International Admissions and Programs

The Office of International Admissions and Programs welcomes prospective students, current students, alumni, faculty and staff. Our services include: international admissions; international advising for F-1 students and alumni, F-2 dependents, and J-1 exchange visitors; study abroad programs; and, all university international agreements.

General Information & Definitions

General Information

For general information, please refer to relevant sections in this catalog for information, including but not limited to: Admission Statuses, Acceptance into a Degree Program, Admission Appeals Process, Transcripts and Records Information, Transferrable Credit, Automatic Admissions, Assured Admissions, Uniform Admission Requirements, Texas Success Initiative–TSI, Transfer Admission Requirements, Transient Admission Requirements, Admission Appeals Process, etc.

Definitions

International Applicant– individuals who apply to the university and either (a) hold a U.S. visa or (b) anticipate entering the U.S. with a visa. Individuals who are Legal Permanent Residents, on Temporary Protective Status (TPS), U.S. citizens (naturalized or by birth), Refugee/Asylee, or Undocumented are not considered international applicants.

International Student- students who are in the U.S. or will be in the U.S. in F-1 status.

Conditional Admissions– a process in which the university reviews the application and submitted documentation to determine if the applicant meets the admission requirements outside of English Language Proficiency and SAT/ACT test (for freshmen applicants with less than 12 credits). This may be limited to UHCL recognized English Language Programs (such as ELS) and government sponsored students.

Conditionally Admitted– application status that signifies that the student hasn't met English Language Proficiency Requirements or standardized test score requirement such as SAT/ACT (for students with less than 12 credits) but meets other academic requirements such as a minimum GPA and proof of degree/diploma (as applicable).

International Admissions

Application Fee

The application fee is $75.

The application fee can be paid by credit card (MasterCard, VISA, American Express or Discover) during the online application process or after the application’s submission. To submit the application fee online after applying, students must use their E-Services account or pay in person at the Office of Student Business Services.

Application Deadlines

The application deadline dates for international applicants are as follows:
Fall Enrollment
Priority Deadline*: Apply by March 1
Final Deadline: Apply by June 1

Spring Enrollment
Priority Deadline*: Apply by Aug. 1
Final Deadline: Apply by Nov. 1

Summer Enrollment**
Priority Deadline*: Apply by Feb. 1
Final Deadline: Apply by April 1

* Students interested in qualifying for scholarships and/or applying for visas outside the U.S. should apply and submit the application documents/test scores by the priority deadline.

** Freshman will not be accepted for summer semester.

Deferral Process
Freshman applicants, who do not enroll, may defer their application for one semester only. Transfer applicants, who do not enroll, are eligible to defer their application within three semesters of submitting their original application for admission. To defer to a new semester, students should submit an Application Update Form, which can be found on the Office of International Admissions and Programs' website. This form can also be used to request a change in academic programs during the admission process. Students who are ineligible to defer their application can re-apply and pay the application fee.

Notification of Admission
Upon receipt of appropriate documentation, the Office of International Admissions and Programs will determine applicants' eligibility to the university and will notify them with the admission decision. If accepted, applicants will receive important information regarding registration dates and procedures. This information is also available on the university's website through E-Services.

Freshman and Transfer Student Admissions Requirements

Admission Requirements for Freshmen Educated Inside the United States
After submitting an International Undergraduate Freshman Application through ApplyTexas.org and the $75 application fee, applicants who earn their high school diploma in the United States must meet the university's general freshman admission standards as explained in the New Student Admissions section of the catalog. Upon acceptance, student will be required to submit additional documents (see Additional Document Requirements).

Admission Requirements for Freshmen Educated Outside the United States
After submitting an International Undergraduate Freshman Application through ApplyTexas.org and the $75 application fee, applicants who have attended an institution located outside the United States must:

• Possess the equivalent of a U.S. high school/secondary diploma.*
• Submit official SAT/ACT scores.
• Meet the English Proficiency requirement.
The Office of International Admissions and Programs will complete a holistic review of each applicant.

* International applicants submitting international documents must follow UHCL procedures for the submission of this documentation (see International Transcript and Document Requirements). Upon acceptance, student will be required to submit additional documents (see Additional Document Requirements).

**Transfer Admission Requirements**

After submitting an International Transfer Application and the $75 application fee, applicants must meet the university's general transfer admission standards as explained in the New Student Admissions section of the catalog and meet the English Proficiency requirement. Upon acceptance, student will be required to submit additional documents (see Additional Document Requirements).

**Transfer Applicant Information**

Transfer students must submit official documents from each higher education institution attended (inside and outside of the U.S.). Documents must meet requirements for U.S. documents and International Documents (see Documents for Acceptance).

**International Conditional Admission**

International applicants who meet the institution's admission requirements for their chosen level and degree program, but who have not yet met the English Proficiency requirement, can be conditionally admitted. Please note that Conditional Admission does not allow registration or enrollment at UHCL.

Once completing ELS Level 112 or otherwise demonstrate proficiency of English*:

- freshmen applicants (with less than 12 credits) must submit their SAT/ACT tests scores for full admission consideration.
- applicants with at least 12 credits will be fully accepted.

* (see English Proficiency Requirements for Students Educated Outside of the United States).

**Information for Other Students (Non-Freshman/Non-Transfer)**

**Non-Degree-Seeking Status**

International students who anticipate holding F-1 status with UHCL are not eligible for admission as non-degree-seeking students. They must enroll in a degree program. Although their primary program must be degree-seeking, these students can enroll simultaneously in a secondary non-degree certificate or certification program. J-1 students or students in other immigration statuses are allowed to enroll in a non-degree program.

**Transient Students (Regular or Summer)**

Transfer students, who wish to enroll in non-degree-seeking status at UHCL, can enroll as a transient student. Enrollment as a transient can be for only one fall or spring semester; or, in one or both summer sessions. Students must have at least 12 transferrable credit hours.
All required documentation for admission must be provided, prior to registration. Students in F-1 status must also submit a letter from their Designated School Official (DSO) that gives them permission to enroll as a transient student at UHCL. See Transient Admissions Requirements in New Student Admissions.

Documents for Acceptance and Enrollment

Applicants must indicate on their application for admission all previous schools attended. Degree-seeking students must submit official transcripts from each college or university attended. Transient students must provide documents from each institution attended to be eligible to register and must be eligible to return immediately to the last school attended. Post-baccalaureate applicants who apply in non-degree-seeking status, should only submit transcripts from the last institution attended, as well as the school where their highest degree was earned, if different.

The Office of International Admissions & Programs must receive all documents by the appropriate deadline. (See Application Deadlines.) An official transcript of any coursework in progress and proof of diploma/degree, prior to or during enrollment at University of Houston–Clear Lake, should be sent to the Office of International Admissions and Programs immediately after grades are posted. To expedite processing, applicants should request that domestic (U.S.) transcripts be sent electronically. UHCL’s preferred method of transcript delivery is via EDI or SPEEDE download for transfer work and Trex electronic downloads for high school work. Hand-delivered transcripts must be no more than 60 days old and enclosed in a sealed envelope from the issuing institution.

If students knowingly withhold information or submit fraudulent information regarding enrollment at another accredited institution, their application to UHCL will be considered invalid and they may be administratively withdrawn from classes without a refund of fees paid.

Domestic (U.S.) Transcripts

High school (secondary) transcripts (required for Freshmen admissions) must be accredited by either the Texas Education Agency or the appropriate Regional Association of Schools and Colleges.

UHCL will accept official transcripts from regionally accredited colleges and universities. For purposes of transfer credit, UHCL only considers academic credit in evaluating hours earned for transfer admissions purposes. For more information on acceptable transfer coursework, see Transferrable Credit in New Student Admissions.

International Transcript and Document Requirements

School Accreditation Status

Applicants submitting international college or university transcripts/documents must have attended an international institution recognized by the International Association of Universities (UNESCO) or Ministry of Education.
Transcripts from International Institutions
Students entering UHCL directly from an institution of secondary education must provide the Office of International Admissions and programs with the equivalent of transcripts and secondary diploma.

Students with higher education experience must provide the Office of International Admissions and Programs with official transcripts, mark (grade) sheets and confirmation of degrees or diplomas for all academic studies attempted and completed at those colleges/universities.

Transcripts and/or mark (grade) sheets must be in the original language and accompanied by official English translations (if applicable). These documents should clearly indicate dates of attendance, subjects taken and marks (grades) earned and reflect any degrees or diplomas awarded.

Official transcripts must be sent to UHCL by the registrar of each institution attended. When this is not possible, documents certified by an embassy or consulate, EducationUSA official, university authority (such as principal, registrar, controller of examinations, vice rector or rector), Ministry of Education or Ministry of Foreign Affairs official as “true copies” may be accepted. Copies of documents that are not certified will not be accepted.

Students who have taken university level courses outside of the U.S. are required to submit a course by course evaluation by one of the following: NACES, SDR, or AACRAO Evaluation Services or by submitting the appropriate syllabus information. This additional documentation is used to determine transfer credit. Some required core courses cannot be transferred from non-Texas institutions. Any appropriate credit will be granted according to UHCL degree requirements in effect at the time of enrollment.

English Proficiency Requirements for Students Educated Outside of the United States
Applicants educated in countries where English is not the native or first language must demonstrate English proficiency. The intent of this policy is to ensure that students, for whom English is not the native language, have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English. For additional details refer to the New Student Admissions section of this catalog.

Additional Document Requirements
Prior to being allowed to enroll, accepted students who are in the U.S. or plan on entering the U.S. in F or J visa status are required to submit:

- Signed Sponsor's Affidavit of Support with attached financial statement.
- Signed Statement of Understanding.
- Copy of photo page of passport.
- Students who are already in the U.S. must also submit:
  - Copy of current I-94.
  - Copy of SEVIS I-20 or DS-2019 (if applicable).

The following documents are required for students entering the U.S. in another visa status:

- Copy of photo page of passport.
• Copy of current I–94 or U.S. visa (if currently out of the U.S.)

The university recommends that these Additional Document Requirements are submitted immediately after the student applies so that there isn’t a delay in the enrollment process.

Other Policies Applicable for International Students

Transfer-In Policy
Students who hold F–1 visas and are currently studying at another SEVIS approved institution of higher education in the United States must do the following:

• Be accepted by University of Houston–Clear Lake.
• Request the "transfer-out" school to transfer their SEVIS record to UHCL.
• The "transfer-out" school must then set up the SEVIS transfer to UHCL, prior to the student receiving eligibility to enroll.

Health Insurance
All international students holding F or J visas are required to have health insurance, including medical evacuation and repatriation coverage. The university provides such insurance and automatically adds the premium to applicable tuition/fee statements. International students with health insurance comparable to the university's coverage may request a waiver of the university's health insurance.

To be considered for a waiver, students must submit a waiver request online by the dates posted. The University of Houston–Clear Lake will not accept waiver requests by U.S. mail, email, fax, or documents brought to the university. Incomplete requests, late requests, or insurance policies not meeting the minimum requirements will not be approved. Each F or J visa holder is responsible for any late fees associated with the waiver process.

Check-In
All international students holding F and J visas are required to check in with the Office of International Admissions & Programs upon arrival to campus. Students must complete this check-in process through the International Student Document Portal. Also, students must submit all official transcripts, other academic documents showing degree completion, and final semester coursework. Failure to complete the check-in process and/or submit the final transcript or degree will cause a hold to be put on the student's account. This hold will prevent the student from registering for a future semester.

International Student Orientation
New International Student Orientation is offered prior to each fall, spring and summer semesters and is mandatory for all new international students. A comprehensive program is offered to all new international students to the university. The orientation provides information regarding health insurance, visa regulations, cross-cultural adjustment, transition to college, negotiating campus setting, academic and peer advising.

Concurrent Enrollment
International students seeking undergraduate degrees at UHCL may obtain an International
Student Adviser’s permission to co-enroll at another institution. Permission for concurrent enrollment must be obtained from a UHCL international student adviser through the International Student Document Portal prior to attempting to register and enroll concurrently at a different institution. At the beginning of the semester, a registration print out or transcript from the host school must be provided to the UHCL international student adviser as proof of students’ enrollment status. International students must provide official transcripts after the semester has completed from the other institution.

Study Abroad Programs

At UHCL, we are committed to helping students expand their global awareness. Study abroad allows students to have the experiences that come with traveling abroad while also enhancing their academic program. Students and faculty who are interested in study abroad opportunities should contact the Office of International Admissions & Programs to arrange an information meeting. All students who participate in a study abroad program are required to complete the University’s study abroad participation forms, purchase the University approved study abroad health insurance, and attend a pre-departure orientation meeting.