

Executive Master of Hospitality Management International 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.

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.

- \$125 Application Fee for International 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 and Official Diploma and/or Degree Certificate.

International transcripts and diploma and/or degree certificates must be sent to the University of Houston Graduate School in envelopes sealed by the issuing university to be considered official. For specific transcription information, please visit: <http://www.uh.edu/graduate-school/prospective-students/international/transcripts/>. A Bachelor's degree is required.

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

Regular Mail <i>or</i>	Express Mail <i>or</i>	Electronic or “Speede” Transcript
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 gradschool@uh.edu .

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.

7. Submit Documents to Meet the English Language Proficiency Requirement.

An official TOEFL or IELTS score must be received by the University of Houston.

- The minimum TOEFL score required is 79 for the internet-based test, with a minimum writing score of 20. The minimum TOEFL score for the paper-based exam is 550, with a minimum writing score of 58. TOEFL scores must be received directly from Educational Testing Service (ETS). The University of Houston's ETS Institutional Code is 6870.
- The minimum IELTS score required is an overall score of a 6.5, with a minimum writing score of 6.5. The testing agency should mail the official results directly to the University of Houston. That address is as follows:
 - University of Houston
Graduate Admissions
4302 University Dr., Rm. 102
Houston, TX 77204-2012

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. For additional English Language Proficiency Requirement information, please visit

<http://www.uh.edu/graduate-school/prospective-students/international/english-proficiency>.

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/>.