Graduate Admissions Information Session

Today's Agenda

- Announcements
- Learn Who we Are & What We Do
- Best Practices
- Q&A

Announcements

- Students who wish to provide official academic documents/transcripts in person can visit transcript analysts at the Welcome Center. Transcript analysts are available from 9am-3pm Monday-Friday.
- **Location: 4434 University Drive Houston, TX 77204**

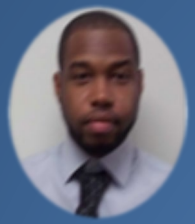
Announcements Cont'd

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

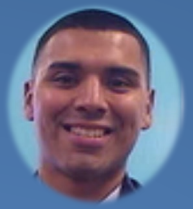
- Official transcripts should now be mailed directly to our Technology Bridge location where transcripts are processed. https://www.uh.edu/graduate-school/international-students/transcripts/

The Grad Admissions Team

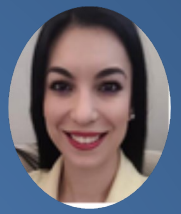


Fitzgerald Smith
Associate Director
Graduate/International Admissions

Krystal Sugulleh
Program Manager 2
Recruitment



James Martinez
Program Manager 2
Admissions Processing



Vanessa Castillo
SEVIS Compliance Coordinator

Victoria Saucedo
Transcript Analyst 1

Shamyra Gaines
Transcript Analyst 1

Lillie Johnson
Transcript Analyst 1

Lorena Martinez
Transcript Analyst 2

Adriene Arceneaux
Transcript Analyst 2

Renee Catchings
Transcript Analyst 2

Fitzgerald Smith

Associate Director,

Graduate and International

Admissions

Application/Admissions Process

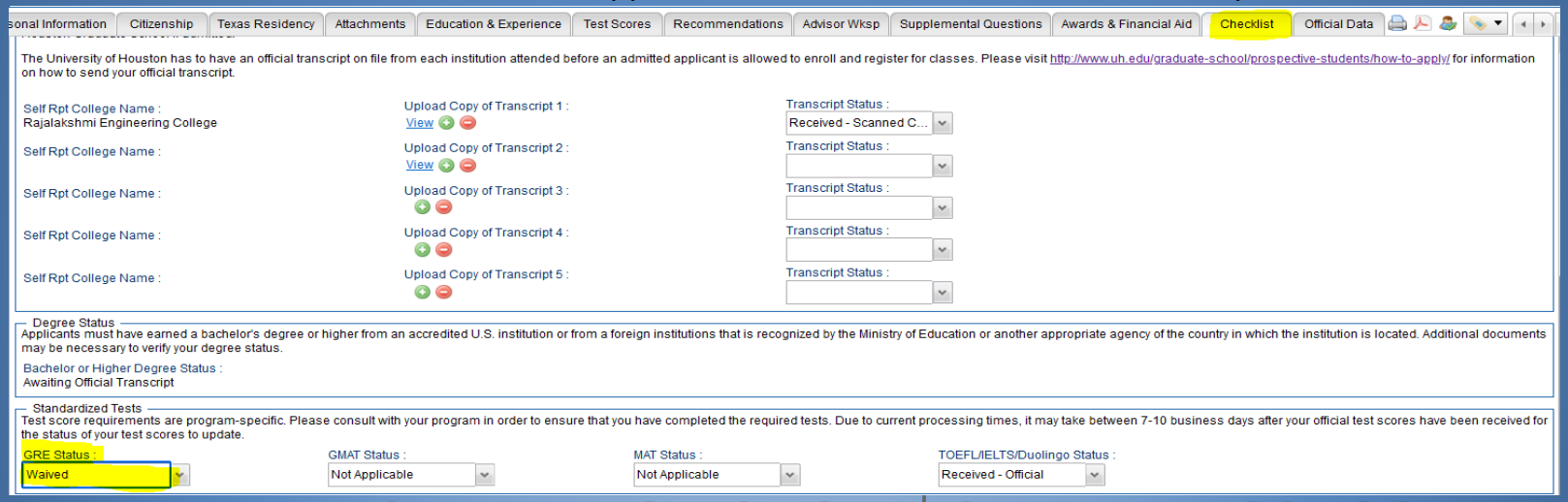
- Annual Changes to the Application
  - Application navigation
- Regular Changes to the Application
  - Program Descriptions, Program deadlines
- ApplyWeb training (Monthly)
- Grad Admissions Policies/Procedures
- Special Admits
- Grad Admissions Related Concerns and Inquires

Changing GRE Status in Student Checklist

- After an applicant selects the reason why he or she is requesting a GRE waiver the departments reviews the GRE waiver request and then a program advisor or designee will go into the application and approve via the application **'Checklist'** page by selecting **'waived'** and hitting the **'save'** button. However, the advisor will have to verify whether the applicant meets the relevant criteria first. *E.g.* "*I have completed a Doctor of Philosophy (PhD), Doctor of Jurisprudence (JD), or Doctor of Medicine (MD) in the United States.*"

- **Note:** For GRE waivers based on GPA, each department will review according the particular GPA waiver policy

- Below is a screenshot of where in the application checklist advisors can find this option.



Krystal Sugulleh Stewart, M.P.A.

Program Manager

Graduate Recruitment

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

Recruitment Events

Upcoming Informational Sessions:

- Informational Sessions are conducted twice a week and are on Tuesdays and Thursdays.
- All upcoming Informational Sessions can be found on Graduate School's Website.
- If your college is interested in collaborating please contact me at kysugull@central.uh.edu.

Upcoming Recruiting Events

- UH Graduate Fair –Fall 2023 in person will be held on September 28th from 11am-2pm
- You can now register on Graduate Schools website.
- Deadline to register is August 4th.
- Future Recruiting Events: We follow Texas Swing Calendar and Career Services Fall Events.

James Martinez

Program Manager,

Admissions Processing

UNIVERSITY of HOUSTON | GRADUATE SCHOOL

Admissions Processing

- Prior Degree Verification (R62)
- Deferments and Admit Term Changes
- Matriculation
- Term Activation
- CollegeNet and HelpDesk Access
- Application Edits
  - Edits to certain information *E.g. name spelt incorrectly*

Admissions Processing: What Is New?

- Welcome Center Presence
- Undergraduate Transcript Library
- SharePoint
  - Search Match Process

Victoria Saucedo, Shamyra Gaines

& Lillie Johnson

Transcript Analyst 1

Domestic Transcripts

- Received Through –Mail, Parchment, Help Desk, EDI, Document View
  - Undergraduate Transcript Library
- Official transcripts are expected to be processed with in 3-5 days of being received (under normal processing. A transcript has been received and there is an application in ApplyWeb).
  - Search Match Process
  - Undergraduate Library
- PDV Holds are automatically lifted within 24 hours after degree is verified.
- NPSID is when a transcript is received without an application associated with it.
  - Search Match
- Prospects are applicants whose application has not been completed in College Net.

International Transcripts

Receiving

Official transcripts and provided in person or received through mail only (Except Canada)

*Degree cert *consolidated mark sheet *individual mark sheet

Complete documents are needed to verify/post degree

Upload

Documents are scanned to college net and shared point

*shared point keeps record of official documents received

Process

The information is entered and completed through People Soft

*Last, spreadsheet record

Enter the students name-ID NUMBER –TRM-PROGRAM-cn-DEGEE-College

Domestic & International Processing Do's & Dont's

What I Process

- GRE /TOEFL/IELTS Test Scores
- Other Help Desk Inquiries

Examples:

- Decision Inquiry
- Application Status Check
- Upload Resume
- Upload Unofficial Transcripts

What I Do Not Process

- Information for specific departments/programs
- Tuition waiver
- Application Fee waiver
- Student Events
- Transfer In /Out Forms

Official Test Score processing

- Official Test Scores which are electronically received are loaded once a week
- Test Scores should show up in Admit/Application within 10 Calendar days of being submitted to UH.
- If the applicant claims to have submitted their test score to UH, please validate the date the student submitted their test scores to UH by asking the student for their 'Sent' receipt or similar transaction document/screenshot that the testing agency provides them.
- Please contact gradschool@uh.edu only if it has been past 10 days since the applicant submitted their test scores to UH and the submission date has been validated.
- Top Reasons for Official Test Score not showing up in Admit/Application:
  - Applicant never sent the test score or sent it to the wrong University
  - Test Score was loaded under the wrong PSID

Lorena Martinez, Adrienne Arceneaux &

Renee Catchings

Transcript Analyst 2 (International)

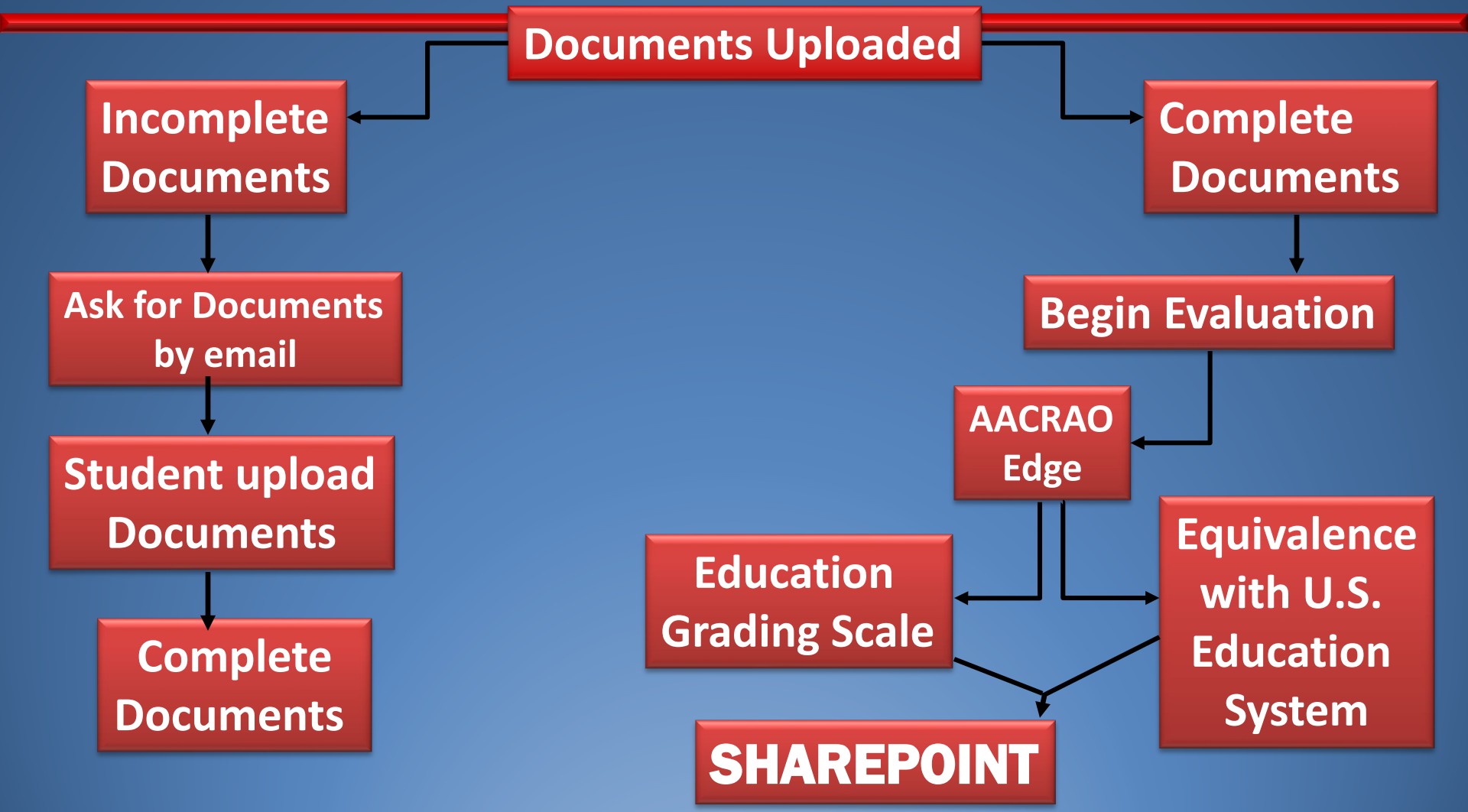
International Transcript Evaluations and Official Documents

- After an international student has applied to the Graduate School we have to review their foreign credentials to evaluate their grades and the years of completion in comparison to the U.S. Education System and give them an equivalence. **External evaluations are not accepted**. We require at least six semesters of coursework to evaluate academic documents.

- Before students can enroll into their courses, International transcripts and degree certificates must be sent to the UH Graduate School in envelopes sealed and stamped by the issuing university to be considered official or they must bring their original documents to be scanned and uploaded to the system. Electronic academic documents sent from international institutions are not accepted.

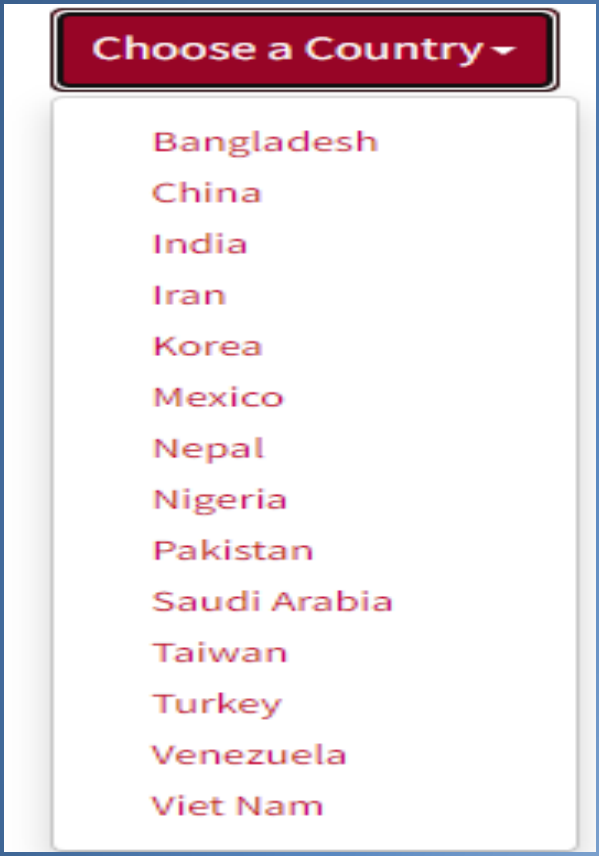
- Transcript Analysts will be on-site at the Welcome Center from 9:00am to 3:00pm Monday to Friday to see students and accept academic documents. No appointments necessary.

International Evaluation Processing



International Transcript Evaluation Best Practices For Students

- Choose a Country



- Applicants should visit our webpage to look at country specific required academic documents: https://www.uh.edu/graduate-school/international-students/transcripts/

Vanessa Castillo

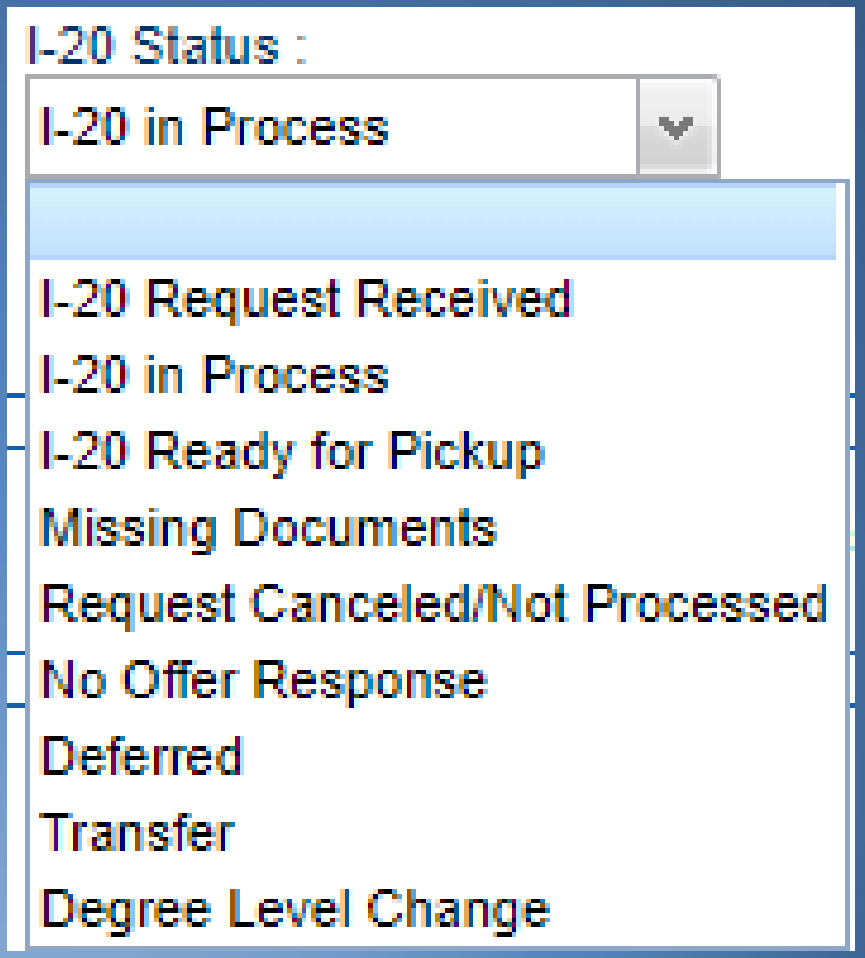
SEVIS Compliance Coordinator

I-20 Processing

- Advisor submits I-20 Request through ApplyWeb (CollegeNet) which goes into our queue.
- Student uploads required documents to ApplyWeb
- DSO reviews, and ensures that all documents are in.
    1. Passport
    2. Financials and affidavit of support
    3. Dependents Passports (If applicable)
- The information is entered into PeopleSoft.
- PeopleSoft sends the batch information to SEVIS.
- The batch is returned in the morning. We sign and send to the student via email, along with important instructions.

I-20 Statuses

- Request Received – In the queue.
- I-20 in Process – Creating the I-20 in PS.
- Ready for Pickup – I-20 is ready and was sent to student.
- Missing Documents – Necessary documents not uploaded.
- Request Canceled – I-20 is not needed.
- No Offer – Student hasn't accepted their offer.
- Deferred – Student admission deferred to a later term.
- Transfer – Transfer student, I-20 not processed yet.
- Degree Level Change – Current UH student.



Frequently Asked Questions

Student Questions

Why does the major on the I-20 not match the name of my degree?

Majors on the I-20 form are set by SEVIS and DoE. UH matches the degree to the closest one in the SEVIS Major Code system.

Why is the length of my I-20 longer than it takes to complete the degree?

We put the time to give the student enough time to complete the degree on 1 I-20 without having to extend it.

Why is my scholarship not on my I-20?

Advisors must put all awards that the student is receiving on the I-20 request form.

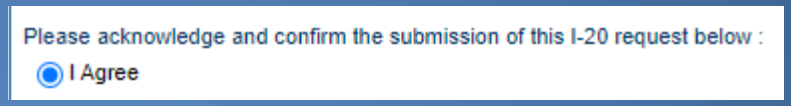
Why is my in-state award not reflected in my I-20?

In amounts, the tuition reduction is $9144 for the 2 terms. It is not an amount that is disbursed to the student

Advisor Questions

Why isn't the I-20 requested showing up in the queue?

Make sure you have filled out the I-20 form and clicked "Agree" in the info/disclaimer.



Should I submit an I-20 request for a transfer student?

- **Yes**

How can I expedite a request?

Advisors can expedite an I-20 request by checking the "Priority Processing" section and uploading a justification document. Both the check and the document are needed for the priority processing to be added.

Questions?