

## UNDERGRADUATE ADMISSIONS-TRANSFER CHECKLIST

To be considered for Transfer Admission you must complete the following checklist below and submit all documents to UHD Office of Admissions.

- Apply online at [www.applytexas.org](http://www.applytexas.org) (Please allow 48 hours for your application to download in to our system.)
- Submit official transcripts from all previously attended colleges and universities regardless of whether credit was earned.

Transcript must show proof of your Texas Success Initiative (TSI) status or exemption.

For more information on TSI visit:

<https://www.uhd.edu/testing/Pages/testing-tsia.aspx>

- Transcript must show that you have attempted at least 15 semester hours of **college level** credit and a minimum 2.0 cumulative Transfer GPA effective Summer 2015.

\*Student must be in Good Academic Standing at last institution attended.

\*For a course taken more than once, the highest grade will be transferred.

\*Developmental coursework will not count in the transfer GPA and do not transfer for credit.

- Submit a non-refundable application fee of \$35.00. There is a \$75 late fee if you apply after the priority deadline.

You may pay online via [www.applytexas.org](http://www.applytexas.org) using credit card. You can also choose to pay online through MyUHD or in person at the Cashier's Office. If you decide to pay your application fee after submitting your application you must mail money order or check to UHD Office of Admissions.

*\*You may pay with credit card, check or cash in person.*

- Effective October 1, 2013, Senate Bill 62 requires that all new and former students under the age of 22, taking classes at One Main Street or other UHD Distance Education locations (CyFair, Kingwood, or Northwest), must receive the Bacterial Meningitis shot.

- Check your admission status online: [Student eServices: My Admission and Enrollment Status](#)

Please mail all documents to:

**UHD Office of Admissions  
One Main Street Suite GSB308  
Houston, Texas 77002**

*\*Once you have completed all the steps above, your application, application fee, and official transcript(s) will be processed within 5-7 business days.*