

# UNIVERSITY of HOUSTON

## CONRAD N. HILTON COLLEGE

### Master of Science in Hospitality Management Admission Requirements

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Admission to the Master of Science (MS) in Hospitality Management 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 [www.applyweb.com/uHouston](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. **Complete Résumé or Curriculum Vitae (CV)** (submit online)

Must include mailing address and email address. At least one year of hospitality-related work experience is preferred for admission.

4. **Personal Statement** (submit online)

Concise description of why you want to pursue an MS in Hospitality Management. Approximately 250 words, double spaced.

5. **Official College Transcript** (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's degree or the equivalent to a US bachelor's degree. For more information specific to your country, go to <http://www.uh.edu/graduate-school/prospective-students/international/> or email your questions to [gradschool@uh.edu](mailto:gradschool@uh.edu).*

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  
Graduate Admissions  
4302 University Dr.  
Room 102  
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](mailto:gradschool@uh.edu).

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

For more information on the GRE, go to [www.gre.org](http://www.gre.org). For more information on the GMAT, go to [www.gmac.com](http://www.gmac.com). Official scores should be sent to University of Houston Graduate School. 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 of the submitted test scores. **This requirement is waived for the Fall 2020 and Spring 2021 semester due to covid-19.**

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

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

8. **Interviews**

Interviews are required unless waived for all applicants. Interviews are conducted either in person or online at a time and date agreed upon by the student and the interviewer and are by invitation only.

**ADDITIONAL REQUIRED ADMISSIONS DOCUMENTS FOR INTERNATIONAL APPLICANTS**

9. **Official Degree Certificate or Diploma**

Submit the above document to the graduate school using the addresses listed in step 5

10. **English Language Proficiency (ELP) Requirement**

TOEFL: Minimum Score—70 with a minimum writing, reading and listening score of 20. Scores must be received directly from Educational Testing Services (ETS) and must reflect the University of Houston institution code **6870**.

IELTS: Minimum Overall Band Score—6.5 with a minimum writing score of 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**

Duolingo: Online exam approved for admissions use. Minimum score of 105 is required.

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.

For additional ELP exemptions and information, go to <https://uh.edu/graduate-school/international-students/english-proficiency/>

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

- i. Form can be found here: <https://uh.edu/graduate-school/admissions/how-to-apply/>

12. **Passport**

**SCHOLARSHIPS**

Scholarships from the Hilton College are awarded according to class rank, which is determined by previous coursework GPAs, GRE/GMAT scores, and professional industry experience; and as funding is available. Students who are not initially awarded scholarships can apply for a scholarship before the March 1 annual deadline and after they have been enrolled in at least one semester in the graduate program.

**DEADLINES**

Application completion deadlines for domestic students are July 15 for the fall 2020 semester and November 1 for the spring semester. International applicants must complete application by July 15 for fall and by October 1 for spring.

**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 an email notification that the decision letter is available through the application.

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