# Application Checklist for Incoming Graduate Exchange Students

**IMPORTANT:** BEFORE starting an application to University of Houston, you must be nominated and receive approval from your home university and from UH Learning Abroad before being considered for a reciprocal exchange.

## Graduate

Please refer to the UH Graduate School website for more information and updates.

### Application Requirements

- **Go to** [https://www.applyweb.com/uhouston/index.ftl](https://www.applyweb.com/uhouston/index.ftl). Create an account and complete the online application. The following will be needed to complete the online application:

  1. **Official transcripts** can be uploaded as PDF files and may be used by programs to make admission decisions. Please follow these instructions to properly scan and upload your transcript. Transcript guidelines can be found [here](#). If admitted, however, **you must also mail official transcripts to the UH Graduate School**. You will not be able to enroll without the official transcript(s) showing undergraduate degree conferral on file.

    **Official transcript(s)** should be sent to:

    - **Regular Mail**
      - University of Houston
      - Graduate Admissions
      - P.O. Box 3947
      - Houston, TX 77253-3947
    - **Express Mail**
      - University of Houston
      - 4302 University Drive
      - 102 E. Cullen Building
      - Houston, TX 77204-2012

  2. **Test Scores** should be sent by the testing agency. International applicants must satisfy English proficiency requirements via satisfactory scores on the TOEFL or IELTS standardized exams, or through the online DuoLingo English test. Use school code **6870** for reporting TOEFL scores. Refer to the program's website for test score requirements, as some departments may ask for higher test scores.

  3. **Letters of Recommendation** are gathered electronically. You will be asked to provide e-mail addresses of your references. Refer to the program's website for the required number of letters.

  4. **Personal Statement** requirements vary by program. Refer to the program's website for instructions.

  5. **Resume/Curriculum Vitae** requirements vary by program. Refer to the program's website for instructions.

  6. **Additional/Supplemental Materials** may include a writing sample, a portfolio, a self-study, etc. Refer to the program's website for instructions.

- The following documents must be uploaded to obtain the I-20 document needed for the visa:

  8. **Scanned copy of passport page(s)** showing full name, date of birth, passport number, expiration date, and photo of the passport holder.

  9. **Letter of Financial Backing**

  10. **Original Bank Statement** showing the equivalent of U.S. $9,000 for one semester or $18,000 for two semesters. *amounts not final for 22-23 academic year, check with Learning Abroad for final amounts.

### Fees not covered in exchange agreements (billed after arrival):

- $75 Exchange Studies Fees
- $1213 Health Insurance for the Fall semester, $1926 for the Spring/Summer (approximate for 2022/23; billed after arrival). Students may apply to waive health insurance by term deadlines, however this is not guaranteed.
- $75 International Student Service Orientation Fee
- $100 International Student Service Fee
- Recreation and Wellness Center, Student Center, and Student Activities fees

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Final approval and Form I-20 will not be issued until all admission procedures and requirements are completed.
Incoming Graduate Student Information

Academic Information

| Academic Calendar | Fall Semester: August – December  
|                   | Spring Semester: January – May  
|                   | View the academic calendar [here](#). |

| Courses          | The latest graduate catalog can be found [here](#). Exchange students may be limited to certain disciplines. Contact your department with course limitation questions. |

| English Proficiency | All incoming exchange students must submit English proficiency results electronically. TOEFL, IELTS, and DuoLingo are accepted. For more information regarding University of Houston’s English language proficiency requirement, click [here](#). |

| Transcripts       | UH will mail one official transcript to the student’s home institution upon completion of coursework and the FERPA release form. Additional transcripts are provided by the Office of the University Registrar for a fee of USD $12.50. Transcripts can be ordered through the myUH/PeopleSoft system. |

Fees, Finances, and Scholarships

| Tuition Fees | According to Reciprocal Educational Exchange Program (REEP) agreements, students pay all tuition & fees to their home university, except required host university fees.  
|             | Application fee- due with CollegeNet application. Fee may vary.  
|             | Exchange Fee- USD $75 billed to student account.  
|             | International Student Services Orientation Fee- USD $75 billed to student account.  
|             | International Student Services Fee - USD $100 billed to student account.  
|             | Student Service fee, Recreation & Wellness Center Fee, and Student Center fee are required for all students as campus services available to all students.  
|             | Student Health Insurance Fee billed to student account. For information regarding this mandatory health insurance, including a Student Health Insurance Waiver Form, please click [here](#). 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. |

| Other Fees | For general information about housing at University of Houston, click [here](#).  
|           | 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](#) 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 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 information, including dining rates, visit the Housing and Residential Life website. |

| On-Campus Housing & Dining | For the Greater Houston Metro website click [here](#). Full-time University of Houston students can receive up to half price off their bus fares using their Metro Q Card. |

| Local Transportation | For the Greater Houston Metro website click [here](#). Full-time University of Houston students can receive up to half price off their bus fares using their Metro Q Card. |
Upon Arrival at University of Houston

Your Responsibilities

1) Attend the Learning Abroad welcome session in suite 105 of the Ezekiel W. Cullen Building. You will receive further details via email from Learning Abroad.

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.

Miscellaneous Information

Immunization Requirements
All incoming students under the age of 22 are required to submit a signed Bacterial Meningitis Form. For other information regarding this requirement, click here.

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 visa will be delayed.

General University of Houston Learning Abroad Contact Information

<table>
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<tr>
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<tr>
<td>Website</td>
<td><a href="http://www.uh.edu/learningabroad/">http://www.uh.edu/learningabroad/</a></td>
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<tr>
<td>Address</td>
<td>E.W. Cullen Bldg. Suite 105</td>
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University of Houston Learning Abroad Staff Contact Information

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