



Apply Texas - Guide for Dual Credit Students

Visit www.applytexas.org

Create Apply Texas Login Account:

Select: "Create Your Account Now" and complete "My Profile" information as required.
Grade Level is the grade you will enter in upcoming semester

Record your Apply Texas password: _____

Record your Apply Texas username: _____

Click to "Save Profile"

Create Application:

Go To "My Applications" and create "New Application"
Select - 2 Year College Admissions Application
Select - Metroplex Region- Select North Central Texas College-Gainesville
Select Semester
*You must select a first choice major – you do not need to select a second choice.
Most dual credit students will indicate General Studies.*

Complete Application Questions:

The application will ask for your social security number and will tell you it is optional.
If you choose not to provide your social security number, you will have to come to the NCTC campus and provide additional documentation. Your application will not be processed until this is complete.

Application Checklist: check all information:

Type your high school name to look up appropriate code as requested and save
When asked basis you are seeking Admission enter "Dual Credit"
When asked primary reason for attending classes enter either "Earn Associates Degree" or "Earn Credits for Transfer"

Residency Information:

Typically dual credit students will base their residency on a parent since they are claimed as a dependent. Please read each question carefully and answer accordingly.
If the parent and/or student is a permanent resident (not a US citizen), additional documentation will be required by the NCTC Admission Office, contact the [NCTC Admissions Office](#) for more information.

Custom Questions for This Institution:

You may answer only required questions but will need to select "Save, Acknowledge Question"
Save and proceed to "Submit Now"

Record your application ID: _____

Check for your confirmation email from Apply Texas.

Two to four weeks later you will be notified by NCTC indicating that your application is complete or incomplete. If incomplete you will have additional instructions.

[VIEW ADDITIONAL ADMISSION DOCUMENTS & TESTING REQUIREMENTS](#)