

Reciprocal Educational Exchange Program (REEP) Nomination and Application Process

Texas Higher Education Coordinating Board (THECB) Requirements

THECB requirements stipulate that exchange balance must be maintained between outgoing and incoming REEP participants both in terms of number of students and credit hours taken. Learning Abroad is the reporting unit for UH and therefore must manage and maintain exchange numbers.

Outgoing REEP Nomination Process

- 1) Student should meet with a Learning Abroad advisor to discuss course options, dates, and other REEP details.
- 2) If participating in a college specific exchange, students must meet with the exchange coordinator in that college.
- 3) Students must follow the nomination process of their college (if participating in a college specific exchange) or submit a nomination form to Learning Abroad (if participating in a university wide exchange).
- 4) Learning Abroad will make final decisions on nomination based on number of spots available and competitiveness of application.
- 5) Learning Abroad will send final roster of nominated students to partner institution, allowing students to formally apply for admission.

In every case, students must take all courses for credit and pay UH tuition according to number of credit hours taken. Students must complete [Course Equivalency Form\(s\)](#) in advance of their departure.

Incoming REEP Student Process

- 1) Students must be nominated by their host institution before applying.
- 2) Once official nomination is received, Learning Abroad will contact the nominated student with [next steps](#).
- 3) Exchange students should apply for a Non-Degree Objective program, which will assign them an F-1 study visa. If applicants select any Degree-Objective programs it will delay the processing of their application.
- 4) Application information for undergraduate students will be sent to UH Admissions and a myUH account should be activated for the student within one week.
- 5) Students should not book travel until they receive their I-20, which will state their legal entry period. Students who enter outside of this pre-determined window will be denied entry into the United States.
- 6) Undergraduate students should review their To-Do List in their myUH account to see what documents are required to complete their application.
 - a. For Graduate students, the to-do list will not include missing application materials. For questions please contact the UH Graduate School.

- 7) Students will be encouraged to pay for shipping of their I-20 directly through eShipGlobal to their home or school address. Otherwise, the department/college will pay for shipping.
- 8) Students will not be able to register for courses until they attend the mandatory International Student Orientation.
- 9) Once the student has been registered for courses you must inform Learning Abroad that they require the REEP waiver to be applied to their student account. The request may take 24-48 hours to complete.
- 10) REEP students, like all international students, must maintain a minimum number of credit hours to maintain their visa status. Please have the student speak with International Student and Scholar Services before they drop any courses.

Contact Information:

Kelly Kleinkort
Director, Learning Abroad
kmkleinkort@uh.edu
713-743-9167

Kailey Posterick
Learning Abroad Advisor
kposterick@uh.edu
713-743-7776