# Application Checklist for Incoming Exchange Students

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Semester/Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home** **University:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Major:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Degree:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadline for all documents to arrive in Houston is October 1 (spring term) and June 1 (fall term).**

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| Undergraduate  * Go to **ApplyTexas.org OR CommonApp.org**. Choose **International Transfer Application**, and select ***non-degree seeking*** when choosing program. Complete the application and **print each page**. Pay online by credit card.   **Application Documents to be mailed to UH *in one package*:**   * UH will email a **myUH/PeopleSoft ID number** after submitting the application. Write your myUH ID number here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Certified Academic Grades, Transcript, Diploma, Certification and/or National examination results (**original and sealed**) * Certified **English translation** of transcript(s) (**originals of all college or university transcripts must be included**)   **MAIL THE ABOVE DOCUMENTS ALONG WITH THIS CHECKLIST TO:**  **Kailey Posterick, Learning Abroad, E.W. Cullen Bldg. Suite 105, 4302 University Drive,**  **University of Houston, Houston, TX USA 77204-2039**   * All incoming students must fulfill the English Language Requirement. If using IELTS scores, official results must be sent directly from the testing facility. If using TOEFL scores, the institutional code for UH is 6870. More information, including exemptions, can be found [here](http://www.uh.edu/admissions/apply/international/admissions-criteria/english-proficiency-toefl/).   **The following documents must be uploaded to your myUH account (not mailed to UH):**   * [Letter of Financial Backing](http://www.uh.edu/admissions/apply/admissions-forms/letter-financial-backing-2017updated4.7.17v2.pdf) * Original bank statement showing funds equal to **USD$8,345** (one semester) or **USD$16,690** (two semesters) * Photocopy of passport photo page * [International Address Form](http://www.uh.edu/admissions/apply/admissions-forms/international-address-form.pdf)   **Fees not covered in exchange agreements:**   * $90 Application Fee (pay online to ApplyTexas/CommonApp) * $75 Exchange Studies Fees (billed after arrival at UH) * $900 Health Insurance (approximate; billed after arrival) * $85 International Student Service Orientation Fee (billed after arrival) * Shipping for I-20 (varies by shipping destination)   Information about housing, meal plans and other aspects of student life at University of Houston can be found [here](http://www.uh.edu/student-life/). |

**Received**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final approval and I-20 document will not be issued until all admission procedures and requirements are completed.**

**Questions? Contact Kailey Posterick, Learning Abroad Advisor at** [**kposterick@uh.edu**](mailto:kposterick@uh.edu) **or +1-713-743-9167**

**Incoming Undergraduate Student Information**

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| Academic Information | |
| Academic Calendar | Fall Semester: August – December  Spring Semester: January – May  View the academic calendar [here](http://publications.uh.edu/content.php?catoid=25&navoid=9166). |
| Courses | The undergraduate catalog found [here](http://catalog.uh.edu/). Exchange students may be limited to certain disciplines. |
| English Proficiency | All incoming exchange students are required fulfill the English Language Requirement. For more information regarding University of Houston’s English language proficiency requirement, click [here](http://www.uh.edu/admissions/apply/international/admissions-criteria/english-proficiency-toefl/). |
| Transcripts | UH will mail one official transcript to the student’s home institution upon completion of coursework and the [FERPA release form](http://www.uh.edu/dos/_files/ferpa-authorization-form.pdf). Additional transcripts are provided by the Office of the University Registrar for a fee of USD $23. Transcripts can be ordered through the myUH/PeopleSoft system. |

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| Fees, Finances, and Scholarships | |
| Tuition Fees | According to Reciprocal Educational Exchange Program (REEP) agreements, students pay all tuition fees to their home university. |
| Other Fees | Application fee- USD $90 due at the time of application.  Exchange Fee- USD $75 billed to student account.  International Student Services Orientation Fee- USD $85 billed to student account.  Student Health Insurance Fee- $900\* billed to student account. For information regarding this mandatory health insurance, including a Student Health Insurance Waiver Form, please click [here](http://www.uh.edu/healthcenter/insurance/pdf/international_students_insurance_requirements_and_waiver_information.pdf?4). Waivers are generally granted for government-backed insurance policies. No private insurance plans are accepted. Waiver requests will not be accepted after the deadline, which is the Official Reporting Day as shown on the [Academic Calendar](http://publications.uh.edu/content.php?catoid=25&navoid=9166). |
| On-Campus Housing & Dining | For general information about housing at University of Houston, click [here](http://housing.uh.edu/).  Learning Abroad *highly* recommends that all incoming exchange students seek on-campus housing. On-campus housing can vary in cost, depending on building and room type. Rates can be found [here](http://www.uh.edu/housing/housing-options/) by viewing each individual housing option. *Please note that international students may need to enter the U.S. before they are allowed to move into on-campus housing and will need to locate temporary housing in the meantime.*  For the housing application, go to the Student Housing & Residential Life [website](http://www.uh.edu/housing/apply/) and click the red **Apply for Housing**. *Note: Students are not able to apply for on-campus housing until they have been officially admitted to University of Houston.*  Meal plans are required for on-campus residents. For more information, including dining rates, click [here](https://dineoncampus.com/uh/for-residential-students). |
| Local Transportation | For local public transportation options, click [here](http://www.uh.edu/af-university-services/parking/transportation-options/). For the Greater Houston Metro website click [here](http://www.ridemetro.org/). Full-time UH students can receive up to half price off their bus fares using their Metro Q Card. |

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| Upon Arrival at University of Houston | |
| Your Responsibilities | 1. Visit Learning Abroad in suite 105 of the Ezekiel W. Cullen Building with your local housing and contact information as soon as possible after arrival. The office is open Monday-Friday 8am-5pm. 2. Attend orientation session organized by International Student & Scholar Services. Dates and times vary by semester. The most up-to-date information can be found [here](http://www.uh.edu/oisss/students/New%20Students/upon-arrival/check-in-and-orientation/). |

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| Miscellaneous Information | |
| Immunization Requirements | All incoming students under the age of 22 are required to submit a signed [Bacterial Meningitis Form](http://www.uh.edu/academics/courses-enrollment/policies/immunization/BacMen%20Compliance%20-%20May%202015.pdf). For other information regarding this requirement, click [here](http://www.uh.edu/academics/courses-enrollment/policies/immunization/). |
| Visa Requirements | When applying for a student visa, be sure to apply for an **F-1 student visa**. If you mistakenly apply for a different student visa, the processing of your I-20 form will be delayed.  Unless notified to do otherwise by Learning Abroad staff, students should elect to use E-Ship Global to have their I-20 documents shipped directly to themselves. Students MUST enter the U.S. by the date specified on their I-20 documents. No individual exceptions can be made. |
| New Student Orientation / International Student Orientation | Reciprocal Exchange students are NOT required to attend the New Student Orientation or Advising and Registration for Transfer students and should not plan to attend.  Exchange students ARE required to attend both International Student Orientation AND International Student Check-In on the dates specified. This is required, and no exceptions can be made. Find more information [here](http://www.uh.edu/oisss/students/New%20Students/upon-arrival/check-in-and-orientation/). |

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| General University of Houston Learning Abroad Contact Information | |
| Phone | +1-713-743-9167 |
| Email | [learningabroad@uh.edu](mailto:learningabroad@uh.edu) |
| Website | http://www.uh.edu/learningabroad/ |
| Address | E.W. Cullen Bldg. Suite 105  4302 University Drive  Houston, TX 77204-2039 |

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| University of Houston Learning Abroad Staff Contact Information | |
| Kelly Kleinkort | Kailey Posterick |
| Director, Learning Abroad | Learning Abroad Advisor |
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\*Due to the rising cost of healthcare, this fee is expected to increase each year

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