Reciprocal Educational Exchange Program (REEP)
Nomination and Application Process

Texas Higher Education Coordinating Board (THECB) Requirements
According to THECB requirements, balance must be maintained between outgoing and incoming REEP participants both in terms of number of students and credit hours taken. As the reporting department to the THECB for REEP activity, Learning Abroad is held accountable for ensuring that balance is maintained and therefore must be made aware of all incoming and outgoing REEP student participation.

Outgoing Reciprocal Educational Exchange Program Nomination Process
1) Confirm with Learning Abroad that balance will be maintained, both with number of students and number of credit hours the students take. Students cannot participate in REEP programs where there is already a significant imbalance if the student’s participation would further the imbalance.
2) If student is interested in the following university-wide exchanges, please forward their nomination information to Learning Abroad (rmmichaud@uh.edu):
   - Swansea University (Swansea, Wales)
   - University of Stavanger (Stavanger, Norway)
   - ADA University (Baku, Azerbaijan)
3) Learning Abroad will determine number of outgoing students and send nominations to partner institution.
4) If student is interested in any other partner institution, please follow the guidelines set forth by the partner institution and reach out to their student mobility liaison.

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) as appropriate in advance of their departure. The Course Equivalency Form can be located here:
http://www.uh.edu/learningabroad/start-here/CourseEquivalencyForm.pdf

Incoming Reciprocal Educational Exchange Program Student Process
1) Determine if UH can receive students while maintaining balance or in an attempt to reach balance. Please check with Learning Abroad before accepting incoming exchange students. Learning Abroad will confirm that balance will be maintained, both with number of students and number of credit hours the students take.
2) Direct the student to the following website: http://www.uh.edu/learningabroad/incoming-exchanges/. Students will find more information about the application process based off of their residency status (Graduate vs. Undergraduate).
   a. Please note that professional studies (Law, Optometry, and Pharmacy) may have different application processes that are not outlined in these documents.
3) Exchange students should apply for an F-1 visa. If students select a J-1 visa, their application and I-20 could be delayed or denied.

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) Inform students that they 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. This window closes approximately a week before courses begin.

6) The student should review the To-Do List to see what documents are required to complete their application. Most documents can be uploaded to the student’s myUH account. Some documents must be sent to either Learning Abroad or to the individual department/college designee as requested.
   a. For Graduate students, the to-do list will not include missing application materials. For questions regarding a student’s missing application materials, please contact the UH Graduate School.
   b. Once the application has been completed it should be sent to:
      i. Undergraduate
         1. Ms. Jamail Garrick – Mail Code H2023
      ii. Graduate
   c. The materials should also include a memo indicating that the student is a REEP student, their PSID, college, home university, and the number of semesters they will be studying at UH, and a copy of the Memorandum of Understanding (MOU) between UH and the partner institution. It should also include contact information for the department/college designee.

7) Students should be encouraged to pay for the shipping of their I-20 directly 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. Students who do not attend this orientation will not be able to attend UH for the specified term.

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.

11) Any adjustments that affect the total number of credit hours for which the student is enrolled must be reported to Learning Abroad so their REEP waiver can be adjusted. If a student is swapping one course for a course with an equal number of credit hours, reporting is not necessary.

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