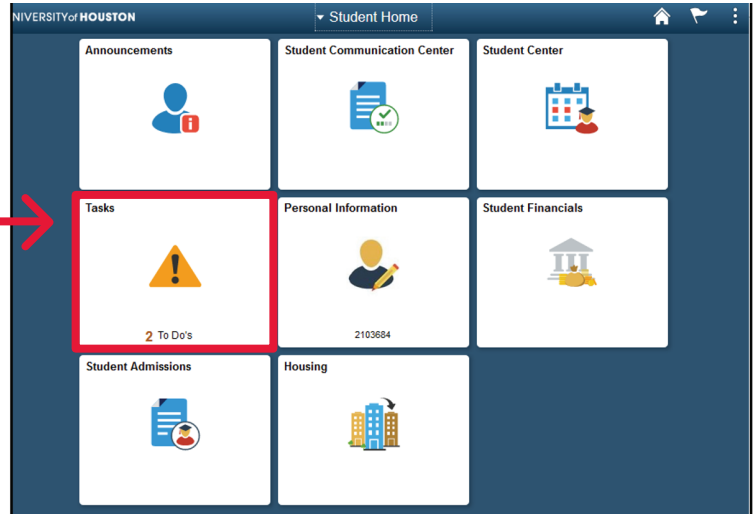


# SELF-REPORTING TRANSCRIPT DATA

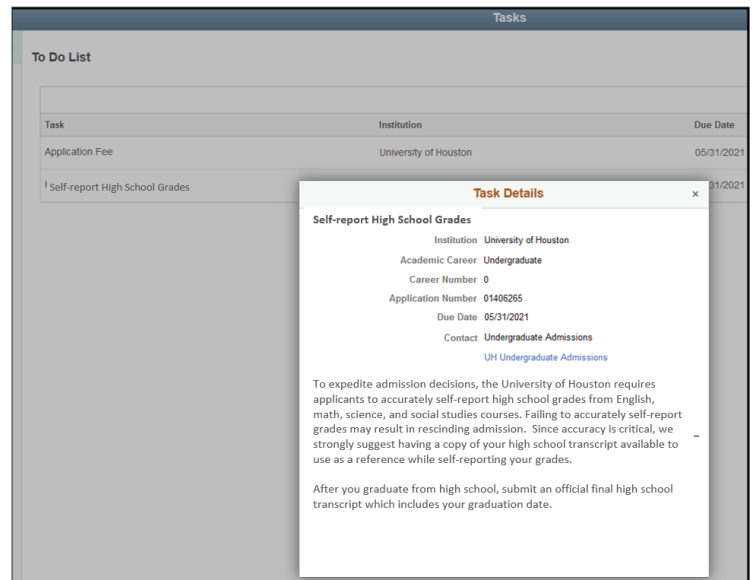
## Step-by-Step Guide

**STEP 1:** After applying for admission, you'll receive a UH ID number and access to [my.uh.edu](https://my.uh.edu) self-service portal.

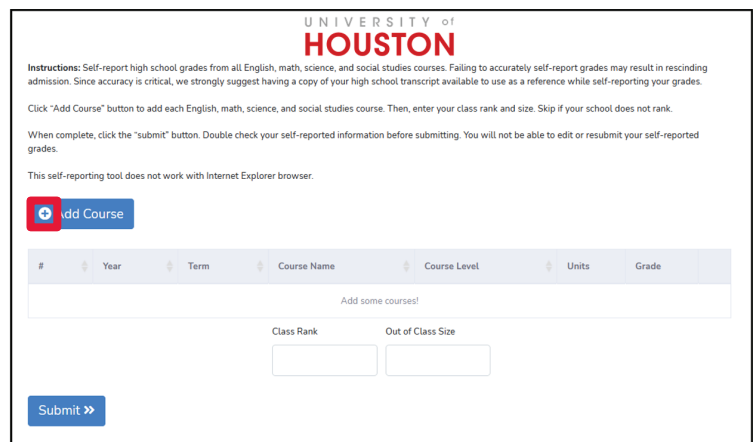
Log into the [my.uh.edu](https://my.uh.edu) self-service portal and click on "Tasks."



**STEP 2:** Click on "Self-report High School Grades."



**STEP 3:** A new tab will open for the self-reporting tool. Click on "Add Course."



# SELF-REPORTING TRANSCRIPT DATA

## Step-by-Step Guide

**STEP 4:** Enter your coursework for English, math, science, and social studies **only**.

The 'Add new course' form consists of several fields: Year, Term, Subject, Course Name, Course Level, and Units. Each field has a dropdown menu. The screenshots show the following steps:

- Step 1: The 'Subject' dropdown is open, showing options: Full Year, Fall, Spring, Summer, Winter.
- Step 2: The 'Subject' dropdown is closed, and the 'Course Name' dropdown is open, showing options: ENGLISH, MATH, SCIENCE, SOCIAL STUDIES.
- Step 3: The 'Course Name' dropdown is closed, and the 'Course Level' dropdown is open, showing options: English I For SOL, English II For SOL, English Lang Dev & Acquis I, English/Language Arts I, English/Language Arts II, English/Language Arts III, English/Language Arts IV.
- Step 4: The 'Course Level' dropdown is closed, and the 'Units' dropdown is open, showing options: Advanced Placement, Honors, International Baccalaureate, Regular.

**STEP 5:** After your coursework is entered, enter your class rank and size.

Click "Submit."

The screenshot shows the University of Houston self-reporting transcript tool interface. It includes instructions, a table of entered courses, and fields for class rank and size.

**Instructions:** Self-report high school grades from all English, math, science, and social studies courses. Failing to accurately self-report grades may result in rescinding admission. Since accuracy is critical, we strongly suggest having a copy of your high school transcript available to use as a reference while self-reporting your grades. Click "Add Course" button to add each English, math, science, and social studies course. Then, enter your class rank and size. Skip if your school does not rank. When complete, click the "submit" button. Double check your self-reported information before submitting. You will not be able to edit or resubmit your self-reported grades. This self-reporting tool does not work with Internet Explorer browser.

**Course List:**

#	Year	Term	Course Name	Course Level	Units	Grade
1	2019	FALL	ENGLISH - English/Language Arts I	IB	0.5	90
2	2019	SPR	MATH - Geometry	AP	0.5	90
4	2019	FALL	SCIENCE - Physics	HN	0.5	90
4	2019	FULL	SOCIAL STUDIES - World Geography Studies	RG	1	90

**Class Rank:** 2  
**Out of Class Size:** 10

**STEP 6:** Double check your information and confirm.

The 'Confirm' dialog box contains the following text:

Before submitting your coursework, confirm all information is accurate and complete. You will not be able to edit or resubmit your self-reported grades. Failing to accurately self-report grades may result in rescinding admission.

Buttons: Yes, No

UNIVERSITY of HOUSTON

Thank you for submitting your courses to the University of Houston.

This tool allow you to submit your self-reported grades only once. Attempting to submit this form again may result in significant errors and delays in your admission.

If you have questions about your self-reported grades, contact us at [selfreport@uh.edu](mailto:selfreport@uh.edu).

If admitted, you will be required to submit an official final high school transcript, which includes your graduate date, after you graduate from high school.