

# UNIVERSITY of **HOUSTON**

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## CONRAD N. HILTON COLLEGE Executive Master of Hospitality Management

### **Applicant Checklist**

Admission to the Executive Master of Hospitality Management (MHM) program is based on previous academic records, resume, statement of intent, and letters of recommendation. The University of Houston Graduate School uses ApplyWeb for the processing of graduate applications. Proceed to the link provided below to create an ApplyWeb account, submit an application, review a submitted application, and access post-submission functionality. All of the program requirements are submitted online.

### **STEPS TO APPLY FOR ADMISSION**

**1. Complete the Online Graduate Admission Application.**

An online application can be completed at [www.applyweb.com/uhouston](http://www.applyweb.com/uhouston).

**2. Pay the application fee.**

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.

- \$50 Application Fee for Domestic Applicants

**3. Complete your Résumé.**

Must include mailing address and email address. Five-plus years of work experience at the management level is required.

**4. Complete your Statement of Intent.**

Concise description of why you want to pursue the Executive Master of Hospitality Management program. Approximately 250 words, double spaced.

**5. Submit Official College Transcripts.**

Each applicant must submit an official academic transcript from every post-secondary institution attended as well as any degree certificates conferred. Transcripts must include all undergraduate and graduate course work.

Each transcript should bear the signature of the registrar and the seal of the granting institution and should include the years of attendance, courses taken, grades received, class standing and the degree, diploma or certificate conferred.

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

<b>Regular Mail <i>or</i></b>	<b>Express Mail <i>or</i></b>	<b>Electronic or “Speede” Transcript</b>
University of Houston Graduate Admissions P.O. Box 3947 Houston, TX 77253-3947	University of Houston Graduate Admissions 4302 University Drive Room 102 Houston, TX 77204-2012	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 <a href="mailto:gradschool@uh.edu">gradschool@uh.edu</a> .

**6. Request submission of Three Letters of Recommendation.**

Applicants will provide the email address of three recommenders when completing the online application. It is recommended reference letters are completed by senior level management, a supervisor, or someone who has worked closely with you.

**Please Note:** Beginning Jan. 2014, **Texas state law (SB 62)** mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration. Students may also submit proof of approved conscience exemption from the Texas Department of State Health Services. Proof of vaccination is not required to be considered for admission. For more information, please visit <http://www.uh.edu/academics/courses-enrollment/policies/immunization/>.