# Application Checklist and Information for Incoming GRADUATE Exchange Students

***IMPORTANT: BEFORE starting an application to University of Houston, send an email to the UH Learning Abroad office at*** [***learningabroad@uh.edu***](mailto:learningabroad@uh.edu) ***with the following information. You will need approval from your home university and from UH before being considered for a reciprocal exchange.***

**Name**

**Home** **University and Department**

**UH College where you intend to take courses**

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| Graduate Please refer to the UH Graduate School [website](http://www.uh.edu/graduate-school/) for more information and updates.  **Application Requirements**   * Go to **https://www.applyweb.com/uhouston/index.ftl**. Create an account and complete the online application. The following will be needed to complete the online application:   1. **Official transcripts**can be uploaded as PDF files and may be used by programs to make admission decisions. Please follow these [instructions](http://www.uh.edu/graduate-school/prospective-students/how-to-apply/)to properly scan and upload your transcript.  Transcript guidelines can be found [here](http://www.uh.edu/graduate-school/prospective-students/international/transcripts/). If admitted, however, **you will not be able to enroll without the official transcript(s) showing undergraduate degree conferral on file.**   Official transcript(s) should be sent to:   |  |  | | --- | --- | | **Regular Mail** | **Express Mail** | | University of Houston Graduate Admissions P.O. Box 3947 Houston, TX 77253-3947 | University of Houston 4302 University Drive 102 E. Cullen Building Houston, TX 77204-2012 |  * 1. **Test Scores** should be sent by the testing agency. International applicants must satisfy [English proficiency requirements](http://www.uh.edu/graduate-school/prospective-students/international/english-proficiency/) via satisfactory scores on the TOEFL (minimum 550 for paper based or 79 for the Internet based test) or IELTS standardized exams (minimum 6.5). Use school code **6870** for reporting TOEFL scores. Refer to the [program's](http://www.uh.edu/graduate-school/prospective-students/programs/) website for test score requirements, as some departments may ask for higher test scores.   2. **Letters of Recommendation**are gathered electronically. You will be asked to provide e-mail addresses of your references. Refer to the program's website for the required number of letters.   3. **Personal Statement**requirements vary by program. Refer to the program's website for instructions.   4. **Resume/Curriculum Vitae** requirements vary by program. Refer to the program's website for instructions.   5. **Additional/Supplemental Materials**may include a writing sample, a portfolio, a self-study, etc. Refer to the program's website for instructions. * **The following documents must be uploaded to obtain the I-20 document needed for the visa:**  1. **Scanned copy of passport page(s)** showing full name, date of birth, passport number, expiration date, and photo of the passport holder. 2. [Letter of Financial Backing](http://www.uh.edu/graduate-school/admissions/international-students/Letter%20of%20Financial%20Backing%20FY17.pdf) 3. **Original Bank Statement** showing the equivalent of U.S. $8,345 for one semester or $16,690 for two semesters.   **Fees not covered in exchange agreements:**   * $75 Exchange Studies Fees (billed after arrival at UH) * $900 Health Insurance (approximate; billed after arrival; per semester) * $85 International Student Service Orientation Fee (billed after arrival)   Please refer to the UH Graduate School [website](http://www.uh.edu/graduate-school/) for more information and updates. |

Final approval and Form I-20 will not be issued until all admission procedures and requirements are completed.

**Incoming Graduate Student Information**

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| Academic Information | |
| Academic Calendar | Fall Semester: August – December  Spring Semester: January – May  View the academic calendar [here](http://publications.uh.edu/content.php?catoid=21&navoid=5677). |
| Courses | The latest graduate catalog can be found [here](http://publications.uh.edu/index.php). Exchange students may be limited to certain disciplines. Contact your department with course limitation questions. |
| English Proficiency | All incoming exchange students are required to submit their TOEFL results electronically. University of Houston school code, 6870, must be used. For more information regarding University of Houston’s English language proficiency requirement, click [here](http://www.uh.edu/graduate-school/admissions/international-students/english-proficiency/). |
| Transcripts | UH will mail one official transcript to the student’s home institution upon completion of coursework and the [FERPA release form](http://www.uh.edu/dos/_files/ferpa-authorization-form.pdf). Additional transcripts are provided by the Office of the University Registrar for a fee of USD $23. Transcripts can be ordered through the myUH/PeopleSoft system. |

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| Fees, Finances, and Scholarships | | | |
| Tuition Fees | | According to Reciprocal Educational Exchange Program (REEP) agreements, students pay all tuition fees to their home university. | |
| Other Fees | | Application fee- due with CollegeNet application. Fee may vary.  Exchange Fee- USD $75 billed to student account.  International Student Services Orientation Fee- USD $85 billed to student account.  Student Health Insurance Fee- $900\* per semester billed to student account. For information regarding this mandatory health insurance, including a Student Health Insurance Waiver Form, please click [here](http://www.uh.edu/healthcenter/insurance/pdf/international_students_insurance_requirements_and_waiver_information.pdf?4). Waivers are generally granted for government-backed insurance policies. No private insurance plans are accepted. Waiver requests will not be accepted after the deadline, which is the Official Reporting Day as shown on the [Academic Calendar](http://publications.uh.edu/content.php?catoid=21&navoid=5677). | |
| On-Campus Housing & Dining | For general information about housing at University of Houston, click [here](http://housing.uh.edu/).  Learning Abroad *highly* recommends that all incoming exchange students seek on-campus housing. On-campus housing can vary in cost, depending on building and room type. Rates can be found [here](http://www.uh.edu/housing/housing-options/) by viewing each individual housing option. *Please note that international students may need to enter the U.S. before they are allowed to move into on-campus housing and will need to locate temporary housing in the meantime.*  For the housing application, go to the Student Housing & Residential Life [website](http://www.uh.edu/housing/apply/) and click the red **Apply for Housing**. *Note: Students are not able to apply for on-campus housing until they have been officially admitted to University of Houston.*  Meal plans are required for on-campus residents. For more information, including dining rates, click [here](https://dineoncampus.com/uh/for-residential-students). | |
| Local Transportation | For the Greater Houston Metro website click [here](http://www.ridemetro.org/). Full-time University of Houston students can receive up to half price off their bus fares using their Metro Q Card. | |

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| Upon Arrival at University of Houston | |
| Your Responsibilities | 1. Visit Learning Abroad in suite 105 of the Ezekiel W. Cullen Building with your local housing and contact information as soon as possible after arrival. The office is open Monday-Friday 8am-5pm. 2. Attend orientation session organized by International Student & Scholar Services. Dates and times vary by semester. The most up-to-date information can be found [here](http://www.uh.edu/oisss/students/New%20Students/upon-arrival/check-in-and-orientation/). |

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| Miscellaneous Information | |
| Immunization Requirements | All incoming students under the age of 22 are required to submit a signed Bacterial Meningitis [Form](http://www.uh.edu/academics/courses-enrollment/policies/immunization/BacMen%20Compliance%20-%20May%202015.pdf). For other information regarding this requirement, click [here](http://www.uh.edu/academics/courses-enrollment/policies/immunization/). |
| Visa Requirements | When applying for a student visa, be sure to apply for an **F-1 student visa**. If you mistakenly apply for a different student visa, the processing of your I-20 form will be delayed. |

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| General University of Houston Learning Abroad Contact Information | |
| Phone | +1-713-743-9167 |
| Email | [learningabroad@uh.edu](mailto:learningabroad@uh.edu) |
| Website | http://www.uh.edu/learningabroad/ |
| Address | E.W. Cullen Bldg. Suite 105  4302 University Drive  Houston, TX 77204-2039 |

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| University of Houston Learning Abroad Staff Contact Information | |
| Kelly Kleinkort | Kailey Posterick |
| Director, Learning Abroad | Learning Abroad Advisor |
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\*Due to the rising cost of healthcare, this fee is expected to increase each year

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