UNDERGRADUATE ADMISSIONS-FRESHMAN CHECKLIST

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

☐ Apply online at www.applytexas.org (Please allow 48 hours for your application to download into our system.)

☐ Submit official high school transcript to UHD Office of Admissions, this document is usually sent directly from your high school Registrar upon your request. The high school program of Recommended, Advanced, or Distinguished must be listed on the official transcript.

*Official Transcripts
All transcripts sent to UHD must be official; an official transcript includes the school’s official seal, the signature of a school official, your GPA, class rank and size, and your high school coursework. Copies and faxes do not satisfy this requirement. If your high school does not rank class members, include a statement from your school stating its policy, a copy of your school’s profile, and a grade distribution.

☐ Submit official SAT/ACT test scores. Scores must be sent directly from CollegeBoard or ACT to UHD or be printed on the official high school transcript.

☐ Submit a non-refundable application fee of $35.00. You may pay online via 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.

☐ If you have previous college credit, less than 15 credit hours, you are considered a Freshman-Transfer student and must submit official transcripts from all institutions you attended.

☐ 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 GS B308
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.