ApplyTexas Application Instructions

Note - there are 2 sections to this application be sure to SUBMIT both

A D M I S S I O N S

Step 1	Log on to **www.utep.edu/scholarships**
Step 2	Click on **ApplyTexas** banner
Step 3	Click on **"Create your account now"**
Step 4	Save Profile and write down your username and password below
Step 5	Click on **"You may now go to My Applications"** followed by **"Create a new application now"**
Step 6	Select "**Create a new 4 year University admissions application**"
Step 7	Select your target university - **The University of Texas at El Paso**
Step 8	Select your type of application – Click **CONTINUE**
Step 9	Select Entry Semester – **Fall 2014** – Click **CONTINUE**
Step 10	Select School (College) – Click **CONTINUE**
Step 11	Select Major – Click **CONTINUE**
Step 12	Supply all required information and save changes on each page - when done with the Admissions section - Click **"Submit Application Now"**

S C H O L A R S H I P S

Step 13	After submitting the Admissions portion of the application, now you will click on **"Apply for Scholarships"**
Step 14	Continue to enter all information required and save your changes at the bottom of each page - when done with the Scholarships section - Click on **"Submit Application Now"**
Step 15	Write down your Application ID below for future reference
Step 16	Click on **"go to my applications"** to view your completed application
Step 17	**Log Out** properly when you are done!

If you have any questions please contact:

Office of Scholarships
Mike Loya Academic Services Bldg
Room 202
(915) 747-5478

USERNAME: _

PASSWORD: _

APPLICATION ID: _