

**Deadlines for application and receipt of all materials for admission to the Master's Program in Petroleum Engineering:**  
**Fall Term-- - February 15 Spring Term-- - October 15**

**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 Apply Web 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 October 1<sup>st</sup> and closing April 1<sup>st</sup>. Spring semester application is available starting around July 1<sup>st</sup> 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 a student. Recommenders should be professors or employment supervisors. Personal recommendations are not accepted. This will be verified.**
- 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)  
<https://www.uh.edu/graduate-school/i-20/>
- 6- Request one original Official Transcript 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. Have your official transcript sent directly **by your institution to the UH Graduate School.** **If your institution(s) does not have an electronic transcript delivery service, please provide the address below for hard-copy submission:**

<b>In-Person Delivery:</b>
University of Houston Welcome Center 4400 University Dr Houston, TX 77004
<b>Regular Mail Address</b>
University of Houston Graduate Admissions 5000 Gulf Freeway UH Technology Bridge Building No. 3, Rm 170 Houston, TX 77204-2105

**Electronic or "Speede" Transcript:**

**Within the U.S.**, the fastest way to send your transcript is electronically. Electronic transcripts can be delivered via email to [gradschool@uh.edu](mailto:gradschool@uh.edu).

**\*NOTE: If your official transcript is not available in English, contact the certified educational credentialing service, which can be found at the below link:**

<https://www.uh.edu/graduate-school/international-students/transcripts/>

**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 high school, 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/admissions/apply/international/admissions-criteria/english-proficiency-toefl/index.php>