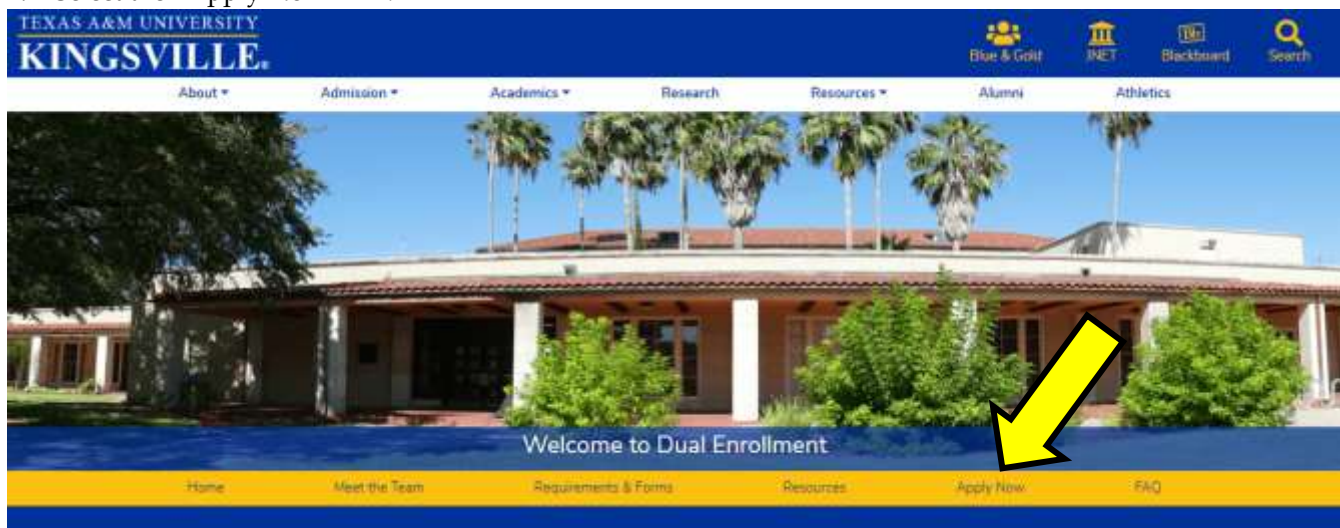


Texas A&M University – Kingsville Dual Enrollment Program “How to Apply”

1. Go to <https://www.tamuk.edu/dep> - You must use Google Chrome as your web browser
2. Select the “Apply Now” link



3. Select “First time dual enrollment account creation”

A screenshot of a login page. It has fields for 'Login ID:' and 'PIN:'. Below these fields is a 'Login' button. Underneath the button, there is a link for 'First time dual enrollment account creation' and a link for 'Return to Homepage'.

4. Next you will be asked to create a Login ID and your pin.
 - a. Your Login ID can be up to nine alphanumeric characters (ex. Abc123456). You PIN must be six numbers (ex. 123456). Enter your pin again to verify it and then select “Login.”
 - b. This will be your temporary login information. Once you are determined eligible and officially admitted into the dual enrollment program, you will receive information regarding your new login information via email.
5. Select “Dual Enrollment” from the drop down menu even though it is automatically shown in the box. Then select “Continue”

A screenshot of a page titled 'Select an Application Type'. It says 'To Apply for Admissions, first select the Application Type you want to complete.' Below this is a dropdown menu for 'Application Type:' with 'Dual Enrollment' selected. There is a 'Continue' button at the bottom.

6. Next Select the entry term from the drop down menu in which you are requesting admission, enter your first and last name, and click “Fill Out Application.”
 - a. **Enter your full legal name as it is listed on your high school transcript.** The name you add becomes part of your official academic record and in order to correct it requires you to physically come to campus and in most cases bring your original birth certificate.

A screenshot of an application form. It has a legend: '* - indicates a required field.' The form includes: 'Application Type: Dual Enrollment', 'Admission Term: Select...' (with a dropdown menu showing 'Summer 2014 TAMUK' and 'Fall 2014 TAMUK'), 'First Name:', 'Middle Name:', and 'Last Name:' fields. There is a 'Fill Out Application' button at the bottom.

7. You will be directed to the Application Checklist. Select "Name" and fill out the application.
 - a. **Anything marked with a red asterisk (*) indicates required information.**

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.
Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

The screenshot shows a checklist with the following items:

✓ Name	✓ High School
✓ First Address and Phone	✓ Planned Course of Study
✓ Personal Information	✓ Additional Information
✓ Emergency Contact	

At the bottom, there are two buttons: "Application is Complete" and "Finish Later".

8. Check to ensure your name information is correct and select "Continue" to proceed to the next section.
 - a. Please remember to use your full legal name. The name you add becomes part of your official academic record and in order to correct it requires you to physically come to campus and in most cases bring your original birth certificate.
9. Next enter your permanent address information.
 - a. You must enter the address, city, state, zip, nation, and phone number then select "Continue" to proceed.
10. Enter your personal information (email, gender, birthdate, ethnic category, and cell phone number) and select "Continue" to proceed.
 - a. This must be the student's information not the parents/guardians. If the student does not have an email address please type none.
11. Next enter your emergency contact information.
 - a. Choose EMERGENCY CONTACT only and enter the required information for that person. If you want to enter and additional contact, you can do so by selecting "Enter or View another Relative" at the bottom of the page.
12. Select "Lookup High School Code" to search for your current high school. The pages to follow will allow you to search by the high school's state, country, and city. If you cannot find your high school on through the lookup page, enter the information yourself.
 - a. Select "Enter or View another High School" to enter information about additional high schools you have attended. **Before selecting "Continue", be sure to fill in your expected graduation date.**
13. For Planned Course of Study, please select your major of interest from the drop down menu, and then select "Continue".
14. Under Additional Information, please select Yes or No to the question "Are you a U.S. Citizen? Then read the statement provided and enter your first and last name in the box located on the right hand side of the screen.
 - a. Just as a reminder, by typing your name, you are certifying that you have read and understand the statement provided and have been granted permission by your parent or legal guardian to submit this application to participate in the dual enrollment program at Texas A&M University – Kingsville. Also, that you have notified your high school counselor/principal that you have applied. Once complete, select "Continue."
15. You will now be directed back to the Application Checklist.
 - a. Select "Application is Complete" when you have completed the application.
16. Next you must agree to the Admission Agreement terms, or you will be directed back to the Application menu and your application will not be submitted.

17. Your application is now complete. You should see the following message: (**Application Complete.** Thank you for applying to our Dual Enrollment Program at Texas A& M University-Kingsville. You have successfully submitted your application. For security purposes we recommend you close your browser window.) Please print this screen prior to exiting the application and give to your counselor. Once this is done you may exit this screen. If “Not Entered” is displayed under Application Preference, your application is incomplete and has not been submitted. Click on the term to determine what was not completed. You can log back in at any time with your temporary Login ID and password to check on your application status. **Please do not submit another application unless instructed to do so by a representative from Texas A&M University - Kingsville.** If you wish to submit your undergraduate application at a later date, please do so at **www.applytexas.org**

18. Thank you for submitting your application to the Dual Enrollment Program at Texas A&M University - Kingsville. If you have any questions, please contact us as **kodep000@tamuk.edu**