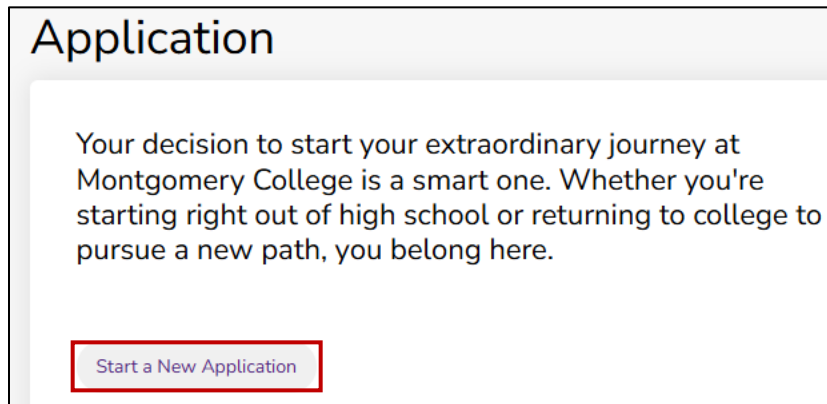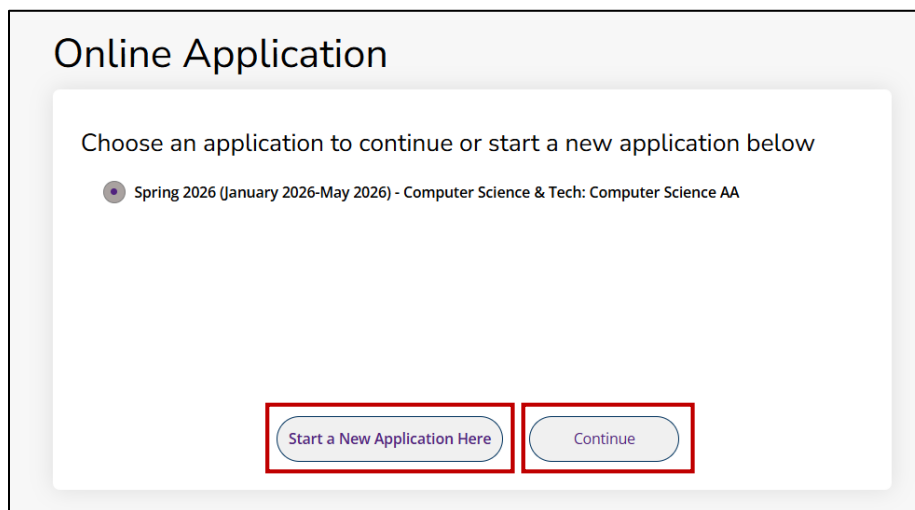![Montgomery College]

Admissions Student Application Instructions

Create a New Application

1. On the My Account page, click the "**Create a New Application"** button.

2. Click the "**Start a New Application"** button.

3. The online application page appears. To continue a listed application, select the application and click "**Continue**". To start a new application, click "**Start a New Application Here"**.

4. When starting a new application, complete the fields that appear on the page and click "**Submit**". Click "**Back**" to return to the previous screen.

5. To continue your application, complete all of the fields on each page.

6. Once the fields are completed, click **"Save Application"** to stop the application and return to it at a later time. Click **"Save and Continue"** to save the current page and move to the next page.

7. To submit your application, click "**Submit**". The system will not allow you to submit your application with blank fields. You will receive an alert if any required fields are left blank.