top of the page)
- Step 3. Click on *Admissions* (left side of page)
- Step 4. Click on *Apply for Admission*
- Step 5. Click on *Admissions Application* under New Students

### Create an Account:

**Note: it is important** to use proper **upper and lower case letters** when entering information into the fields of the online application. The student **must** have an email address to create an account. **If the username you choose is already taken, please select another username.**

- Step 1. Click the *Click here to create an account* link.
- Step 2. Fill out the information, choose a username and password.
- Step 3. Click the *Apply Now* button. The screen should now say "*Submit Confirmation. The Submit was successful.*"
- Step 4. Click the *OK* button.

### Login and Complete the Application:

After creating an account, the system will take you to the login page. **(WARNING: Screen will time-out and log out of the application after about 3 minutes if inactive).**

- Step 1. Login using the User ID and password you created in the previous steps.
- Step 2. Verify that your name and information is correct and click *NEXT*.
- Step 3. Select Citizenship Status, Click *NEXT*
  - Enter your Social Security Number if you are a US Citizen.
  - Enter Visa Information if you are an international on Student Visa
  - If you are international, without a social or visa number, leave the Social and Visa spaces blank.
- Step 4. Enter your Home Address, Phone Number, and Emergency Contact Information. Click *NEXT*.
- Step 5. Select if you consider yourself Hispanic/Latino or not, select a Race, check the box indicating that the information is correct, Click *NEXT* to continue. If you check Latino for the first box, and do not see your race in question 2, skip question two.

“Institutional Research Page”-Answer the questions on this page to the best of your ability. If you choose not to answer these **optional** questions and are ready to proceed, click *NEXT* to continue.
- Step 6. Select Campus and Term Page

**Note:** Choosing an academic program is required for the application, but can be easily changed if you are not sure what to select. By selecting a choice on the application, it does not lock you into this program permanently.

- Select **the semester you will begin at LoneStar**
- Select **Lone Star College-University Park**

- Select a **Long Term Goal**- (This may be an associates or transfer credit to a university)
- Select an **Academic Program. ALL Dual Credit Students Select: Associate of Arts**
- Choose an **Academic Plan. ALL Dual Credit Students Select: Liberal Arts**

**You have now reached the first opportunity to click SAVE before continuing. Saving is recommended.**

- Click *Next*

***The Applicant Profile Page will appear***

- If you are a Graduating Senior-Choose “I have received my high school diploma/GED”
- If you are a Dual Credit Student- Choose “I am currently enrolled in high school”

Step 7. Educational Background Page-Select “***I went to High School in the US***”

- Click on the ***High School Search*** button
- Select Texas
- Type in the city for your high school
- Type in your high school name
- Once your school is listed below, click ***SELECT***
- Enter your ***graduation month and year***. (EX: 06/2014) Select ***NEXT***.

**Note:** Skip the question regarding Previous College Information. Even if you are a dual credit student, you do not need to fill in this information.

Step 8. Click on the underlined link to answer the ***residency questionnaire***.

- Answer **No** you have never attended college
- **Yes** if you live in Texas.
- **Yes** you will graduate from an accredited high school in Texas.
- Answer **Yes or no** if you have or have not lived in Texas for at least 36 months/ 3 years.
- Answer **Yes or No** if you have or have not lived in Texas for at least 12 months?
- Are you a US Resident? Select **Yes or No**.
  - If no, select the ***country*** where you were born. Then select the link for Affidavit Message and print this form. Follow the instructions on the form after completing the application (note, you do not have to enter address of residency from home country)

Step 9. In order to proceed, **select the last answer you chose, AGAIN**. (Click on the blackened circle again). You will then be asked to type in your school district and then select the **RESIDENCY OATH** check box to confirm that ***YES***, everything you have stated is true.

Step 10. Click ***SAVE***, and ***NEXT***.

Step 11. ***Check the box*** after reading the Bacterial Meningitis Public Service Announcement. Click ***NEXT***.

Step 12. ***Click the check box*** to confirm that everything you have entered is true. Click ***Submit*** to submit your application.

**\*\*\*Congratulations! You should now see the Application Submission Confirmation Page! Print this page for your records.**

All official communication from Lone Star is sent through your student email including financial aid and emergency school closure information, and notifications. Your email address is your **username@my.lonestar.edu** (example: [sasmith@my.lonestar.edu](mailto:sasmith@my.lonestar.edu)). Use Self Service Tools on the myLoneStar web page <https://my.lonestar.edu> to get your username.