

CONRAD N. HILTON COLLEGE UNIVERSITY OF HOUSTON

Admission Requirements for International Students

Graduate student candidates admission based on their previous academic records and the hospitality related work experience.

Thank you for your interest in our graduate program. To avoid delays in your application process, we advise you to use this form as your checklist and submit all required documents together in one package to the address listed at the end of this document. Melanie Honeycutt will keep in touch with you during the application process. The estimated time for the review process is 2 weeks.

1. Graduate Admission Application.

Send confirmation number when online application <http://www.applytexas.org> has been submitted to Melanie Honeycutt at mhoneycutt@uh.edu.

2. \$125.00 application fee payable to the University of Houston.

This fee will be collected when you submit your application online. This fee is non-refundable and cannot be waived. If you choose to push your application to the following semesters, you will have 13 months till you will be required to submit a new application and a new application fee. (No Exceptions)

3. Applicants' cumulative grade point average (GPA)

3.0 out of 4.0 in the last 60 hours of college level course work.

4. Official GRE or GMAT score

GRE www.gre.org, or GMAT www.gmac.com official score to be sent to University of Houston.

Minimum score: GRE: V-480 Q-480 Total-1100 (60%)

Minimum score: GMAT: V-30 Q-36 Total-550 (60%) Must take if you are considering the Dual MBA Program

Send a student copy of the results to Melanie Honeycutt for initial review.

(The department recommends that exam(s) be successfully completed prior to submission of the graduate admission application. Each applicant is requested to send the test scores to the University of Houston, institution code for GRE is **6870** and the code for GMAT is **XT1-1C-69**.)

5. Official TOEFL score must be submitted to UH by ETS and must reflect institution code 6870.

Minimum score: 600 (paper-based test); 250 (computer-based test); or 100 (Internet-based test). Not required for US citizens or applicants who have graduated from US institutions. Level 6 English course from the Language and Culture Center does not waive TOEFL for graduate students. ITOEFL (Institutional TOEFL) is not valid for graduate students. Refer to US Admission Application Booklet for further information. Send a student copy of result for initial review.

6. Statement of Intent.

Brief but concise description why you wish to pursue your MS, a 250 word, double-spaced.

7. Resume.

Must include mailing and e-mail address.

8. Two Official college transcripts from all institutions attended.

International applicants for admission to the graduate program must possess a U.S. bachelor's degree or the equivalent to a U.S. 4-year bachelor degree program. The university does not consider a 3-year Bachelor in Hotel Management (BHM) or diploma programs as the equivalent of a U.S. four-year bachelor's degree. An additional one or two year postgraduate studies from accredited institutions may be considered for graduate admission with approval from the Dean of Graduate and Professional Studies. Applicants presenting a three-year diploma will, if offered admission, be considered as undergraduate students. Upon completion of the Bachelor of Science program, applicants would then be eligible for admission review for the graduate program.

9. A degree certificate (diploma) from all institutions attended if degree is not shown on official transcript.

(For students who do not have degrees from US institutions.) Official format is available at <http://www.uh.edu/admissions/international/admissions-criteria/documentation>.

10. Three letters of recommendation. All employers and professors completing this form MUST mail your letter of recommendation directly to Melanie Honeycutt to the address below:

[RECOMMENDATION LETTER FORM.doc](#)

11. Statement of Understanding

http://www.uh.edu/enroll/admis/pdf/G_sou.pdf. Sponsor must sign and state the relationship with the applicant clearly.

12. Letter of Financial Backing form supported by a current bank

http://www.uh.edu/enroll/admis/pdf/intl_grad_FinaandUnd.pdf

13. Two passport size photos of yourself, affix Name and Date of Birth on the back of the photos

THE DECISION FOR ADMISSION IS MADE BASED ON EVALUATION OF ALL SUBMITTED DOCUMENTS. THE OFFICIAL DECISION WILL BE SENT TO THE APPLICANT'S CURRENT LISTED ADDRESS. NO DECISION WILL BE RELEASED BY TELEPHONE. NO EXCEPTIONS.

APPLICATION DEADLINES:

Applicant Type	Fall Deadline	Spring Deadline
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International (F-1)	April 1	October 1
International (non F-1)	April 1	October 1

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Please send all documents to the address above