

UNIVERSITY of HOUSTON

CONRAD N. HILTON COLLEGE

PhD Admission Requirements

Admission to the PhD in Hospitality Administration program is based on previous academic records, GRE/GMAT scores, and hospitality-related professional experience.

STEPS TO APPLY FOR ADMISSION

1. **Online Graduate Admission Application**

An online application can be completed at <http://www.applyweb.com/uhouston>

2. **\$50 Application Fee for Domestic Applicants**

\$125 Application Fee for International Applicants

This fee will be collected when you submit your application online and is **payable to the University of Houston**. This fee is non-refundable and cannot be waived or transferred to a future semester application.

3. **A complete Résumé or Curriculum Vitae** (submit online)

4. **Personal Statement**

A three-page double-spaced essay with one-inch margins detailing career goals, research interests, and/or your justification for pursuing a PhD.

5. **Official College Transcripts**(from *all* institutions attended)

Cumulative Grade Point Average (GPA) – minimum of 3.0 on a 4.0 cumulative average scale

Official transcripts must list degree(s) earned and date(s) awarded or a degree certificate must be provided

Note: International applicants must possess a US Bachelor of Science (BS) degree or the equivalent to a US four-year BS degree program. The university does not consider a three-year Bachelor in Hotel Management (BHM) or diploma programs as equivalent to a US four-year BS degree. An additional one or two years of postgraduate studies from accredited institutions may be considered for graduate admission with approval from the dean of the UH Graduate School. Applicants presenting a three-year diploma can apply for the Hotel and Restaurant Management BS program as transfer students. Upon completion of the BS program, applicants are then be eligible to apply for the MS program.

Please have the school(s) you attended submit transcripts to:

Regular Mail or

University of Houston
Graduate Admissions
P.O. Box 3947
Houston, TX 77253-3947

Express Mail or

University of Houston
4800 Calhoun Rd.
102 E. Cullen Building
Houston, TX 77204-2012

**Electronic or "Speede"
Transcript**

Within the state of Texas, the fastest way to send your transcript is electronically. Inquire at your previous institution about this option. E-transcripts can be sent to gradschool@uh.edu.

6. **Official GRE or GMAT Score** (institution code for GRE is **6870** and GMAT is **XT1-1C-69**)

GRE www.gre.org or GMAT www.gmac.com official scores should be sent to University of Houston. The Hilton College Graduate Program recommends that these exam(s) be successfully completed prior to submission of the graduate admission application. The admissions committee reviews the quantitative, verbal and analytical writing sections.

7. **Three Letters of Recommendation** (submit online)

Applicants will provide the email address of three recommenders when completing online application. A mix of both employers and professors are preferred.

8. **Interviews**

Interviews are required unless waived for MS applicants who have been selected to continue the admission process. Interviews are conducted through Skype at a time and date agreed upon by the student and the interviewer and are by invitation only.

ADDITIONAL REQUIRED DOCUMENTS FOR INTERNATIONAL APPLICANTS

9. **Degree Certificate or Diploma**

This document is not needed if degree is shown on official transcript.

10. **Official TOEFL or IELTS Score** (English Language Proficiency Requirement)

TOEFL: Minimum Score—600 (paper-based test); 250 (computer-based test); or 90 (Internet-based test). Must be submitted to University of Houston Graduate School by ETS and must reflect institution code **6870**.

IELTS: Minimum Overall Band Score—6.5 (Academic). The testing agency should mail the official results to **University of Houston, Graduate Admissions, 4302 University Dr., Rm. 102, Houston, TX 77204-2012**

You are exempt from the TOEFL/IELTS (English Language Requirement) if you earned a high school diploma or higher education degree from an accredited US institution.

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.

11. **Letter of Financial Backing Form** (supported by a current bank)

<http://www.uh.edu/admissions/apply/admissions-forms/LofFB.pdf>

12. **Copy of Passport**

DEADLINE

The fall application deadline is February 1. The PhD program does not offer spring admission.

The decision for admission is made based on the evaluation of a complete file submitted by the application deadline. The official decision will be posted to the applicant's applyweb application. Applicants will receive email notification that the decision letter is available through the application.

Graduate Programs Manager: Phone: 713-743-2457 · Email: hiltongrads@uh.edu