



**ENROLLMENT GUIDE:
INCOMING
INTERNATIONAL
UNDERGRADUATE
STUDENTS**

Spring 2024



International Student
and Scholar Services Office
Division of Student Affairs

Congratulations on your Admission!

The Office of Admissions and International Student and Scholar Services Office welcomes you to the University of Houston! As a newly admitted international student you may be wondering about your next steps.

We know you have a lot to plan and do before arriving to the University of Houston campus! The information in this guide will help you through the enrollment process ,including things you need to do before and after you arrive to campus. We look forward to seeing you at UH very soon!

- Pre-Arrival Information
 - Complete the Online International Pre-Arrival Orientation
 - Visa and Immigration
 - New Admitted Student Checklist
 - Traveling to the U.S.
- Arrival Information
 - Arrival Checklist
 - Health Insurance
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► PRE-ARRIVAL INSTRUCTIONS

COMPLETE INTERNATIONAL ONLINE PRE-ARRIVAL ORIENTATION

To begin, log into accessuh.uh.edu, click on the myUH ID tab and use your myUH self service account and its password to log in to AccessUH. Please click the link for the Intl Pre-Arrival Orientation item in your To Do List, create a log in for the Online Pre-Arrival Orientation and complete all of the required modules. The International Pre-Arrival Orientation provides important information that helps international students prepare for arrival to campus and ease the transition to the university. Students will be able to revisit this information until the first day of the semester, when this To Do List item will be removed.



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VISA AND IMMIGRATION (F-1 OR J-1)

STEP 1: GET YOUR FORM I-20/DS-2019

The University Of Houston Office Of Admissions will start processing the Form I-20/DS-2019 after:

- (1) the student has been officially approved for admission to the University of Houston; AND
- (2) the Office of Admissions has received all required Form I-20 documents from the student. For questions or issues regarding your Form I-20, contact the Office of Admissions via email at intladm@central.uh.edu.

- F-1 and J-1 Students in the U.S.

If you are attending a school in the USA on an F-1 or J-1 Visa, and you plan to transfer to UH, you must contact your current school's International Advisor/DSO to complete the I-20/DS-2019 Transfer Form and request for your current school to release your SEVIS record to University of Houston-System.

- Other Visa Type Seeking Change of Status

If you are seeking a change of status within the USA, you must schedule an appointment with International Student and Scholar Services Office (ISSSO) upon acceptance to the University of Houston.

STEP 2: PAY I-901 SEVIS FEE AND APPLY FOR VISA

- Before you apply for a Visa, students receiving the I-20 or DS-2019 for the first time must pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee. You can pay your fee at FMJFee.com.
- Review how to apply for a visa by visiting the [Study in the States page](#) and review the information on your U.S. embassy or consulate's website <https://www.usembassy.gov>.
- Make sure to [prepare for your Visa Appointment](#) and bring all required documents.

NEW ADMITTED STUDENT CHECKLIST

REGISTER AND ATTEND, NEW STUDENT ORIENTATION

NOTE - The New Student Orientation (NSO) is different from your International Online Pre-Arrival Orientation. Accept your admission offer at the University of Houston and secure your spot by registering for the New Student Orientation through your my.uh.edu self-service portal.

REMEMBER - The New Student Orientation is mandatory for all new incoming students. This is where you will be able to register for courses, learn about traditions, resources, and steps to success at UH. Available dates can be viewed on your myUH self-service portal. Virtual orientation dates are available and can be requested via the Virtual Accommodation Request form at uh.edu/orientation.



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COMPLETE YOUR NEW STUDENT PRE-ORIENTATION MODULES

All admitted students must also complete Pre-Orientation modules prior to attending their New Student Orientation. After you have registered for a New Student Orientation, you will be able to complete these modules prior to attending your orientation date. Instructions on how to complete the Pre-Orientation modules will be sent to your preferred email address as soon as you register for New Student Orientation. Any questions or login issues can be sent to orientation@uh.edu.

COMPLETE REQUIRED PLACEMENT EXAMS

Complete all required placement exams before attending your New Student Orientation.

- **COMPLY WITH TEXAS SUCCESS INITIATIVE (TSI)**

Entering college students in Texas public colleges and universities are required to demonstrate their readiness for college-level coursework by meeting established minimum standards on Texas Success Initiative (TSI) assessments. The first step in taking the TSI Assessment is taking the TSI Pre-Assessment Activities. You can do this TODAY online through the [UH Testing Center website](#). You can use the same username and password for all three Pre-Assessment Activities when you have created the login information.

Plan to complete the TSI Assessment in advance of your New Student Orientation date to ensure that processing will be complete and avoid any delay in class registration when you attend your New Student Orientation. Read more at <https://uh.edu/ussc/tsi/> or email: tsi@uh.edu for additional information.

- **COMPLETE UH MATH PLACEMENT EXAM**

Before attending your New Student Orientation, incoming students are required to complete the UH Math Placement Exam. Every student must take the Math Placement Exam even if you already have credit for a Math course. The Math Placement Exam is available for free online at <https://online.math.uh.edu/MathPlacement/>.

SUBMIT PROOF OF BACTERIAL MENINGITIS IMMUNIZATION

Texas State law (SB 62) mandates that all entering college/university students under the age of 22 provide evidence of vaccination against bacterial meningitis or meet certain criteria for declining the vaccination prior to the start of your first semester here. The MCV4 and MPSV4 are the only vaccines currently accepted. Review information regarding this immunization requirement at uh.edu/immunization.

COMPLETE THE FERPA RELEASE FORM

The Family Educational Rights and Privacy Act protects a student's right to privacy concerning their academic records and information. There are some types of information such as grades, financial aid, or class schedules that parents might like to receive, but under FERPA, parents cannot have access to these records unless the student gives written permission to the University. You can complete the FERPA release form at <https://uhsystem.edu/legal-affairs/general-counsel/ferpa/>.



EXPLORE YOUR HOUSING OPTIONS

- ON-CAMPUS HOUSING

Living on campus is great opportunity to foster your student success in living-learning environments that offer you convenience, community, and an engaged college experience with academic and campus life resources only a walk away. Several different types of housing options are available on campus and to view all the options please visit <http://www.uh.edu/housing/housing-options/>

Applying for housing at UH is easy through the myHousing portal at accessuh.uh.edu. Questions? Contact Student Housing & Residential Life via email at housing@uh.edu or call 1-713-743-6000.

- OFF CAMPUS HOUSING

If you plan to live off campus, it is very important to explore your housing options before you arrive in Houston. Information and resources about off-campus housing is found in the New Students section on the [International Student and Scholars Services Office webpage](#).

SUBMIT FINAL TRANSCRIPTS TO OFFICE OF ADMISSIONS

- Freshman: After high school graduation, students should send their final transcript as soon as possible to verify successful completion of high school. The transcript should include the graduation date.
- Transfer: After completing your final semester at your current school, you must submit an updated/final transcript with your final semester grades to receive transfer credit.

PLAN YOUR TRAVEL TO UH CAMPUS

As you plan your travel, keep in mind that you will be required to attend your New Student Orientation, complete the International Student Check-in, AND attend the International Student Orientation.

TRAVELING TO THE USA

As you prepare for your travel for the USA, review information about required documents and procedures for entering the United States. The resources below provide information about what to expect and how to be prepared.

- [Getting to the United States](#)
- [Student Process Steps: How to Navigate the U.S. Immigration System](#)
- [U.S. Embassies and Consulates](#)
- [Watch Now—Student to Student: Studying in the States](#)
- [General Travel Requirements](#)

TAKE ALL REQUIRED DOCUMENTATION

Make sure to carry your passport with your visa and your Form I-20 on your person when you travel.

Do NOT put these items in your checked luggage. For more on preparing for you trip to the USA please visit:

<https://studyinthestates.dhs.gov/getting-to-the-united-states>.

IMPORTANT:

Please note by U.S. Department of Homeland Security regulation, students can enter the USA no earlier than 30 days before the begin/start date on your Form I-20 or DS-2019.



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▶ ARRIVAL INFORMATION

INTERNATIONAL STUDENT ARRIVAL CHECKLIST

As an international student, you are required to attend International Student Check-In, and two different Orientations (both the New Student Orientation and the International Student Orientation). To comply with U.S. Federal laws, all international students (students on a Visa) are required to complete a check-in process with International Student and Scholars Services Office (ISSSO).

COMPLETE INTERNATIONAL STUDENT CHECK-IN

All new and transfer international students are required to check-in through International Student and Scholar Services Office (ISSSO). You must also attend International Student Orientation. Please follow these instructions carefully.

▶ How do I complete the International Student Check-In?

In order to prevent the spread of COVID-19, all International Student Check-ins are being completed virtually. Our office is only using an upload to the UH Peoplesoft system to complete the check-in process for Spring 2024. Please see [this PDF file](#) with step by step instructions for how to upload international student check-in documents.

▶ When should I complete my International Student Check-In?

- **New students** (First time entering the U.S.) – Upload your International Student Check-In documents to the UH Peoplesoft system as soon as you have entered the United States. After you enter the U.S., Customs and Border Protection (CBP) will issue an arrival record to you (form I-94), which is an essential part of your check-in. Please wait until after you have entered the United States before you complete International Student Check-in.
- **Transfer students** – Upload your International Student Check-In documents to the UH Peoplesoft system as soon as (1) your SEVIS record has been transferred to UH, and (2) you have received your UH form I-20 from UH Admissions.
- **All students** –If you are not currently in the U.S., then you cannot check-in with our office. You must have an I-94 record in order to check-in (I-94 from either CBP, www.cbp.gov/I-94 or from USCIS).

If you have a scanner, please use it to scan all of your immigration documents. If you do not have a scanner, please use Cam scanner app on your phone or tablet to take a good quality picture of all immigration documents.



INTERNATIONAL STUDENT CHECK-IN: REQUIRED ITEMS/DOCUMENTS

► F-1 Visa Students

- I-20 Form issued by the University of Houston
- All Previous I-20 Form(s) issued by former school(s) (*Students transferring from another U.S. school*)
- Passport
- Visa
- I-94 arrival/departure record (if issued to you)

► J-1 Visa Students

- DS-2019 form issued for attendance at the University of Houston
- All previous DS-2019 form(s) issued by former school(s) (*Students transferring from another U.S. school*)
- Passport
- Visa
- I-94 arrival/departure record (if issued to you)

► Students with Other Visas

- Passport
- Visa (evidence of current visa status)
- I-94 arrival/departure record (if issued to you)
- I-797 (if any)

Please note: F-2 Visa holders may study part-time only. B-1/B-2 visa holders wishing to enroll in studies at UH must first apply for and obtain a change of nonimmigrant classification to F-1.

► Students with Pending Permanent Residency

Students pending Permanent Residency are considered international students until their Permanent Residency is approved.

- I-485 Receipt
- Passport

ATTEND INTERNATIONAL STUDENT ORIENTATION

In addition to your New Student Orientation and International Student Check-In, you will also be required to attend the International Student Orientation which will be held in-person on January 11, 2024. Plan to attend this program. This International Student Orientation hosted by the International Student and Scholar Services Office (ISSSO) is designed to help you (1) understand the benefits and restrictions for your visa status, (2) learn about the academic system and student services offered that can help you be successful at UH (3) with cultural adjustment learn more about American culture (4) make connections and new friends from around the world.

Contact International Student and Scholar Services Office (ISSSO) for additional information: uh.edu/oisss or 713.743.5065.

PAY YOUR TUITION AND FEES

After enrolling in classes, your tuition and fees will be posted on your UH Self Service Account. Please review billing due dates so that you can make arrangements to pay tuition and fees on time and maintain enrollment in all of your classes. Information on billing due dates, methods of payment, and payment plans is available at: uh.edu/financial/payment. Contact Student Business Services for additional information: bursar@uh.edu.



HEALTH INSURANCE FEE

International students with “F” or “J” visa status are required to be covered under the UHS Student Health Insurance Plan or have equivalent health insurance coverage, regardless of the number of credit hours taken. At the time of registration, the student will automatically be enrolled in the mandatory UHS-endorsed Student Health Insurance Plan (<https://uh.myahpcare.com/>) (SHIP) and will be charged for the coverage period on their student financial account.

A student may apply for a waiver of this requirement if the student’s alternative coverage meets the requirements outlined in this policy.

- [International Student Health Insurance Requirement](#)
- [Waiver Information and Criteria](#)

For J Exchange Visitors, your health insurance policy must offer coverage that is comparable to or greater than the following criteria: (1) at least \$100,000 in acceptable medical benefits for each accident or sickness; (2) at least \$50,000 for medical evacuation, (3) at least \$25,000 for repatriation, (4) Covered benefits paid at a minimum of 75%; and(5)annual deductible not to exceed \$500. Dependents of J-1 exchange visitors must also be covered during the period of participation in the sponsor’s program.

► Early Arrivals: Students on nonimmigrant visas who arrive early and need coverage prior to the beginning of the term/semester, have the option to purchase a travel policy such as those offered by International Medical Group (www.imglobal.com) that can be purchased online to provide temporary coverage.

INTERNATIONAL STUDENT SERVICE FEE

A \$100 International Student Service Fee per semester of enrollment is automatically charged to your account to support special services to international students holding nonimmigrant visas and those pending permanent residency.

TRANSPORTATION & DIRECTIONS

Campus Information

- [Directions to campus from area airports](#)
- [Campus Map](#)
- [Campus Parking Map](#)

Houston Area Transportation Resources

The more you get to know Houston, the more you will notice that it is made up of several distinct districts each with its own unique appeal. [With the help of public transportation and an excellent freeway system](#), you can travel anywhere; however, it can be a little difficult if you are not familiar with the local terminology. We hope that the information provided in the following links would assist you in getting around this great city.

- [Information on Airports and Transportation](#)
- [Transportation](#) (This link provides information on taxicabs, METRO, driving in Houston, car rentals, buying a used car, and obtaining a driver's license. Interstate and highway names needed.)



TEMPORARY HOUSING

If you need hotel accommodations while on a brief visit to the campus, please see the following information:

University Hilton Hotel
4450 University Drive
Houston, Texas 77204-3028
+1 832-531-6300
Hilton University of Houston

ON CAMPUS EMPLOYMENT

Requirements and restrictions regarding on-campus employment are subject to visa regulations.
For complete information regarding on-campus employment please visit: uh.edu/oisss/students/Employment.

SOCIAL SECURITY INFORMATION

A Social Security Number Card(SSN) can only be issued for someone who is authorized to work in the U.S. You are required to have a social security card if you plan to work on campus.

For procedures to apply for a Social Security Number visit <https://uh.edu/oisss/social-security-and-itin/>.

► RESOURCES

INTERNATIONAL STUDENT & SCHOLAR SERVICES

You may still have many questions as you transition into the University of Houston. Please know that International Student and Scholars Services Office (ISSSO) is here to help you along the way! ISSSO provides support services for non-immigrant international students and exchange visitors at the University of Houston.

Visit uh.edu/oisss for more helpful information. If you have any questions about International Student Check-In, International Student Orientation, and/or Immigration information, please contact International Student and Scholar Services Office (ISSSO) at (713) 743-5065; e-mail: isssohlp@central.uh.edu or visit uh.edu/oisss.

Our staff here to assist you includes Stefan Johnsson, Ida Thompson, Jessika Jones, Nicole Xi and Allison Foster.

Address

International Student and Scholar Services Office
University of Houston
4465 University Drive, Room N203
Houston, TX 77204
Website: www.uh.edu/oisss

Our Telephone Number: (713)743-5065

Email: isssohlp@central.uh.edu

Office Hours: Monday-Friday, 8:00am-5:00pm



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CONTACTS FOR INTERNATIONAL STUDENTS

ITEM/EVENT	OFFICE/CONTACT	DEADLINE
I-20 Form	Office of Admissions intladm@central.uh.edu 713.743.1010, option 4	Submit all I-20 documents to the Office of Admissions upon acceptance
I-20 Form (if applying for a change of status within U.S.)	International Student and Scholar Services Office uh.edu/oisss 713.743.5065	Schedule an appointment with ISSSO upon acceptance to the University of Houston
New Student Orientation	Office of Admissions orientation@uh.edu	One week prior to Orientation date
Texas Success Initiative	Exploratory Studies tsi@uh.edu	Complete proper tests before your New Student Orientation
Math Placement Exam	Center for Academic Support and Assessment mathinfo@uh.edu	Complete the exam before your New Student Orientation
Bacterial Meningitis Immunization requirement	Office of University Registrar uh.edu/immunization	10 days before First Day of Class
International Student Check-In	International Student and Scholar Services Office uh.edu/oisss	Upon your immediate arrival to the U.S. or after you receive your UH Transfer-in I-20 (for transfer students).
International Student Orientation	International Student and Scholar Services Office uh.edu/oisss	January 11, 2024
Housing	On-Campus Housing Office housing.uh.edu 713.743.6000	As soon as you are admitted due to room availability
Health Insurance	UH Health Center uh.edu/healthcenter/	F and J nonimmigrant international students are automatically enrolled
Billing and Payment	Office of Student Business Services (Bursar's Office) Student Business Services 713.743.1010, option 6 bursar@uh.edu	uh.edu/financial/payment/billing-due-dates/

