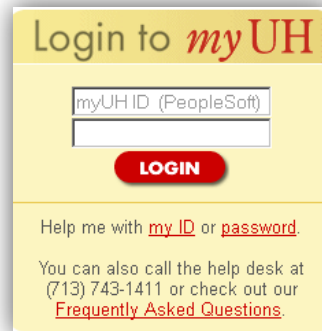


A Guide to Completing your Application

Applying to the University of Houston is the first step toward your rewarding future. Whether you're applying as a freshman, a transfer, or an international student, we're always happy to answer your questions. This guide will walk you through the steps to complete your application so that you can receive an admission decision.

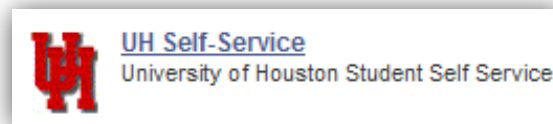
To complete your application, you must first determine why it is incomplete. The steps below will assist you.

1. Login to myUH.uh.edu by using the User ID and Password you have established.

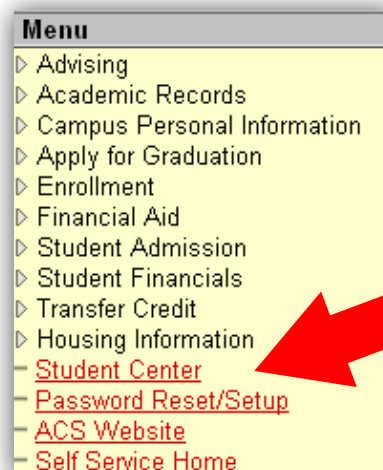


The screenshot shows the login page for myUH. At the top, it says "Login to myUH". Below that is a text input field labeled "myUH ID (PeopleSoft)". Underneath the field is a red button with the word "LOGIN" in white. At the bottom of the page, there is a link that says "Help me with my ID or password." and another link that says "You can also call the help desk at (713) 743-1411 or check out our Frequently Asked Questions."

2. After you have logged in, select the **UH Self-Service** link.



3. Once you have successfully logged into the portal, choose the **Student Center** link in the Student Services menu block.



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4. Once you have selected the **Student Center**, review your **Admissions** status. This will be updated to reflect your current status when you complete your application and are given an admission decision.

The screenshot displays the Student Center interface with the following sections:

- Academics:** Includes links for My Class Schedule, Shopping Cart, and My Planner. A message states: "You are not enrolled in classes." There is a search bar with "other academic..." and a search button.
- Finances:** Includes links for My Account, Account Inquiry, Financial Aid, and View Financial Aid. A message states: "You have no outstanding charges at this time." There is a search bar with "other financial..." and a search button. An Account Balance box shows \$0.00.
- Personal Information:** Includes a link for Demographic Data and a Contact Information box with the following details:

Mailing Address 922 Highfall Dr Dallas, TX 75232-3514 Dallas	Permanent Address 922 Highfall Dr Dallas, TX 75232-3514 Dallas
Home Phone 214/371-8819	Email Address
- Admissions:** Includes a legend for Incomplete (yellow triangle), Complete (green circle), Admitted (green checkmark), and Cancelled (red X). Below is a table titled "My Applications":

University of Houston	TECH Undergraduate	FA 2012		View Status
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A large red arrow points to the "View Status" link.
- Right Sidebar:** Includes a "SEARCH FOR CLASSES" button, "Holds" (No Holds), "To Do List" (Application Fee, HS Curriculum Certification, HS Transcript-Class Size/Rank SAT or ACT Scores), "Enrollment Dates" (Open Enrollment Dates), and "Advisor" (Program Advisor: None Assigned).

UNIVERSITYof HOUSTON

5. To view the details of outstanding items for your application, select the **To Do List details** link from the **Student Center**.

The screenshot displays the Student Center interface with the following sections:

- Academics:** Includes links for My Class Schedule, Shopping Cart, and My Planner. A message states: "You are not enrolled in classes." There is a search bar for "other academic..." and a "SEARCH FOR CLASSES" button.
- Finances:** Includes links for My Account, Account Inquiry, Financial Aid, and View Financial Aid. A message states: "You have no outstanding charges at this time." There is a search bar for "other financial..." and an "Account Balance" box showing \$0.00.
- Personal Information:** Includes Demographic Data and Contact Information. Contact information includes Mailing Address, Permanent Address, Home Phone (214/371-8819), and Email Address.
- Admissions:** Includes a legend for Incomplete (yellow triangle), Complete (green circle), Admitted (green checkmark), and Cancelled (red X). Below is a "My Applications" table.
- Right-hand Sidebar:** Includes a "SEARCH FOR CLASSES" button, "Holds" (No Holds), "To Do List" (Application Fee, HS Curriculum Certification, HS Transcript-Class Size/Rank, SAT or ACT Scores) with a "details" link, "Enrollment Dates" (Open Enrollment Dates), and "Advisor" (Program Advisor: None Assigned).

A red arrow points from the "To Do List" section to the "details" link.

University of Houston	TECH Undergraduate	FA 2012		View Status
University of Houston	TECH Undergraduate	FA 2012		View Status

6. Select an item in your **To Do List** to see more details.

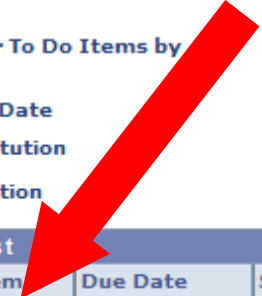
To Do List

Below is a list of your current To Do items. To sort or filter your list of To Do items, change the options below and click Search.

View your To Do Items by

Due Date
Institution
Function

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Application Fee	10/07/2011	Initiated	University of Houston	Admissions Program
HS Curriculum Certification	10/07/2011	Initiated	University of Houston	Admissions Program
HS Transcript- Class Size/Rank	10/07/2011	Initiated	University of Houston	Admissions Program
SAT or ACT Scores	10/07/2011	Initiated	University of Houston	Admissions Program



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7. Each item will have a description that will assist you in clearing the item from the **To Do List**. Select return to view any additional items on your **To Do List**.

To Do List

To Do Item Detail

Application Fee

Academic Career:	UGRD
Student Career Nbr:	
Application Nbr:	
Application Program Nbr:	

Contact

Academic Institution:	University of Houston
Administrative Function:	Admissions Program
Due Date:	10/07/2011
Contact:	Office of Admissions

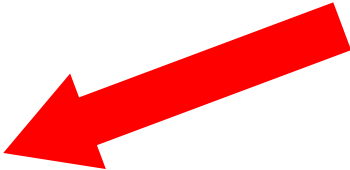
[Ask Shasta](#)

Description

You may pay this with a credit card when you submit your application or send an American Express money order or a U.S. bank draft to the admissions office.

ALL students on a visa must pay the \$75 international application fee.

Return



Electronic transcripts are preferred.

If documentation needs to be mailed to UH, please send it to:

University of Houston
Office of Admissions
4400 University Drive
Houston, TX 77204-2023