



GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

The University of Houston – Victoria, founded as an upper-level institution in 1973, is one of four institutions in the University of Houston System. UHV serves students by providing bachelor's degrees and master's degrees. The faculty of the University of Houston-Victoria is very well grounded in their respective fields of study. Many of them have authored books and have been awarded fellowships for further study. Many of our faculty has also published articles in journals of their field.

The University of Houston – Victoria is fully accredited by the Southern Association of Colleges and Schools.

UHV has an enrollment of approximately 3600 students each fall and spring semester. UHV is considered to be a transfer institution, accepting students at the upper-division university level (3rd and 4th year of the 4-year bachelor's degree), and the master's degree level. Students are required to complete the 1st and 2nd year requirements toward the bachelor's degree at another community college or university, and then transfer to UHV for the upper level courses. (The student's Form I-20 document from UHV may not be issued for transfer until all lower level course requirements are completed for the F-1 student who wishes to complete a degree at UHV.) For information about the degree programs offered by the University of Houston-Victoria at the Sugar Land campus, check the website at www.uhsa.uh.edu/fb . Also the Cinco Ranch website is located at www.uhsa.uh.edu/cr . The official UHV website is www.uhv.edu .

CAMPUS LOCATIONS

Victoria, center of the South Texas Crossroads in the Texas Gulf Coast region, is an expanding historic city on the banks of the Guadalupe River. More than 150 years old, it was one of the first three towns chartered by the new republic when Texas won its independence from Mexico in 1836. It is a short distance by car from Victoria to Houston (200 km), San Antonio (180 km) and Austin (196 km). Although it serves commuting students from Victoria and surrounding counties, UHV also offers degree programs in collaboration with other University of Houston System institutions at off-campus centers in Sugar Land, Texas (Fort Bend county center) and in Katy, Texas (Cinco Ranch center). These two cities are suburbs of Houston, Texas, which is located 124 miles (or 193 km) northeast of Victoria.

CLIMATE

The weather in south Texas generally is hot and humid in the summer months of June through August, consistently reaching 90 degrees Fahrenheit (32 degrees centigrade) or higher. Winters are generally mild with temperatures seldom falling below freezing. Rain is well distributed throughout the year. Light clothing is recommended for the summer months, and a coat is needed for the winter months.

HOUSING

UH-Victoria does not operate any student housing facilities. Monthly rates for apartments in Victoria vary from \$700 to \$900 per month and some are located within walking distance of the campus. Smaller houses are also available to rent at similar costs. Houston, Sugar Land, and Katy, Texas area rates are similar. There is limited public transportation at the Sugar Land campus location. Students who do not have their own vehicle to drive may want to consider attending the Victoria or Katy, Texas campus locations, depending on your intended degree program. Keep in mind that you must attend a campus that offers a majority of your program courses in a face-to-face format. The U.S. Citizenship and Immigration Services requires every F-1 student to limit online course enrollment during the fall and spring semesters. During these semesters, the student is limited to one online course within the full-course load.

HEALTH INSURANCE AND MEDICAL EMERGENCIES

Nonimmigrant international students (F-1 and J1 visa holders) are required to have basic medical/hospitalization insurance coverage either by enrolling in a university-endorsed plan or by providing evidence of their own acceptable insurance. In order to be acceptable, the student's plan must include the following:

- Repatriation coverage – a benefit which provides payment in the event of death, for preparation and transportation of the remains to the student's home country.
- Medical Evacuation coverage – a benefit which provides for transportation to the student's home country in the event of serious illness which requires extensive medical care.
- Minimum Plan Benefit coverage – a package of health insurance benefits, subject to reasonable deductibles and co-pays with:
 - At least \$50,000 of covered major medical expenses;
 - At least \$10,000 for medical evacuation;
 - At least \$7,500 for repatriation;
 - Deductible not to exceed \$500
 - Co-Pays not to exceed 30%

The purpose of this requirement is to provide reasonable assurance that international students will have the financial means to reside within the U.S. during their course of study at the University. Health Insurance provided by the university is activated on the first class day of the beginning semester. Due to the non-traditional structure of our campus locations, dormitories and on-campus housing, campus medical clinics, and other traditional university services may not be available. Therefore, it is very important for students to have someone in the U.S. to contact in case of emergency situations. It is also important for students who have dependents to make sure the dependents also have health insurance coverage.

EMPLOYMENT

A non-immigrant student is not permitted to work off-campus for a wage or salary or engage in business while in the United States unless permission to do so has first been granted by the U.S. Citizenship and Immigration Services (USCIS). International students are permitted to work on-campus for no more than 20 hours per week, and should contact the Office of Admissions and Records for the proper procedure to follow. Permission to work off-campus may be requested only after a student has been enrolled for 9 consecutive months, and is limited to certain circumstances. The spouse or child accompanying or following to join a non-immigrant student is not permitted to work in the United States. On-campus employment is available on a limited basis, and should not be relied upon for financial support. All financial support must be verified prior to receiving an I-20 for admission purposes.

FINANCIAL AID

Financial Aid is not available for international students at the University of Houston-Victoria; however, international students may compete for university scholarships. Financial assistance is limited and proof of financial support is required prior to the student's being approved or receiving an I-20 from UHV. The granting of financial assistance does not constitute admission. The applicant must file for admission only through the Office of Admissions and Records.

General information about awards and scholarships available for study in the United States may be obtained from the U.S. Embassy or the U.S. Information Agency (USIA) in the student's country.

THE ACADEMIC YEAR

The academic year is composed of the fall semester, spring semester and summer session. The fall and spring semesters are considered to make up the regular academic year of study. The fall semester begins in late August and ends in mid-December. The spring semester begins in mid-January and ends in May. The summer

session (June through August) is composed of two five-week terms with a concurrent ten-week session. Enrollment is considered to be optional for international students during the summer, and is not required to maintain F-1 student visa status. During the year, classes are suspended for several special holidays. There is a break between the fall and spring semesters beginning in mid-December and ending in mid-January and there is a one-week vacation in the spring. Check the UHV website (www.uhv.edu) for specific calendar dates.

SEMESTER CREDIT HOURS

Credit for courses at the University is measured in semester hours. Most courses meet three hours per week in the fall and spring semesters and have a credit value of three semester hours. These same courses meet for nine hours a week during the five-week summer term and yield three semester hours of credit. Many graduate courses are taught in the evening only. Some courses are taught through the internet. International students on F-1 visas must maintain a full course of study during the fall and spring semesters. Full-time for graduate students is a minimum of 9 semester hours (3 courses) and 12 semester hours (4 courses) for undergraduate students to comply with immigration requirements. ***Only one online course may count toward the full course of study requirement each semester.***

STATEMENT OF UNDERSTANDING FORM

The Statement of Understanding form indicates that the applicant understands and will comply with the statements it contains. The student should read the statement carefully and also note that any student may be required to take further English proficiency tests on arrival, even if that student is transferring from a U.S. institution. *The form containing this statement is available from our website, and is for students attending on an F-1 visa.*

LETTER OF FINANCIAL BACKING

The Letter of Financial Backing is evidence that the student will have sufficient money to cover all expenses during enrollment at the University of Houston-Victoria. This letter may be signed by a parent, relative or sponsor and must include recent bank documents verifying availability of funds. The bank documents must state funds available in U.S. dollars with the name of a contact person clearly stated. *This form is required for students attending on an F-1 visa.* It is not required of permanent residents or immigrants.

TRANSFER OF FUNDS

Before the student leaves the home country, it is very important to inquire about the regulations regarding the transfer of funds. In addition to the expenditures for travel, the student should have at least \$4,000 US upon arrival to meet initial expenses. The most efficient way to have available funds is to work with your bank to transfer the funds to a US bank near the university where you plan to live. Exchange rates may be obtained by contacting any banking institution. Tuition and fees for the university may be paid with Mastercard or Discover Card credit cards. For transfer information, please email the International Student Services staff in the Office of Admissions and Records.

STUDENT EXPENSES

The cost of living in the United States may be high in comparison to your home country. The University cannot predict what individual expenses will be. Estimated expenses in the United States average up to \$1600 a month, not including tuition and fees. Students should have at least \$5000 available funds in US dollars upon arrival in Victoria to cover registration fees and initial living expenses. Tuition and fees for the university may be paid with Mastercard or Discover Card credit cards. Banks in the US may supply students with debit/credit cards that can be used for expenses. Request the bank card to be Mastercard for tuition payment purposes. Annual expenses that may be expected are listed below in U.S. dollars:

<u>2009-2010 International Student Fee Schedule</u>			
	<u>Undergraduate</u>	<u>Graduate</u>	<u>MBA Graduate#</u>
Tuition and Fees*	\$11128	\$8860	\$10210#
Room and Board	\$11700	\$11700	\$11700
Miscellaneous Expense	\$7217	\$7217	\$7217
TOTAL*	\$30,045	\$27,777	\$29,127#

Total expense amount listed for 1 year of study. Student should have this minimum amount for each year of study at UHV, but must show proof of funds for the first year of study to obtain an I-20. *(Tuition and fees amounts are based on 24 semester hours of enrollment per year for undergraduate students, and 18 semester hours of enrollment per year for graduate students.) Total includes cost for 12 months of living and 2 semesters of study during the Fall and Spring long terms. (Student who plans to attend summer sessions, add approximately \$3700 for tuition and fees.) Miscellaneous expenses include books, health insurance, transportation and personal needs. Health insurance must be purchased before the first class day, and all visa holders will be charged for health insurance with fee statement. **A student who will bring dependents (spouse and/or children) must increase annual total by \$5,000 per person.**

*(See MBA example in column above.)

- **MBA students add \$1350 to the total tuition amount for additional MBA fees.**
- **RN-BSN students add \$360 to total tuition amount for additional nursing fees.**
- **MSN students add \$270 to total tuition amount for additional nursing fees.**
- **Second Degree BSN students add \$552 to total tuition amount for additional nursing fees.**

PASSPORT AND VISA

Before leaving the home country, the applicant must obtain a passport from the home government and a visa from the nearest U.S. Embassy or Consulate. If accepted by the University, the student will be sent a letter of acceptance for admission and the appropriate form (I-20) by which a student visa for entry into the United States may be obtained. After receiving the I-20 form, you will need to pay a SEVIS fee for the Student and Exchange Visitor Information System as part of the visa application process. The consulate office in your home country will have access to SEVIS to see your records and verify that you have been approved for admission at UHV. After arrival in the United States, you must contact the International Student Admissions staff in the Office of Admissions and Records to complete the admission process. Check-in for new students is mandatory. You will receive information regarding orientation when your application for admission is approved. Students can enter the United States no earlier than 30 days before the I-20 report date.

Students who are in the United States on any visa allowing full-time or part-time study must provide documentation to verify current status. A copy of the student's passport and visa with non-expired dates must be submitted at the time of application to the University along with a copy of the I-94 verifying non-expired dates that are not less than 6 months into the future from the date of the application. Aliens who have been granted resident status in the United States must provide documentation with non-expired dates at the time of the application for admission to the university.

APPLICATION TO THE UNIVERSITY

Only the Office of Admissions and Records is authorized to notify the applicant of acceptance by the University as a student. An applicant should not interpret any statement made in casual correspondence with any university faculty member to mean that the applicant has been admitted. No conditional or temporary admission is ever granted to students from abroad.

REQUIREMENTS FOR ADMISSION

DEADLINE: The completed application and all supporting documents must be received by the following dates:

Fall semester – June 1;

Spring semester – October 1;

Summer semester – March 1.

Applications and documents received after the deadline date may be used for admission to the following semester. No final approval or I-20 will be issued unless all of the admission procedures and requirements are met. Some degree programs may require additional deadlines that are set by the academic School of Arts and Science, School of Business Administration, School of Education and Human Development, or School of Nursing.

Submission of Texas Common Application for Admission

An application for admission and additional international student forms may be obtained by choosing FUTURE STUDENTS link from the UHV website: <http://www.uhv.edu>. Then choose INTERNATIONAL STUDENTS link from the list of resources on the left side of the page. The Apply Texas Application is submitted electronically by the student. It is received in the Office of Admissions 24 hours after submission. Students should include a current email address to enable the UHV staff to contact them for additional information as needed. There is also a question on the Apply Texas Application where students may give the name and contact information for someone else who may be checking on their application process. If this question is blank, only the student applicant may obtain admission information about the student's admission status.

When the student has successfully submitted the application, an email will be sent that states their application has been completed. This does not mean you have completed the entire application process, but that your electronic application is being sent to the University of Houston-Victoria to download into our applicant records. The process to submit and download your application will take 24 to 48 hours. When your application has been entered into UHV student records system, a second email will be sent to you stating your UHV ID number and a temporary password. You may use this information to check your application status online.

Official Transcripts and Degree Documents

Students must supply the UHV Office of Admissions and Records with official transcripts, marks/grades, and confirmation of degrees or diplomas of any and all academic studies attempted at international secondary schools, colleges, institutes, and universities prior to enrollment. International educational institutions must be recognized and authorized to grant degrees by the Ministry of Education in the country where the institution is located. An official transcript, and degree/diploma certificate, including mark sheets (if available) for each year, from EACH secondary school, college or university attended must be sent directly from each institution to the University of Houston-Victoria, Office of Admissions and Records, 3007 N. Ben Wilson, Victoria, Texas 77901. Copies should be official (attested by the university official), stamped and sealed shut by the university official, and delivered unopened by the student. Loose, opened transcripts submitted by applicants are not considered to be official, and will not be accepted for unconditional admission to the university. Transcripts from international institutions must be accompanied by an English translation when necessary, and must describe all academic studies attempted and completed. Transcripts should plainly indicate the dates of attendance, the subjects, and the marks (grades) earned. They should also reflect any degrees or diplomas awarded.

Official transcripts should be issued directly to UHV by the registrar, principal, or responsible head of each institution attended. When this is not possible, documents certified by an embassy or consular official as true copies may be accepted. Uncertified copies are not acceptable. The university will make a reasonable determination of those courses completed outside the United States. However, international students may be required to have an evaluation performed in order to determine course equivalencies. This may take longer to complete, and it is imperative that students submit international documents as early as possible to ensure adequate time for application approval. If a student has previously obtained a comprehensive evaluation from an outside agency, the student should check with the Office of Admissions to confirm that the evaluation is acceptable for admission to UHV. Once the Office of Admissions determines that the evaluation is acceptable, UHV will need an official copy of the accepted evaluation and a copy of the original documents for admission purposes.

Students may want to obtain a syllabus, catalog, or similar bulletin with course descriptions to support specific course transfer when working with the academic advisor in the desired degree program. Course transfer to specific academic programs is not determined in the Office of Admissions, but is accomplished through each academic school after students are enrolled in the program.

English Proficiency

An official *TOEFL* score report must be sent directly to the University of Houston-Victoria Office of Admissions and Records from the Educational Testing Service. *Exemptions to TOEFL requirements are listed under English requirements in this brochure.*

International Enrollment Forms

1. *UHV Statement of Understanding Form* must be signed and returned with your application for admission.
2. *UHV Letter of Financial Backing Form* must be completed, signed by sponsor/student, and returned with your application for admission. *Include bank documents* with this form, from the financial institution, translated in English to show currency in US dollars when possible. These documents must verify available funds the student will need for tuition, fees, living expenses, health insurance, transportation, and other costs. The USCIS Form I-134, Affidavit of Support, must be used by American sponsors. You may request this form from Admissions or see the website for Forms: <http://www.uscis.gov/portal/site/uscis>.
3. A completed *Emergency Notification Form* must be included with your admission documents. This form is to provide UHV contact information for persons in the U.S. and in their home country in the event of an accident or medical emergency.

ADDITIONAL UNDERGRADUATE INFORMATION

To be eligible for undergraduate admission to the University of Houston-Victoria, a student must have earned a minimum of 54 semester hours of academic course credit from an accredited college or university with a 2.0 (A=4.0) grade point average and must have satisfied all sections (Reading, Writing, and Mathematics) of the Texas Higher Education Assessment (THEA) exam. *TASP/THEA* exam scores (reading, writing, and mathematics) are to be sent directly from the National Evaluation Systems, Inc. to UH-Victoria; or the scores must appear on an official transcript being sent from a college formerly attended.

In computing grade point averages, only the semester hours and grades earned on the last enrollment in a repeated course will be used for computation of the required grade point average for admission. ***A student will not be considered for admission if not eligible to return immediately to any former institution(s).***

ADDITIONAL REQUIREMENTS FOR GRADUATE ADMISSION

The applicant for a graduate program must have earned a bachelor's degree or higher in an institution accredited by one of the six recognized regional accrediting associations. The six associations are Middle States Association of Colleges and Schools, North Central Association of Colleges and schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and colleges. Foreign institutions which may not be formally accredited by United States accrediting agencies must be recognized as maintaining high academic standards, and authorized to grant degrees by the Ministry of Education or appropriate government agency in the country where the institution is located. For graduate admission, applicants with international credentials must have earned a baccalaureate degree comparable to a 4-year baccalaureate degree in the United States. The appropriate graduate school will determine whether or not the applicant is qualified for that graduate program. Admission to the university does not guarantee a student admission to the graduate program.

Admission to a graduate program depends on (1) the applicant's grade point average on all work attempted, undergraduate and/or graduate, beginning with the semester during which the first of the 60 most recently earned semester hours was taken and (2) the score on the General Aptitude Test (verbal and quantitative sections only) of the Graduate Record Exam (GRE). Business majors must submit scores from the Graduate Management Aptitude Test (GMAT) and follow the requirements for graduate school admission set by the School of Business Administration. Counseling majors may substitute scores from the Miller Analogy Test (MAT) for the GRE score requirement. In general, the higher an applicant's grade point average, the lower the test score needs to be for graduate admission approval.

To determine an applicant's eligibility for graduate admission, an Admissions Index is computed which combines the grade point average on the last 60 semester hours with the GRE or other test score. **The Admissions Index is obtained by computing the formula: $(GPA \times 200) + \text{the sum of verbal and quantitative sections only of the GRE or } (GMAT \times 2) \text{ or } (MAT \times 18)$.**

To be admitted, applicants must meet at least one of the following standards:

1. A grade point average of 2.5 or above over the last 60 credit hours completed and a GRE score of 800 or above (verbal and quantitative sections). GMAT minimum score of 450 is required for MBA applicants. The MAT score minimum of 50 may be substituted for Counseling applicants.
2. An admissions index of 1400 or above. For formula, see previous paragraph.
3. Some programs may require additional documents. In addition to submitting official transcripts and/or scores on the graduate admissions test, applicants may be required to submit one or more of the following documents, as specified by the relevant degree program:
 - A letter of application and/or resume
 - A recommendation from a practicing professional in the field of study or a related field
 - A personal essay stating the reason for application to the program and career goals

Please see the admission information for your degree program in the UHV catalog for an explanation of the specific admission requirements for that program.

Applications and all supporting documents should be sent to the Office of Admissions and Records (OAR) at the university. OAR staff assembles the documents and calculates the admissions index. If the student's index meets the minimal requirements, the file is sent to the relevant academic school. The School of Arts and Sciences, School of Business Administration, School of Education and Human Development, or School of Nursing will review the index and supporting qualitative documents and approve or disapprove admission. The academic school will notify the Office of Admissions and Records of the decision and the student will be notified immediately.

Summary of Graduate Admission procedures:

1. Complete the Apply Texas admission application and submit to UHV.
2. Submit official transcript(s), mark sheets for each year of attendance, and confirmation of degree or diploma, from EACH secondary school, college, and university attended. Transcripts must be in English and be mailed directly to UHV from each institution. (Mail to: University of Houston-Victoria, Office of Admissions and Records, 3007 N. Ben Wilson, Victoria, Texas 77901. See “Official Transcripts and Degree Documents” above regarding submission of documents.
3. Appropriate exam scores must be sent directly from the Educational Testing Service to the University of Houston-Victoria. GRE minimum score required is 800 (sum of verbal and quantitative sections only) for all majors, or MAT minimum score of 50 for counseling majors may be substituted. GMAT minimum score of 450 is required for business majors.
4. An official report of the TOEFL score (minimum score of 79 iBT) sent directly from the Educational Testing Service to UHV. Exceptions to TOEFL are listed under English requirements in this brochure.
5. Submit *UHV Statement of Understanding Form*, signed and dated by student.
6. Submit *UHV Letter of Financial Backing Form*, signed and returned with your application for admission, along with recently dated bank documents, translated to show currency in U.S. dollars when possible, in English by the banking institution. These documents must verify available funds for the student or sponsor. The Immigration Form I-134, “Affidavit of Support” must be used by American sponsors. Request this from Admissions or see the U.S. Immigration Services website for forms: <http://www.uscis.gov/portal/site/uscis>.
7. A completed *Emergency Notification Form* must be included with your admission documents. This form is to provide UHV contact information for persons in the U.S. and in their home country in the event of an accident or medical emergency.
8. Additional required documents (letters of recommendation, essays, resumes, etc.) for admission may be requested for specific degree programs.

DEADLINE: To assure processing, the student’s completed application and all supporting documents should be submitted by the international student deadline which applies to the desired semester. (Fall – June 1; Spring – October 1; Summer – March 1) Any application or documents received after the deadline may be used for the following semester. No final approval or I-20 will be issued unless all of the admission procedures and requirements are met.

ENGLISH REQUIREMENT

English proficiency: For applicants whose first or native language is not English and/or whose education language of instruction has not been English language only, a valid, official TOEFL (Test of English as a Foreign Language) exam score of a minimum 79 iBT exam is required, and must be on file before admission will be approved. Photocopies are not acceptable. You will need to request an official report to be sent directly to the University of Houston-Victoria. **Our school code for TOEFL is 6917.**

Institutional TOEFL: The TOEFL exam is administered on selected dates every year at locations around the world. In addition to these international TOEFL exams, individual institutions such as the University of Houston are also authorized to administer the TOEFL exam. This TOEFL is referred to as an institutional or

Satellite TOEFL. It is essentially the same in content as the international TOEFL exam but may only be recognized by the institutions that administer them. UHV will recognize institutional TOEFL exams taken at one of the University of Houston System campuses. Interested applicants should contact the UHV Office of Admissions and Records.

Exceptions: The TOEFL exam minimum score may be waived for students if they:

1. Have completed nine semester hours of lower division English in an accredited US college or university, three of which must be in composition and three in literature, or
2. Have earned a bachelor's degree or higher in an accredited US college or university or
3. Have completed the equivalent of at least three years full-time study at a recognized secondary school, college or university whose primary language of instruction is English, or
4. Have completed the highest level of intensive English study, and are recommended for academic study by an English Language Institute recognized by the University of Houston-Victoria.
5. Have submitted IELTS exam score, minimum of 6.5 or higher total band score.

Under certain conditions, applicants who are required to submit TOEFL scores may be tested again.

Contact Information:

University of Houston-Victoria
Office of Admissions and Records
3007 N Ben Wilson, Victoria, Texas 77901
Telephone: (361) 570-4110 Fax: (361) 580-5500
Admissionsandregistration@uhv.edu

To apply for admission (All visa holders must submit this application):

www.uhv.edu → Future Students → International Students → International Student Admission Application

To submit required forms for applicants who have or request an F1 student visa:

www.uhv.edu → Future Students → International Students → F1 Visa International Student Forms