

How to Apply Online



Admissions Procedure...

If you have any questions regarding the online application, please ask for assistance at the information counter.

Online Application Procedure

Filling out your PBCC application through FACTS.org

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Go to a computer and complete FACTS application.

- Go to >> WWW.FACTS.ORG
- Click on ADMISSIONS and choose ADMISSION APPLICATIONS.
- Click on NO, I DO NOT HAVE A FACTS LOG IN. (If you already have one, answer “yes” and enter your Login and Password)
- Create a LOGIN and PASSWORD.
- Re-enter the same PASSWORD and press CONTINUE.
- Complete SECURITY PROFILE and press SUBMIT. If you do not want to submit information at this time press OK.
- Click on CHOOSE THE INSTITUTION TO WHICH YOU WANT TO APPLY.
- Choose PALM BEACH COMMUNITY COLLEGE.
- Click CONTINUE.
- Read and scroll down and click on I HAVE READ AND ACCEPT THE ABOVE.
- The application will appear and you may begin completing the application.

Tips: DO NOT place any commas, dashes or slashes between numbers. (Example 5615551212) Complete all information requested. System will prompt if item must be completed.

The last section of the application is the Florida Resident for Tuition Purposes Affidavit. Information provided will be used to determine a student's eligibility for the in-state tuition rate. Students must complete the affidavit information either with the online application or in person at any campus Admissions Office.

At least two of the following three documents dated or issued at least 12 months prior to the first day of the term will be used.

(Additional documentation may be required.)

- Florida Voter Registration
- Florida Driver's License
- Florida Vehicle Registration

NOTE: If you do not have the above (e.g., driver's license, etc.) Florida residency information with you, check FLORIDA RESIDENT under resident on the application. Select Not Applicable on the document types. You may verify your Florida residency at any campus Admissions Office with the appropriate documentation. **Florida residency verification must be established prior to the first day of the term.**

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After submitting your application, print the displayed CONFIRMATION PAGE and take it to

the next available admissions representative who will complete the admissions process.

Welcome to PBCC!