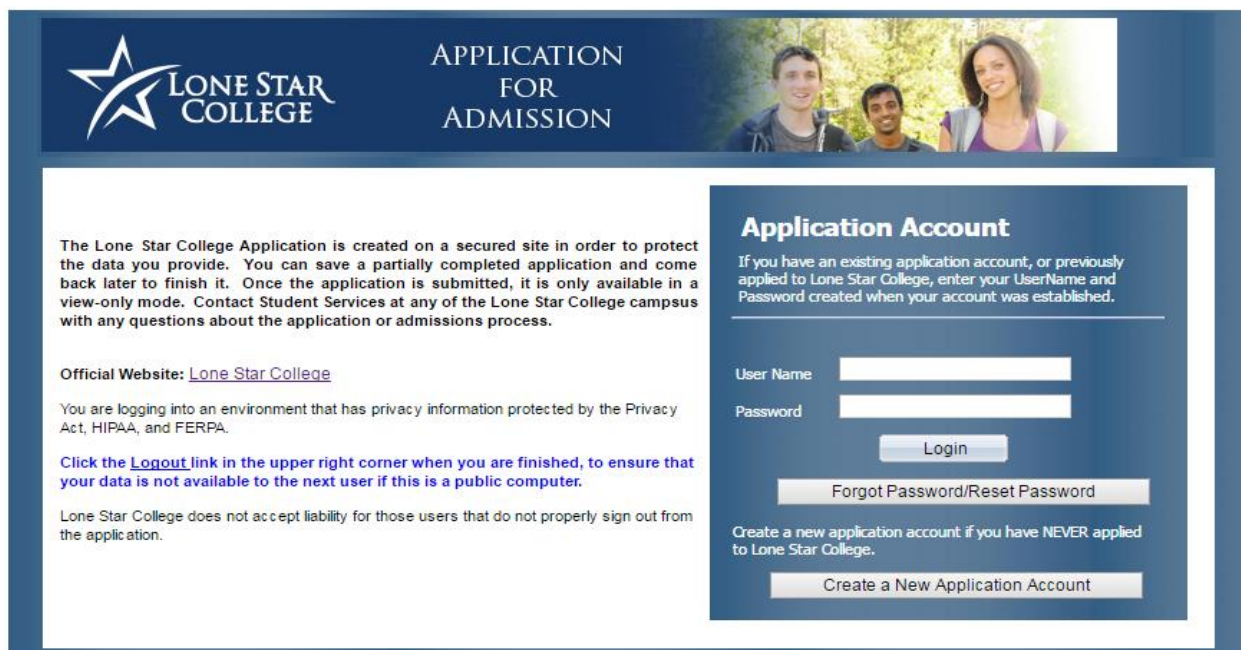


# Instructions for the Lone Star College Online Application Dual Credit Students

Step 1 – Go to: [www.lonestar.edu/apply](http://www.lonestar.edu/apply)

Step 2 – Click on: [online admissions application](#) (under Apply Now and Apply for Admissions)

Step 3 – Click on: [New Student Online Application](#).



**APPLICATION FOR ADMISSION**

The Lone Star College Application is created on a secured site in order to protect the data you provide. You can save a partially completed application and come back later to finish it. Once the application is submitted, it is only available in a view-only mode. Contact Student Services at any of the Lone Star College campuses with any questions about the application or admissions process.

Official Website: [Lone Star College](#)

You are logging into an environment that has privacy information protected by the Privacy Act, HIPAA, and FERPA.

Click the [Logout](#) link in the upper right corner when you are finished, to ensure that your data is not available to the next user if this is a public computer.

Lone Star College does not accept liability for those users that do not properly sign out from the application.

### Application Account

If you have an existing application account, or previously applied to Lone Star College, enter your UserName and Password created when your account was established.

User Name

Password

Login

[Forgot Password/Reset Password](#)

Create a new application account if you have NEVER applied to Lone Star College.

[Create a New Application Account](#)

## Creating an Account

Step 1 – Click the: [Click here to create an account](#) link.

Step 2 – Fill out the information, choose a username and password.

**Note:** It is important to use proper Upper and lower case letters when entering information into the fields of the online application. Students must have an email to create this account. If the username you chose has already been taken, please select another username. However, if you received a message saying “**The user ID you are requesting is already in the database**”. You must enter a different ID or check your email address for a temporary user ID and password.

Step 3 – Click on: [Apply Now](#) button. The screen should now say:

“The Submit was successful” – User ID has been created successfully.

Step 4 – Click the “[Ok](#)” button.

## Login and Complete the Application

# Instructions for the Lone Star College Online Application Dual Credit Students

(Warning: Screen will time-out/log-out of the application is inactive after 3 minutes).

After creating an account, the system will take you to the login page.

**Step 1** – Login using the user ID and password you just created.

**Step 2** – Verify that your name and information are correct and then click Next.

**Step 3** – Select **Citizenship Status** (US Citizen, US Legal Resident or VISA)

If you selected **Visa**, enter the information; for example, I-20, L2 visa, etc.

If you are international, without a social security number, leave it blank.

**Step 4** – Enter your **Social Security Number** if you have one – if you do not know or remember it, you will need to provide Lone Star College–University Park with the original copy and an issued government picture ID at a later date. Click Next.

**Step 5** – Enter your Home Address, Phone Number, and Emergency Contact Information.

Click Next.

**Step 6** – Please make sure you select your ethnic/race (Hispanic/Latino, Asian, etc.).

Check the box indicating that your information is correct. Click Next to continue.

## **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 you are ready to proceed, click Next to continue.

**Step 6** – Academic Goal, Degrees, Major and Campus Page

Select an Academic Goal – you must select “Earn an Associate’s Deg-2 Yrs.”

Select the semester you will begin attending – Fall, Summer or Spring.

Select a Degree – you must choose either an AA or AS (Associate of Arts or Associates of Science).

**Note:** Choosing an academic program is required for the application process; however, if you are not sure what you want to study, it can be easily changed later.

Select University Park for your campus

Click on Search – now select University Park again. Click on Confirm

Now you have reached the area where you are given the first opportunity to start saving the information. **Continue** to “Save” the information on each page.

# Instructions for the Lone Star College Online Application Dual Credit Students

Click Save – then click Next.

## **Applicant's Profile Page**

Since you are a Dual Credit Student – Choose: 'I am **currently** enrolled in high school'.

### Step 7 – Educational Background Page

Select: 'High School in the US'. Click on the High School Search button.

Select Texas, then type in the city of your high school

Type in the name of your high school. Click Select.

Enter your graduation month, day and year (06/03/2018). Select Next.

**\*Note:** Skip the question regarding 'Previous College Information'.

### Step 8 – Click Texas Residency Questionnaire

**\*Note:** Answer the questions carefully.

**Step 9** – Click on the box after reading the Bacterial Meningitis Public Service Announcement – Click Next. Do the same for the Financial Responsibility Agreement.

Click Next.

**Step 10** – Click on the box confirming that what you have answered is correct –

Click Save and then Submit.

**Congratulations!!** You should now see the Application Confirmation Page

Print or take a picture of this page for your records.

If you received a 'Completed' message without a username or student ID, **first contact** 832-813-6600 to obtain your info.

LoneStar ID# \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_