



**HOUSTON COMMUNITY COLLEGE**

# ApplyTexas Application Guide

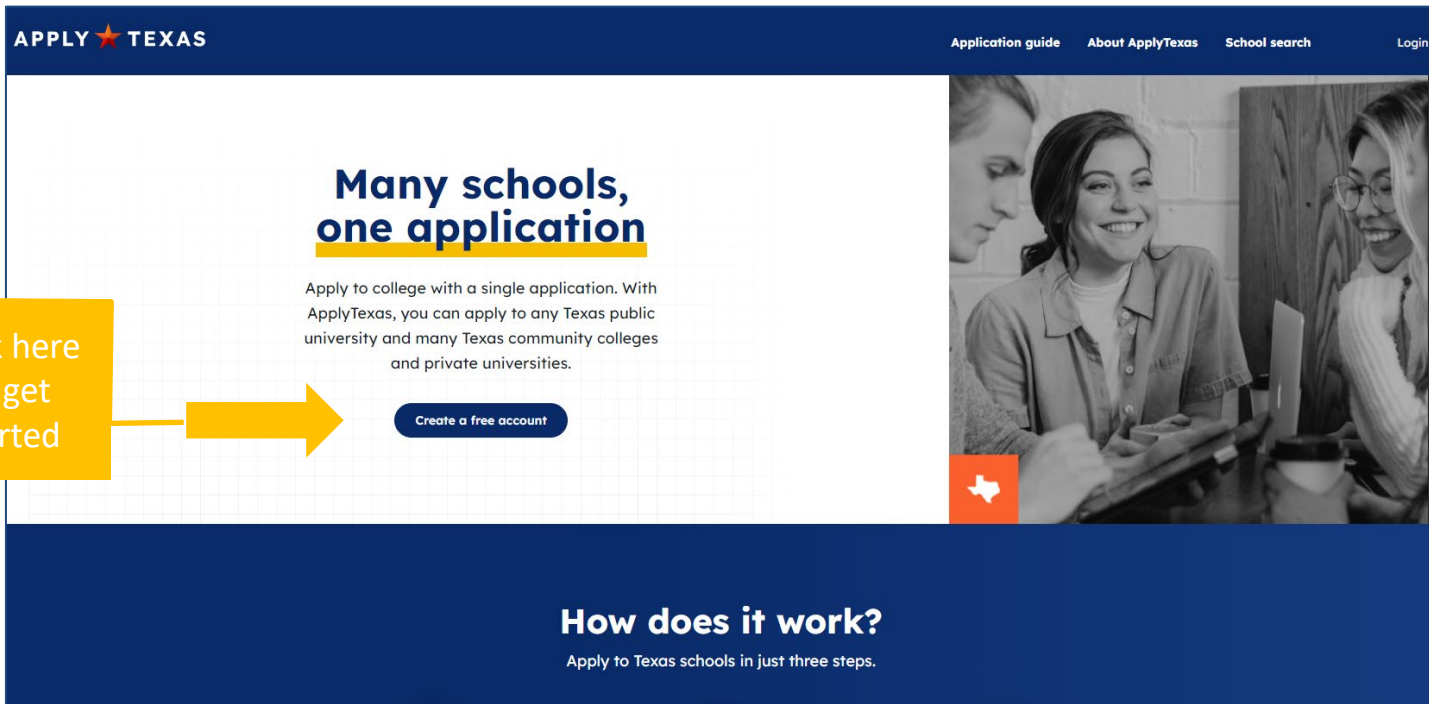
# What You Will Need Before Getting Started

The Admissions Application to HCC involves a two-step process: students must create an ApplyTexas.org account (including login and profile [core questions]) and then create and submit an HCC Dual Credit Application. To successfully create an ApplyTexas.org account, students will need the following information:

- Student's email address
  - Students must have access to an email account; ApplyTexas will send an email notification/verification code to the provided email before the student can create an account/profile.
- Full Legal Name
- Birthdate
- Social Security Number (if applicable)
- Place of birth (City, State, Country)
- U.S. Citizen status
  - If a non-U.S. Citizen, the student must be aware of their immigration and/or VISA status and information.
- Permanent/Home Address
- Phone Number
- Emergency Contact's Full Name and contact information
- Name of High School attending and expected graduation year.

Please keep in mind that ApplyTexas is a third-party vendor; we do not have access to ApplyTexas or the ability to make changes to students' accounts.

# Create Account



The screenshot shows the ApplyTexas website interface. At the top left is the logo "APPLY ★ TEXAS". On the right side of the top navigation bar are links for "Application guide", "About ApplyTexas", "School search", and "Login". The main content area features the headline "Many schools, one application" in a large, bold font, with "one application" underlined in yellow. Below this headline is a paragraph: "Apply to college with a single application. With ApplyTexas, you can apply to any Texas public university and many Texas community colleges and private universities." A dark blue button labeled "Create a free account" is positioned below the text. To the right of the text is a photograph of three young women sitting at a table, looking at a laptop. A small orange square with a white outline of the state of Texas is overlaid on the bottom left corner of the photograph. A yellow callout box on the left side of the page contains the text "Click here to get started" with a yellow arrow pointing to the "Create a free account" button. At the bottom of the page, a dark blue banner contains the text "How does it work?" in white, followed by "Apply to Texas schools in just three steps." in a smaller white font.

Suggested browser: Google Chrome

Create your ApplyTexas account at [www.applytexas.org](http://www.applytexas.org)

Use your email address (not your ISD address, as you will need access to this account after graduation).

# Create Account

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

## One Texas, one login

Apply Texas and [My Texas Future](#) use the same email and password, making your path to college and career that much simpler.

**Email**

**Password**

[Forgot password?](#)

Remember me

New user? [Create an account](#)

Click here to create an account



# Create Account Log In

**Step 1:**  
Enter Email,  
Get & Verify  
Code

**Email \***

**Get code**

**Verification code**

**Verify code**

Check your email  
for the verification  
code and enter it.

**Step 2:**  
Fill in the  
required  
fields & click  
Create

**First Name \***

**Last Name \***

**Preferred first name**

**Date of birth (mm/dd/yyyy) \***

**Password \***

Your password must be 14-50 characters long and cannot include spaces. It also must contain at least 3 of the 4 elements: lowercase letters (a-z); uppercase letters (A-Z); numbers (0-9); one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; . " .

**Confirm password \***


By submitting this request, you agree to the Apply Texas's [Terms of Service](#) which include consent to sharing your data with public institutions.

**Create Account**

Store your ApplyTexas  
username, email, and  
password in a secure  
location on your phone or  
another easily accessible  
place.


# Find the right application/High school status

**Completing your application:**




**Step 1**  
**Find the right application**

Answer a few questions to help us determine the type of application you need to fill out.



**Step 2**  
**Complete Core Questions**

Core Questions are a set of common questions you can use to apply to multiple schools.




**Step 3**  
**Select a school and apply**

Finish your application by submitting answers to school-specific questions or essays.

**Remember to:**

- ✓ Gather the recommended materials listed at the start of each section.
- ✓ Take breaks as you go. You can always save and come back later.
- ✓ Take your time and carefully review what you enter.

[Go to dashboard](#)  [Find the right application](#)

# Find the right application/High school status

1 Are you currently in high school or middle school? \*

YES  NO

2 Do you plan to apply to an undergraduate program, dual credit program, or both? ⓘ

Undergraduate program

Dual credit (e.g., taking college courses for credit while in high school)

Both (more common for 12th grade students)

3

[Back to dashboard](#) [Next](#)

# Find the right application/High school status

or

Are you a U.S. Citizen? \*

YES  NO

Next

1 Are you a U.S. Citizen? \*

YES  NO

Which of these apply to you? \*

I hold permanent resident status (green card)

I have an application for permanent residence pending

I hold an eligible visa (list of eligible visas) ⓘ

2  None of the above apply to me

3 Do all of these circumstances apply to you? I graduated or will graduate from a Texas high school or received my GED certificate in Texas. I resided in Texas for three years leading up to graduation from high school or receiving my GED certificate. I have resided or will have resided in Texas for the 12 months prior to the census date of the semester in which I will enroll in a college or university. \* ⓘ

YES  NO

Next

# Start Core Questions

## ✔ Great job!

You've completed the first step in applying to a school! Based on your answers, these are the types of applications you're eligible for:

### Dual credit

Apply to take college courses for credit while in high school.

Please contact your high school counselor to learn which institution you are eligible to apply to.

Not seeing what you expected?

If the results don't include a type you were looking for, [update your responses](#).

You can also learn how your responses determine your eligibility. [?](#)



### Next up: Complete Core Questions

Core Questions are a set of common questions you can use to apply to multiple schools.

[Go to Dashboard](#)

[Start Core Questions](#)

## Core Questions

About you

Your name

Contact

Background

Military status

Foster care

Language

Household

Education and testing

Activities and achievements

## About you

### Here's what to expect:

To begin, we ask for your name, background, and a determine financial aid. Schools may use this infor

#### 1 - Your name

Information such as first, last, middle, and preferred r

#### 2 - Contact

Contact information including phone, email, and add

#### 3 - Background

Demographic information like gender, ethnicity, and r

#### 4 - Military status

Questions related to you and your parent/guardian's

#### 5 - Foster care

Questions related to time spent in foster care (if appli

#### 6 - Language

Details about what languages you speak fluently in a

[Next](#)

\* Complete each listed item with an (\*) next to it.

# About you

## Your name

Name confirmation \*



By checking this box, I confirm that my name is represented correctly above.



Next

## Contact

**Address information:** Enter Permanent address, Validate Address, select Recommended US Postal suggestion, and Confirm.



Validate Address



## Confirm your address

Confirm the address you entered is correct or go back and edit



Recommended (USPS verified address)

Edit

Confirm

Is your residential address different from your permanent address?

YES

NO

Is your mailing address different from your permanent address?

YES

NO

# About you

## Contact

**Email address:** Select YES to prefill the email used to create the account or retype the preferred email.

Use my ApplyTexas account email on my applications

YES  NO

Preferred email \*

**Phone numbers:** Enter preferred phone number without spaces or dashes.

Preferred phone number \*

XXXXXXXXXX

International preferred phone country code

--

Preferred phone type \*

Cell

Do you have an alternate phone? \*

YES  NO



Next

# About you

## Background

### Date and place of birth

By checking this box, I confirm that my date of birth is represented correctly above.

**Place of birth:** Enter your birth Country, State, and City.

**Gender, race, and ethnicity:** Make selection.

### Citizenship information

IF

Are you a U.S. citizen? <sup>\*</sup><sup>!</sup>

Yes

Social Security Number

Enter SSN

Are you currently residing in the U.S.? <sup>\*</sup>

YES  NO

Note: SSN is recommended but not required

Do one or more of these apply to your life? Have a disability, have financial difficulties, want a job that people of the opposite sex usually have (like welding for a woman or nursing for a man), single parent, single pregnant woman, unemployed, still learning English, don't have a regular place to live, foster care now or in the past, or have a parent on active duty in the military

YES  NO

Make selection

If you answered 'Yes' above, do you want to learn more about services and support that may be available to help you succeed in college?

YES  NO

Make selection



Next

# About you

## Background

### Citizenship information

IF

Are you a U.S. citizen? \* **1**

Of what country are you a citizen?  
-- *Select your country of birth*

Are you currently residing in the U.S.? \*  
 YES  NO

Do you hold Permanent Residence status (valid I-551) for the U.S.? \* **1**  
 YES  NO

If you are not a U.S. citizen or U.S. permanent resident, are you a foreign national here with a visa that makes you eligible to domicile for Texas residency purposes (see list of eligible visas) or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? **1**

Note: If you hold a VISA, please select YES and enter the requested information for the VISA you hold.

If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)?

YES  NO

If you are not a U.S. citizen or permanent resident or have no application pending with the USCIS, did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED?

YES  NO

Do one or more of these apply to your life? Have a disability, have financial difficulties, want a job that people of the opposite sex usually have (like welding for a woman or nursing for a man), single parent, single pregnant woman, unemployed, still learning English, don't have a regular place to live, foster care now or in the past, or have a parent on active duty in the military

YES  NO

*Make selection*

If you answered 'Yes' above, do you want to learn more about services and support that may be available to help you succeed in college?

YES  NO

*Make selection*



# About you

## Military Status

Answer the question about the service.



Next

## Foster care

Answer the question about foster care.



Next

## Language

Although it is not necessary to add a language, you are welcome to add a language.



Next

# Household

## Here's what to expect:

In this section, we ask about your household. This includes schools. Schools may use this information when evaluating you.



Next

### 1 - Parents or guardians

Questions about their contact information, education level

## Parents or guardians

Although it is not necessary to add your parent or guardian information, you are welcome to add it.



Next

## Emergency contact

Select a parent and add their contact information: Name, Email, phone, and address. You must validate the address as you did before, when entering your address earlier in the application.



Next

\* Complete each listed item with an (\*) next to it.

# Household

## Texas residency

Of what state are you a resident? \*

Did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED? \* ⓘ

 YES  NO

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? \*

 YES  NO

**If asked:**

Residency Affidavit \*

If you are not a U.S. Citizen or Permanent Resident, [please open the Residency Affidavit](#), print a copy, fill it out and submit it to the school to which you are applying.

 I have completed this step.

## Family obligations

Do you have family obligations that keep you from participating in extracurricular activities? \* ⓘ

 YES  NO

How many people, including yourself, live in your household? \* ⓘ



\* Complete each listed item with an (\*) next to it.

# Education and testing

## Here's what to expect:

In this section, we ask about the high school and college application.

### 1 - High school information

Questions related to your high school course work at



Next

## High school information

**Current or most recent high school:** Using the magnifying glass search and select your high school.

**Expected graduation date:** Enter your expected graduation month/day/year.

### GED information

Do you have a GED or another high school equivalency program (in the United States)? \*

YES  NO



Next

## College history

### Previous college/university experience

Have you ever taken any college courses? \*

YES  NO

Are you a freshman with previous college credit hours? \*

YES  NO

Did you take a tech prep course or courses for college credit? \*

YES  NO

### Future college/university plans

Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: \*

Dual credit (receiving both high school and college credit)

Please indicate the primary reason for attending classes at this college: \*

Earn credits for transfer



Next

# Education and testing

## Advanced certifications

Although it is not necessary to add certifications, you are welcome to add them.



Next

## Entrance exams

### TOEFL

Have you taken or will you take the TOEFL test? \*6

YES

NO

### IELTS

Have you taken or will you take the IELTS test? \*6

YES

NO



Next

# Activities and achievements

## Here's what to expect:

In this section, we'd like you to review your family obligations and de activities, awards and honors, and work experiences. Schools may u: involvement.

### 1 - Family obligations

Review your answers for obligations to family and household support

### 2 - Extracurriculars



Next

\* Complete each listed item with an (\*) next to it.

# Search for schools

## ✔ Great job!

### Step 1: You Found the Right Application.

- 📄 Use the application type(s) listed on your dashboard to apply to the school of your choice.

### Step 2: You finished your Core Questions.

- ☰ You may need to come back and answer questions you skipped before submitting your application.



### Up next: Search for schools

Search for schools you'd like to apply to. They may have some extra questions for you to answer.

[Return to your Core Questions](#)

[Search for schools](#)

# Search for schools

1

Start semester: Semester **Fall 2025** [v]

Application type: **Dual Credit** [v]

School: **Houston Community College** [v]

2

### Houston Community College

Dual-Credit • Fall 2025

Requires: ~~x~~ Essay ~~x~~ SAT/ACT Available: ~~x~~ Scholarship application ⓘ

App deadline	App opens	Avg. tuition ⓘ	Graduation rate ⓘ
Oct 31, 2025	Aug 19, 2024	\$2,529	26%

[Save for later](#) [View details →](#)

Interested in starting a Dual credit program in undefined? Start an application to Houston Community College.

[Save for later](#)

[Start your application](#)

3



# Search for schools

1

Start semester: Semester Fall 2025  
Application type: Dual Credit  
School: Houston Community College

2

### Houston Community College

Dual-Credit • Fall 2025

Requires: ~~x~~ Essay ~~x~~ SAT/ACT Available: ~~x~~ Scholarship application ⓘ

App deadline	App opens	Avg. tuition ⓘ	Graduation rate ⓘ
Oct 31, 2025	Aug 19, 2024	\$2,529	26%

[Save for later](#) [View details](#) →

3

- [Dashboard](#)
- [Core questions](#)
- [School search](#)
- Welcome,

4

### Houston Community College

Dual credit • Fall 2025

Major: Not selected

📅 App deadline: Oct 31, 2025 ⓘ ⚙️ Set academic fit ▼

[Major selection](#) [School-required questions](#) [Essays](#) ⋮

# Houston Community College

**Houston Community College** [School website](#)

Public university | Houston, TX

Use this contact information to reach out to this school with questions about your application.

[admissions@hcc.edu](mailto:admissions@hcc.edu) | 713.718.6800

Application overview [Delete application](#)

### Dual-Credit - Fall 2025

Requires:  Essay  SAT/ACT  Available:  Scholarship application

Application ID	Application fee	Application opens
2404237666	--	Aug 19, 2024

SAT	ACT	Avg. tuition	Graduation rate	Total enrollment
--	--	\$2,529	25.6%	39,654

Deadline information

#### Deadline selection

[Update](#)

#### Scholarship deadline

--

**Here's what to expect:**  
You're about to begin your application to this school. In the following sections, you may need to answer school-required questions or essays. When done, review and submit your application. ApplyTexas then sends your Core Questions, school-required questions, and essays to the school.

[Back](#) [Save and come back later](#) [Next](#)

## Choose your major

Select the major instructed by the high school official  
Or  
Liberal Arts and Humanities - Undecided



# School-required questions

**Home Campus**

-- FELIX FRAGA 


**Academic Level**

Freshman (0-29 credit hours) 


**Online Learning**

Unsure

**School District**

-- Select the School District you **LIVE** in, NOT attend 

**Consent on Text Msgs and Calls**

-- Make selection 

**How Did You Hear About HCC**

-- Make selection 

**Educational Goal**

start at HCC and transfer to a university

**Military Status**

No Military Service 

**Veteran Benefits**

No

**Veteran Status**

No

\* Complete each listed item with an (\*) next to it.

# School-required questions

## Re-Admission

Note: Re-Admission required for returning students whose application has been discontinued

If you are a previous student who has not attended HCC for three consecutive semesters OR a previous applicant who never enrolled, please enter the verification code provided to you on your HCC student portal below.

0/3000 characters

## High School GPA \*

What is/was your overall high school GPA?

Does not need to be exact

## High School English \*

Did/will you take English in all four years of high school?

Yes

No

## High School Math \*

Did/will you take Math in all four years of high school?

Yes



Next

\* Complete each listed item with an (\*) next to it.

# Review application

### Core Questions

Below are your responses to the Core Questions. These will be sent with your application. Review the answers below and answer any required fields you may have missed.

- About you [Expand](#)
- Household [Expand](#)
- Education and testing [Expand](#)
- Activities and achievements [Expand](#)

---

### Houston Community College questions

Below are your responses to the school's questions. These will be sent with your application. Review the answers below and answer any required fields you may have missed.

- Major [Edit](#)  
First choice major: Undecided
- School-required questions [Edit](#) [Expand](#)
- Essays [Edit](#) [Expand](#)

[Back](#) [Next](#)

Note: All Core Questions must be completed to submit the application.

# Terms and conditions



- I certify that I have read and understand the statement above and agree to all Terms and Conditions contained in this [ApplyTexas Terms of Service and Data Privacy Policy](#).



- I certify that I have read and understand the [Requirements and Important Information about Bacterial Meningitis](#).

#### Consent to Be Contacted:

The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information you provided for communication methods (email, mail, phone, mobile, text message, social media, or automated telephone dialing equipment). Your information will not be sold for commercial purposes. You do NOT need to agree to be contacted to submit your application. However, allowing THECB to contact you may provide information and opportunities that will aid your higher education experience.

Do you consent?

YES

NO

- If I am denied admission, I allow the institution to share my application with other institutions that offer the same degree program.

Back

Next

# Submit

## Application fee: \$0

1. Check your email. The school will send you a confirmation email and detailed payment instructions in the next few days.
2. Submit your payment or fee waiver, if applicable, directly to the school.
3. If you do not receive an email or have questions, reach out to the institution.

Please check that you understand these instructions before submitting:

- I understand my application is not considered complete until I have submitted payment, if a payment is required.

Back

Submit



## Great Job! You're almost done.

You need to complete the next steps outlined below before your application is reviewed. You'll receive a confirmation email shortly with more details.

- You completed all ApplyTexas steps!

# WELCOME LETTER

Once your application is complete, you will receive a welcome letter within **24 - 48hrs** from Houston Community College along with your **Student ID** and "P" number (if applicable). Please forward a copy of the letter to your high school dual credit representative.



Office of the Chancellor  
Office: 713.718.2000

Subject: Collegeadmission

HCC student ID: W123456789  
SS/Assigned Number: P12345678

Dear Student,

Congratulations! It is my pleasure to inform you of your acceptance to Houston Community College (HCC). You are now a part of the HCC family committed to your educational success.

HCC is proud to be a leader in innovation and student diversity. We are dedicated to helping you achieve academic success and fulfill your educational goals while you are a student at HCC. Whether you choose to earn a degree or certificate, transfer to a four-year university or decide to enter the workforce, we will provide you the opportunity to acquire the knowledge and skills to be successful in today's technological and global economy.

To begin the road to your successful college career, there are a couple of steps you need to complete in order to become officially enrolled as a student at HCC and register for classes.

#### 1. Activate your student account

From the homepage [www.hccs.edu](http://www.hccs.edu), click on MY EAGLE Student Sign-ins and then *First-time User*. Follow the instructions to retrieve your web id and initial password.

Note: If you did not provide your social security number on your application, you will need to use the assigned number found at the top of this page.

#### 2. Complete registration process

Once signed in, you will see *My Checklist* which provides step-by-step instructions for completing the registration process.

Once again, I extend my congratulations on your acceptance to Houston Community College and welcome you to our family!

Sincerely,

Cesar Maldonado, Ph.D., P.E.  
Chancellor

# Return applicants to ApplyTexas

If you have an account, you must request a verification code to log into your account.

Verification is necessary. Please select 'Send verification code.'

[Send verification code](#)

[Continue](#)

The verification code will come from:  
**Microsoft on behalf of THECB.**  
Subject: THECB account email verification code



Verification code has been sent to your inbox. Please enter the code into the input box below and select 'Verify code.'

Verification code

[Verify code](#) [Send new code](#)

[Continue](#)

E-mail address verified. You can now continue.

[Continue](#)

# ApplyTexas Help Desk

**Welcome to ApplyTexas!**

New to ApplyTexas? Create an account or use your My Texas Future email and reset your password.

Can't remember the email you used to sign up for an account, or don't have access to that email anymore? Please **submit a Help Desk ticket** and our support team will assist you.

<https://theCB.my.site.com/applytexashelpdesk/s/>



**ApplyTexas Help Desk**

Please submit a separate ticket for each unique issue. Submitting multiple issues within a single ticket may result in longer response times.

\* Which of the following best describes you?

--None--

Next