

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST

### Learning Abroad

#### **Application Checklist for Incoming Undergraduate 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.**

#### **Undergraduate**

- Go to **ApplyTexas.org**. Choose **International Transfer Application**, select the academic major of the intended program (no need to select second/third choice major), and select **non-degree seeking** when choosing program by responding YES to the question: Are you applying as a non-degree seeker? Complete the application and pay online by credit card.
- Once application is submitted, your myUH account will be set up and accessible online

#### **Application Documents to be uploaded to your myUH account (not mailed to UH):**

**Deadline for application and document uploads is November 1 (spring term) and May 31 (fall term).**

- Certified Academic Grades, Transcript, Diploma, Certification and/or National examination results (**original digital**)
- Certified **English translation** of transcript(s) (**originals of all college or university transcripts must be included**)
- 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. If using DuoLingo, send scores directly to UH. For details, including exemptions: [www.uh.edu/undergraduate-admissions/apply/international/english-language-requirements](http://www.uh.edu/undergraduate-admissions/apply/international/english-language-requirements).

**Once you have applied, email the following information to UH Learning Abroad ([learningabroad@uh.edu](mailto:learningabroad@uh.edu))**

<b>Name</b>	<b>Semester/Year</b>
<b>Home Country</b>	<b>Home University</b>
<b>myUH Peoplesoft ID number</b>	<b>Degree/Major</b>
<b>Date of application to ApplyTexas, and confirmation of application as non-degree seeking student.</b>	

**After admission to UH, upload the following to your myUH account:**

- Letter of Financial Backing for REEP Students
- Original bank statement showing adequate funds for one or two semesters
- Photocopy of passport photo page
- International Address Form

#### **Fees not covered in exchange agreements:**

- \$90 Application Fee (pay online to ApplyTexas)
- \$75 Exchange Studies Fees (billed after arrival at UH)
- \$1213 Health Insurance for the Fall semester, \$1926 for the Spring/Summer (approximate for 2022/23; billed after arrival). Students may apply through Student Health Center to waive health insurance by term deadlines, however this is not guaranteed.
- \$75 International Student Orientation Fee (billed after arrival)
- \$100 International Student Service Fee (billed after arrival)
- [Recreation & Wellness Center, Student Center, and Student Services fees](#) (billed after arrival)

Information about **housing, meal plans and other aspects of student life at University of Houston** can be found [here](#).

**Final approval and I-20 document will not be issued until all admission procedures and requirements are completed.**  
Questions? Contact Allison Carruthers with Learning Abroad at [acarruthers2@uh.edu](mailto:acarruthers2@uh.edu) or +1-713-743-9167

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#### Incoming Undergraduate Student Information

##### Academic Information

<b>Academic Calendar</b>	Fall Semester: August – December Spring Semester: January – May View the academic calendar <a href="#">here</a> .
<b>Courses</b>	The undergraduate 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 - USD \$90 due at the time of application. Exchange Fee - USD \$75 billed to student account. International Student 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 <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> .  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> by viewing each individual housing option. <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>  For the housing application, go to the Student Housing & Residential Life <a href="#">website</a> and click the red <b>Apply for Housing</b> . <i>Note: Students are not able to apply for on-campus housing until they have been officially admitted to University of Houston.</i>  Meal plans are required for on-campus residents. For more 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 Metro Q Card.

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#### Upon Arrival at University of Houston

<b>Your Responsibilities</b>	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 <a href="#">here</a> .
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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](#). 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.

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.

**New Student Orientation / International Student Orientation** Reciprocal Exchange students are NOT required to attend the New Student Orientation or Advising and Registration 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](#).

#### General University of Houston Learning Abroad Contact Information

<b>Phone</b>	+1-713-743-9167
<b>Email</b>	<a href="mailto:learningabroad@uh.edu">learningabroad@uh.edu</a>
<b>Website</b>	<a href="http://www.uh.edu/learningabroad/">http://www.uh.edu/learningabroad/</a>
<b>Address</b>	E.W. Cullen Bldg. Suite 105 4302 University Drive Houston, TX 77204-2039

#### University of Houston Learning Abroad Staff Contact Information

**Allison Carruthers**  
**Learning Abroad**  
**+1-713-743-9167**  
[acarruthers2@uh.edu](mailto:acarruthers2@uh.edu)

\*\*Due to the rising cost of healthcare, this fee is expected to increase each year