

## Incoming Undergraduate 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 before being considered for a reciprocal exchange.**

### Undergraduate

**APPLY ONLINE & PAY APPLICATION FEE**

Login to [GoApplyTexas.org](https://GoApplyTexas.org) to complete the **International Transfer Application** for the University of Houston-Main Campus. Select the academic major of the intended program (no need to select second choice or third choice major). **\*Indicate you are non-degree seeking by responding YES to the following question in the ApplyTexas Application that asks: Are you applying as a non-degree seeker?\*** Complete the application and pay the \$90 application fee by credit card when you submit your online application.

**RECEIVE YOUR MYUH ID**

Once you submit your ApplyTexas application, you'll receive an email from UH within 3-4 business days that includes your myUH ID. You'll need this ID to access your [myUH self-service portal](#).

**Deadline for application is May 5 for Fall 2025 and early November for Spring 2026.**

**UPLOAD INTERNATIONAL TRANSCRIPTS TO MYUH SELF SERVICE PORTAL**

- 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**)

**SATISFY ENGLISH LANGUAGE REQUIREMENT**

All incoming students must fulfill the **English Language Requirement**. Test scores should be sent directly from the testing agency. If using TOEFL scores, the institutional code for UH is 6870. If using IELTS or Duolingo Test Scores, have the testing agency send your scores directly to the University of Houston, Office of Undergraduate Admissions. For details, including exemptions, please visit: [www.uh.edu/undergraduate-admissions/apply/international/english-language-requirements](http://www.uh.edu/undergraduate-admissions/apply/international/english-language-requirements)

**COMPLETE THE DS-2019 REQUEST FORM IN THE COOGSABROAD PORTAL**

- Complete form and upload the following documents:
  - Original bank statement(s) or award letter(s) showing adequate funds for one or two semesters (\$10,870 USD for one semester and \$21,740 USD for two semesters)
  - Photocopy of biometric page of current passport

**Deadline for submission of transcripts, English language proof, and the DS-2019 Request form is May 12 for Fall 2025.**

**FEES NOT COVERED IN EXCHANGE AGREEMENTS:**

- \$90 Application Fee (pay online using ApplyTexas)
- \$75 Exchange Studies Fees (billed after arrival at UH)
  - \$1229 Health Insurance for the Fall semester, \$1952 for the Spring/Summer (approximate; billed after arrival).\*\*Students may apply through Student Health Center to waive health insurance by term deadlines, however waiver requirements are strict and 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)
- [\\$299 Cougar Textbook Access Program Fee \(CTAP\)](#) (billed after arrival) - \*\*Optional Fee – Students must opt out by deadline.

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

## 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 and Living in Houston

<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>	<p>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 &amp; Wellness Center Fee, and Student Center fee are required for all students as campus services are 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>. No private insurance plans are accepted. Waiver requests will not be accepted after the deadline, which is the Official Reporting Date as shown on the <a href="#">Academic Calendar</a>.  <a href="#">Cougar Textbook Access Program Fee (CTAP)</a> - USD \$299 billed to student account after arrival. This fee covers the cost of all textbooks and course materials for the semester. This is an optional fee but students must opt out of the fee in their myUH account by the <a href="#">Official Reporting Date</a> each semester they are enrolled.</p>
<b>On-Campus Housing &amp; Dining</b>	<p>For general information about housing at University of Houston, click <a href="#">here</a>.</p> <p>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></p> <p>For the housing application, go to the Student Housing &amp; 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></p> <p>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>.</p>
<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 obtain a discounted fare card <a href="#">here</a> .

### Upon Arrival at University of Houston

<b>Your Responsibilities</b>	<ol style="list-style-type: none"> <li>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.</li> <li>Attend orientation session organized by International Student &amp; Scholar Services, and complete the ISSSO Online Check-In. Dates and times vary by semester. The most up-to-date information can be found <a href="#">here</a>.</li> </ol>
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### Miscellaneous Information

<b>Immunization Requirements</b>	All incoming students under the age of 22 are required to submit a signed Bacterial Meningitis <a href="#">Form</a> . For other information regarding this requirement, click <a href="#">here</a> .
<b>Visa Requirements</b>	When applying for a student visa, be sure to apply for a <b>J-1 student visa</b> . If you mistakenly apply for a different student visa, the processing of your visa will be delayed.  University of Houston will e-mail your DS-2019 directly to you unless otherwise specified. Students <b>MUST</b> enter the U.S. by the date specified on their DS-2019 documents. No individual exceptions can be made
<b>International Student Orientation</b>	Exchange students are required to attend International Student Orientation and complete all International Student Check-In tasks in their To Do list in myUH.  This is required, and no exceptions can be made. Find more information <a href="#">here</a> .

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>	Teaching Unit 2, Suite 114 4104 Martin Luther King Blvd Houston, TX 77204-2039

### University of Houston Learning Abroad Staff Contact Information

<b>Adrian Carruthers</b> Learning Abroad Exchange Advisor +1-713-743-9167 <a href="mailto:acarruthers2@uh.edu">acarruthers2@uh.edu</a>
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\*\*Due to the rising cost of healthcare, this fee is expected to increase each year

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