

PhD Program Admissions CHECKLIST



Application Fee

The Application Fee for the Ph.D. Program is \$50.00 for domestic applicants and \$80.00 for international applicants. The fee is submitted with the online application.



Research Statement (4-6pages)

The Research Statement should inform the committee of a specific primary research interest you plan to pursue during your doctoral education. This statement should reflect your aptitude to pursue innovative, creative, and relevant approaches to address contemporary issues within the field of social work. It should also include a statement about your interest in the PhD program and how your interests align with our Ph.D. Program Goals, which are to "prepare social work researchers, scholars, and educators to advance the knowledge base of the profession."



CV/Resume

The Vita/Resume should include your name and contact information, educational background, professional experience, professional and academic memberships, community involvement, awards, professional presentations, and professional publications.



3-4 LOR (Professional or Educational)

Letters of Recommendation are submitted electronically. You will be asked to provide e-mail addresses of three to four persons who are familiar with your competencies and your potential for doctoral education within the online application. It is recommended that two (2) references be from doctoral-degreed tenure track faculty (i.e., current and/or former graduate level professors from your master's program). Your references will receive an email with instructions for completing an online recommendation form. Please inform your references to be prepared to attach a letter to accompany the form.



Writing Samples (Up to 3)

Writing Samples should be double-spaced, and may include one or more of the following, not to exceed 3 samples. For multiple authored works, specify your contributions to the submission:

- A publication
- A research paper from the master's program you attended
- A research proposal or evaluation from the workplace (must be authored or co-authored by you)
- If you do not have any of the above, write a literature review or a research proposal not to exceed 25 pages



All Transcripts/Grade Sheets

- For the application process: For faster processing time, we recommend uploading a copy of your official transcripts from all institutions you have attended. You can either scan a hard copy as a PDF or request an official PDF from your institution if they have that option. Follow the UH Graduate School's scanning instructions. We will not accept grade reports or unofficial transcripts.
- After admission is offered: You will not be able to enroll without the official transcript(s) showing undergraduate degree conferral sent directly to the UH Graduate School. The Graduate School provides information on how to submit official sealed paper or electronic transcripts after admission is offered.
- International transcripts and degree certificates must be sent to the University of Houston Graduate School in envelopes sealed and stamped by the issuing university to be considered official. Electronic academic documents sent from international institutions will not be accepted.
- International transcripts and degree certificates can be sent to:
University of Houston Graduate Admissions
5000 Gulf Freeway
UH Technology Bridge
Building No.3, Rm 170
Houston TX 77204-2105
- To drop off official transcripts students can visit:
University of Houston
Graduate School
4104 Martin Luther King Blvd
Bates Law Building, Suite 15
Houston, TX 77204

ADDITIONAL STEPS FOR INTERNATIONAL STUDENTS



English Proficiency

- TOEFL, IELTS, or Duolingo scores are required from international applicants to satisfy English proficiency requirements. The UH school code for the TOEFL is also 6870. Please see the UH Graduate School's English Language Proficiency page for more information on the requirement.
- The GRE is not required for admission into the PhD program.
- English Proficiency Links:
 - <https://uh.edu/graduate-school/international-students/english-proficiency/>
 - <https://englishtest.duolingo.com/applicants>



International Student and Scholarship Services Office

- Visit <https://uh.edu/oisss/students/new-students/> for student visa information and forms.