General Online Application Steps

Sign In/Create an Account

1. Go to tri-c.edu/apply.
2. Review application instructions. Click the red button on the right-hand side that says “Apply Online.”

3. Sign in or create a new account.
   a. Already created an account? Log in or use “Forgot your password?”; then advance to Step 5.
   b. First time logging in? Click “Create a NEW Account.”
   c. Don’t remember if you created an account? Click “Forgot your password?” and enter your personal email. If the email cannot be found, create a new account.
4. Fill in all required demographic information.
   a. **Use a personal email address** when creating your account.
   b. Academic Program of Interest
      i. ESL and Program 60 students: Select any major (ESL and Program 60 do not appear in the dropdown menu).
      ii. All other students: You will have the option to change your major in the future, if needed.
Create a New Application

5. Click “Create a New Application.”

6. Click “Start a new College Application.”
7. Confirm your term of entry and area of interest by clicking “Next” or entering the required information. You will then be prompted to complete the Personal, Demographics, Plans, Academics, Writing and Signature portions of the application.

“Start Term” indicates the earliest you can register for classes. You will receive communication and reminders about that term’s upcoming dates. If your interests change, a recruiter can update this for you.

Your admission is valid for two terms after your admitted start term. If you don’t register within those three terms, you must reapply.
Personal

8. Complete the Name, Contact Information and Home Address sections.
9. Enter your residency information, then click “Save & Continue.”

Be sure to accurately answer the residency questions, as they determine your tuition rate. A Petition for Change of Residency and supplemental documentation are required to update incorrectly entered residency information.
Demographics

10. Select “Citizen” or “Permanent Resident,” then enter your Social Security number. **Double-check for accuracy.**

11. Answer the ethnicity questions.
12. Complete the Plans section.
   
a. See below for instructions on selecting your Student Type.

   “Entry Term” indicates the earliest you can register for classes. You will receive communication and reminders about that term’s upcoming dates. If your interests change, a recruiter can update this for you.

   Your admission is valid for two terms after your admitted start term. If you don’t register within those three terms, you must reapply.

   **STUDENT TYPE**
   
   - Select FORMER/Returning if you previously attended/applied to Tri-C and are coming back to further your education.
   - Select NEW if Tri-C is your first and only college experience.
   - Select TRANSFER if you earned college credits at another institution. Please submit your official transcripts after completing your application.
   - Select VISITING/Transient if you attend another college or university and want to transfer Tri-C credits back to your home institution. While transcripts are not required, visiting/transient students must obtain permission to attend Tri-C from an advisor at their home institution.
Academics

13. Complete the Academics section.
   
   a. High School Credit: Enter the first three letters, then scroll down and either select your school or choose “School Not Found.” If you are home schooled, check the “Home Schooled” box.
   
   b. Colleges Attended: Click “Add,” then enter each school name in the same way as above.
      
      i. International institutions: See instructions below.

   If your high school and/or college is located outside the United States, select your country first, then type in the first three letters and review the list. If your school is not listed, select “School Not Found” and type in the name and address.
Academics (Continued)

- **Home Schooled**
  - Did you graduate high school?
    - Yes
    - No

- **Did or will you receive a General Equivalency Diploma (GED)?**
  - Yes
  - No

- **Educational Goal**
  - What is your educational goal?
  - Other fill in here:

- **Military Service**
  - Have you or your immediate family ever served in the military?
    - Yes
    - No
  - Are you a veteran or currently serving in the armed forces?
    - Yes
    - No

- **Prior Learning**
  - Do you have any prior training that could be applied at Tri-C towards a degree or certificate?
  - This may be transfer credit, military credit, AP credit, CIER
    - Yes
    - No
  - Have you attended other colleges for credit?
    - Yes
    - No

- **Colleges Attended**
  - Add

[Buttons: Previous Page, Save Application, Save & Continue]
14. Complete the Criminal History and Certification sections.

15. Sign the application electronically, then click “Submit Application.”
   a. You will immediately receive an email thanking you for applying to Tri-C.
   b. It can take 5-7 days to process an online application. Once your application is processed, you will receive an email with your student ID number and next steps. Congratulations!