

## Incoming Graduate Exchange Students Application Checklist

**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 in order to be considered for a reciprocal exchange.**

### Graduate

Please refer to the UH Graduate School [website](#) for more information and updates.

#### Start Application Online

Go to <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:

#### Submit Required Documents

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:**  
University of Houston  
Graduate Admissions  
5000 Gulf Freeway  
UH Technology Bridge  
Building No. 3, Rm 170  
Houston, TX 77204-2105
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.

#### Submit your Application & Pay Application fee

#### Upload the following required I-20 documents 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 23-24 academic year, check with Learning Abroad for final amounts.

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

- \$75 Exchange Studies Fees
- \$1387 Health Insurance for the Fall semester, \$2211 for the Spring/Summer (approximate for Fall 2024; 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 Services Fees](#)

## Incoming Graduate Student Information

### Academic Information

|                            |   |
|----------------------------|---|
| <b>Academic Calendar</b>   | Fall Semester: August – December<br>Spring Semester: January – May<br>View the academic calendar <a href="#">here</a> .   |
| <b>Courses</b>             | The graduate catalog found <a href="#">here</a> . Exchange students may be limited to certain disciplines.  |
| <b>English Proficiency</b> | All incoming exchange students are required fulfill the English Language Requirement. For more information regarding University of Houston's English language proficiency requirement, click <a href="#">here</a> .   |
| <b>Transcripts</b>         | UH will mail or email 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 USD \$12.50. Transcripts can be ordered through the myUH/PeopleSoft system. |

### Fees, Finances, and Scholarships

|                                       |  |
|---------------------------------------|--|
| <b>Tuition Fees</b>                   | According to Reciprocal Educational Exchange Program (REEP) agreements, students pay all tuition/fees to their home university, except for required host university fees.  |
| <b>Other Fees</b>                     | Application fee – due with ApplyWeb application. Fee may vary.<br>Exchange Fee - USD \$75 billed to student account.<br>International Student Orientation Fee - USD \$75 billed to student account.<br>International Student Services Fee - USD \$100 billed to student account.<br>Student Service fee, Recreation & Wellness Center Fee, and Student Center fee are required for all students as campus services available to all students.<br>Student Health Insurance Fee billed to student account. For information regarding this mandatory health insurance, including a Student Health Insurance Waiver Form, please click <a href="#">here</a> . 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 <a href="#">Academic Calendar</a> .  |
| <b>On-Campus Housing &amp; Dining</b> | For general information about housing at University of Houston, click <a href="#">here</a> .<br><br>Learning Abroad <i>highly</i> 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 <a href="#">here</a> . <i>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.</i><br><br>For the housing application, go to the Student Housing & Residential Life <a href="#">website</a> and click the red <b>Apply Now!</b> button. <i>Note: Students are not able to apply for on-campus housing until they have been officially admitted to University of Houston.</i><br><br>Meal plans are required for most on-campus residence halls. Click <a href="#">here</a> for more information. For more general information, including dining rates, click <a href="#">here</a> . |
| <b>Local Transportation</b>           | For local public transportation options, click <a href="#">here</a> . For the Greater Houston Metro website click <a href="#">here</a> . Full-time UH students can receive up to half price off their bus fares using their <a href="#">Metro Q Card</a> .   |

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST Learning Abroad

### Upon Arrival at University of Houston

- Your Responsibilities**
- 1) Attend the Learning Abroad Exchange Welcome Session in suite 114 of the Teaching Unit 2 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.

**Airport Pick Up** University of Houston will e-mail your I-20 directly to you unless otherwise specified. Students MUST enter the U.S. by the date specified on their I-20 documents. No individual exceptions can be made. The International Student and Scholar Services Office (ISSSO) partners with campus organizations each semester to provide airport pick up for incoming international students. Click [here](#) for more information.

**International Student Orientation** Exchange students are required to attend International Student Orientation AND complete all International Student Check-In tasks in myUH. This is required, and no exceptions can be made. Find more information [here](#).

| General University of Houston Learning Abroad Contact Information |  |
|---|--|
| Phone   | +1-713-743-9167  |
| Email   | <a href="mailto:learningabroad@uh.edu">learningabroad@uh.edu</a>                     |
| Website   | <a href="http://www.uh.edu/learningabroad/">http://www.uh.edu/learningabroad/</a>    |
| Address   | Teaching Unit 2, Suite 114<br>4101 Martin Luther King Blvd<br>Houston, TX 77204-2039 |

### University of Houston Learning Abroad Staff Contact Information

**Allison Carruthers**

**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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