

Deadlines for application and receipt of all materials for admission to the Master's Program in Petroleum Engineering:
Fall Term- April 1 Spring Term- October 1

Graduate Admission Applicant Checklist:

- 1- Determine if your application status is Domestic student or International student. Prospective students are considered domestic if they meet any one of the following criteria:
 - a. U.S. citizen,
 - b. permanent U.S. resident
- 2- Complete Online Graduate Application through the ApplyWeb application portal (apply information is found online at <http://www.uh.edu/graduate-school/> as we no longer use the applytexas portal for the graduate career application process). Application is available for the fall semester starting around August 1st and closing April 1st. Spring semester application is available starting around June 1st and closing September 15th.
- 3- Submit three Letters of Recommendation. Insert the contact information for your three recommenders into your application. Your recommenders will be contacted (via email) after the application has been submitted. They will be able to electronically attach their recommendation letters directly to your application.
***NOTE: The best letters of recommendation speak directly to your abilities and strengths as the recommender knows you. Recommenders should be professors or employment supervisors. Personal recommendations are not desired.**
- 4- Pay the Non-Refundable Application Fee. Please pay with a credit card online at the time of application through the ApplyWeb website.
- 5- Be prepared to Upload the following documents to your application when requested:
 - Resume
 - Statement of Purpose
 - Copy of your Passport/Permanent Resident Card- both if available
 - Financial Backing Form (International Only)
(<http://www.uh.edu/graduate-school/>)
 - Proof of Financial Backing- documents such as a bank statement to show proof of your ability to afford education in the US (International only) is \$ 31,810 (tuition and fees, living expenses, books)
- 6- Request one original Official Transcript in the original and English translation from every university/college attended to be sent directly to the address below. Your degree and date of degree completed should appear on the transcript.
<http://www.uh.edu/graduate-school/admissions/international-students/transcripts/>
Have your official transcript sent directly **by your institution to the Graduate School.** If

your institution(s) does not have an electronic transcript delivery service, please provide the address below for hard-copy submission:

Regular Mail Address
University of Houston Graduate Admissions P.O. Box 3947 Houston, Texas 77253-3947
Express Mail Address
UH-Graduate Admissions 4302 University Drive Room 102, E. Cullen Building Houston, Texas 77204-2012

***NOTE: If your official transcript is not available in English, please have it translated. Translations will only be accepted from the college/university, Consulate, Education USA, or from an American Translator Association certified translator. See address: (<http://www.educationusa.info/centers.php>) or (<http://www.atanet.org/onlinedirectories/>).**

Evaluation of course work is **not required, but the original/official transcript from your university must be received as noted above. This translation document can be scanned and uploaded during the application process in PDF format.**

- 7- Request Educational Testing Service (ETS) to send Official GRE test score to the main University Admissions office using Institutional Code 6870.
- 8- Request Educational Testing Service (ETS) to send Official TOEFL test score to the main University Admissions office using Institutional Code 6870.

***NOTE: Students are exempt from the TOEFL exam if they have completed a bachelor, master, or doctorate degree from a U.S. accredited university or if their institution's country is on the approved TOEFL exempt list prepared by the University of Houston. TOEFL score requirements information is found at:**

<http://www.uh.edu/graduate-school/prospective-students/international/english-proficiency/>