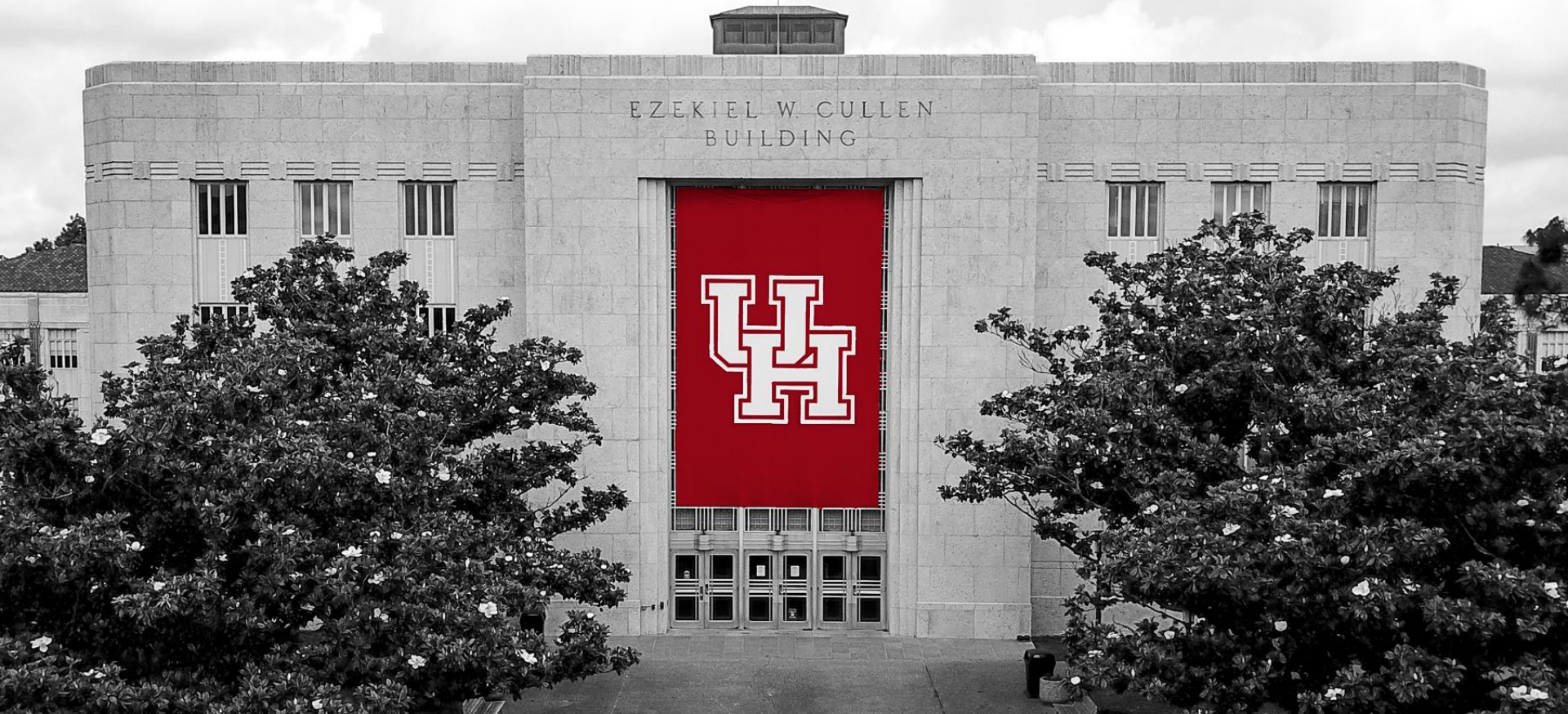


GRADUATE ADVISOR MEETING

We will begin the meeting shortly

July 18, 2024

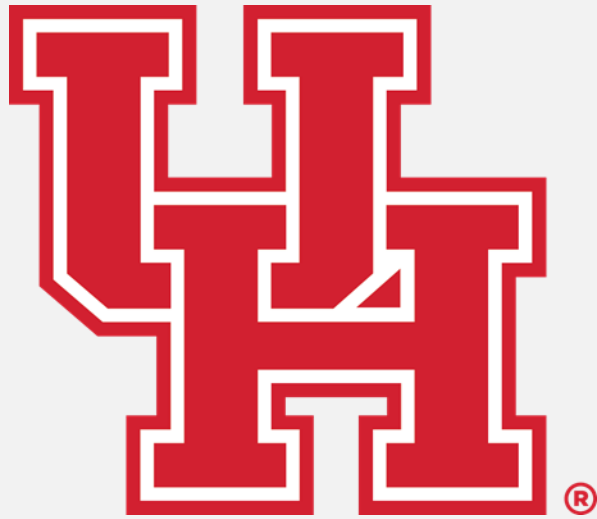


UNIVERSITY of HOUSTON | GRADUATE SCHOOL



DR. SARAH LARSEN

*Vice Provost/Dean, Graduate School
Office of the Provost*



SHARI CORPREW

*Director, Graduate School
Office of the Provost*

MARIEL ROCHA-NARVAEZ

*Program Manager 2, Graduate School
Office of the Provost*

- **TA/RA Employment Waiver**

- Application to Graduate change to MAPP
 - https://www.google.com/url?client=internal-element-cse&cx=d18f003a666d36394&q=https://uh.edu/policies/_docs/mapp/11/110303.pdf&sa=U&ved=2ahUKEwjZ5POY_auHAXVxKkQIHsSAqoQFnoECAgQAQ&usq=AOvVaw0O7Xvde6K_qVqAyTFayz5o&fexp=72519171,72519168
- ***Reminder***: Assistantship employment dates must be on or before the official census date of the respective fall, spring, or summer term

- **Graduate Assistantships**

- New website that provides all information pertaining to graduate assistantships
 - <https://uh.edu/graduate-school/graduate-funding/graduate-assistantships/>

- **GTF**

- Annual mandatory training for all GTF recipients is now on Canva
- ***Reminder***: For domestic (RES and NR) GTF students, GTF will not be processed until student has FAFSA on file
 - Residency is based on residency status in Campus Solutions



DR. TASHEMIA JONES

*Director, Graduate Academic Affairs
Office of the Provost*


WELCOME NEW ADVISORS

- Please take a moment to introduce yourself!
 - Name, department

WELCOME

ADVISOR OF THE MONTH FORM

- Forms are due by the 15th of each month
- <https://www.uh.edu/u/graduate-school/forms/graduate-advisor-of-the-month-nomination-form-2022-23.pdf>

 Graduate School
Office of the Provost

**Graduate Advisor of the Month
Nomination Form**

Nominator's Information:

College: _____ Department: _____
First Name: _____ Last Name: _____
Email: _____ Phone: _____

Nominee's Information:

First Name: _____ Last Name: _____
College: _____ Department: _____
Title: _____ Email: _____

Previous advisor of the month recognition? Yes No

Please list all reasons why you think this person should be
Advisor of the Month:

*Please submit this form directly to Dr. Tashemia Jones via
tvjones@uh.edu by the 15th of each month*

092022 tvj

25-26 GRAD CATALOG SUBMISSIONS OPEN

Substantive Priority Deadline: GPSC approval required. Please note that if proposals are submitted to GPSC after 1/31/24 they may not be included in the 25-26 catalog.

- Open: June 17, 2024
- Close: October 31, 2024

Substantive Deadline: Proposal might not be completed in time to be included in the next catalog

- Open: June 17, 2024
- Close: November 29, 2024

Non-Substantive Deadline: Proposals must be submitted by the deadline, using the [Non-Substantive Catalog Language Form](#) with track changes, no exceptions. Ex. departmental catalog language, name changes, misspelled or punctuation (does not require GPSC approval, College and Graduate School approval only)

- Open: January 31, 2025
- Close: March 31, 2025

New course creations and revisions, special topics title (does not require GPSC approval, College and Graduate School approval only)

- Open: June 17, 2024
- Close: March 31, 2025

NEW WEBSITE

- <https://www.uh.edu/graduate-school/graduate-curriculog-submissions/>

FALL 24 DISSERTATION ACCELERATOR

AUG

**DISSERTATION
ACCELERATOR FALL 24'**
ON CAMPUS-WRITING CENTER

The primary goal of a Dissertation Accelerator is to provide a supportive and structured environment that fosters productivity and helps graduate students make significant progress on their dissertations. By offering dedicated scheduled writing times, resources, and guidance, this free four-day program aims to accelerate the writing progress and assist students in successfully completing their dissertations. If you are needing to make more progress writing, overcome writer's block and other challenges associated with completing a large-scale research project then this program is for you!

SEATS ARE LIMITED AND OPEN TO DOCTORAL STUDENTS ONLY

12TH - 15TH

9:00 AM - 3:30 PM

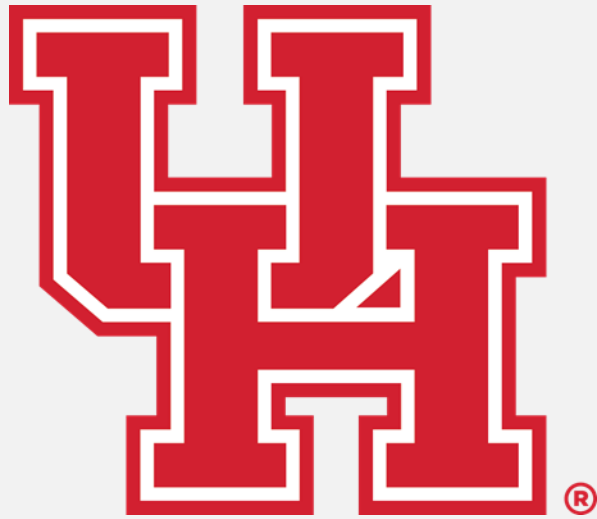
MUST BE ABLE TO ATTEND ALL FOUR DAYS

**REGISTRATION
IS OPEN!** 
APPLY HERE
BY 07/31/24



Graduate School
Office of the Provost

https://www.uh.edu/graduate-school/academics/thesis/dissertation_accelerator/



FITZGERALD SMITH

*Associate Director Admissions, Graduate School
Office of the Provost*

ENROLLMENT HOLDS

- Prior degree verification (R62) holds were not placed on incoming Summer 2024 and Fall 2024 international students.
- PDV holds have returned to current student accounts preventing them from enrollment if they have not yet provided us with official academic documents required.
- All current students with a PDV hold were identified and emailed.
- Transcript analysts are available to meet with students at the Grad School office (Bates Law Building) to accept academic documents on Mondays to Fridays between 9am-3pm. **No appointment is required.**
- Students are asked to contact gradschool@uh.edu with any questions regarding their academic documents or visit our website: <https://www.uh.edu/graduate-school/international-students/transcripts/>
- .

ENROLLMENT HOLDS CONTINUED...

- GRE test score Holds (RG1) and English Language Proficiency test score holds (RG2) are released automatically upon scores received in PeopleSoft from testing agency.
- GRE test score waiver through department policy should be indicated in ApplyWeb in student checklist. Advisors should update this section
- GRE test score waiver via approved petition will be updated in ApplyWeb by Grad Admissions.

Standardized Tests

Test score requirements are program-specific. Please consult with your program after your official test scores have been received for the status of your test score

GRE Status :

GMAT Status :

Waived

Not Received

Received - Official

Not Applicable

NOTE: Students who are currently in the U.S. attending another school and have

DEFERMENTS

- Deferments to Fall 2024 have been processed.
- Deferments to Spring and Summer 2025 are in processing.
- Deferments to Fall 2025 have not been processed (OUR calendar update pending).

APPLICATION DEADLINES

- Spring, fall and summer 2025 application deadlines have been updated if changes were sent to me.
- Spring 2025 applications have been open from May 1, 2024.
- Summer and Fall 2025 applications will open on August 1, 2024.

Note: Application deadlines can be changed at anytime. Please email with requests.

ANNUAL CHANGES

- Annual changes submitted are being reviewed. We hope to have them finalized and sent off to CollegeNet within the next week.
- Please note that some changes to ApplyWeb can be requested year round.

ANNUAL CHANGES CONTINUED...

Requesting Changes To The Graduate Application

1. Annual Changes: These changes to the application can be requested once a year during our annual changes period. Changes requested are reviewed by Graduate School and if approved made the following academic year.

- Changes to the application design and order of field questions.
- Changes to the navigation of the application.
- Changes to the logic displayed throughout the application.
- Changes to supplemental question language.

2. Regular changes: These changes can be requested throughout the admission cycle.

- Program deadlines.
- Program descriptions.
- Adding/removing/updating concentrations, specializations, or tracks.
- Turning on/off existing supplemental questions.
- Changing the number of letters of recommendation needed.
- Turning on/off GRE or GMAT test score requirement (requires Graduate School dean's level approval).

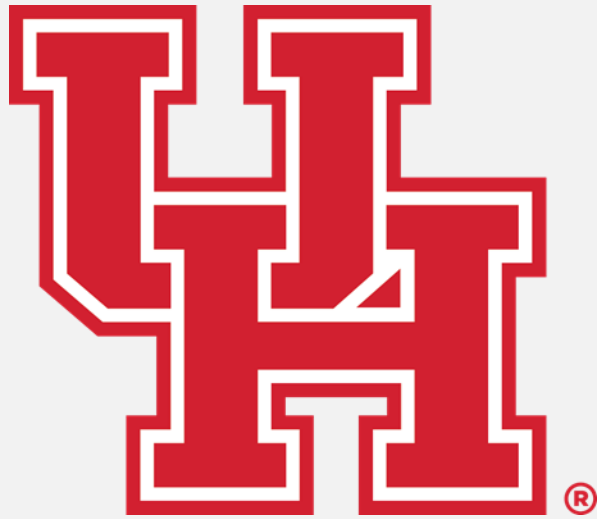
UPCOMING EVENTS

- **Graduate School Recruitment Fair**
 - Save the date: **October 10th 11am-2pm**
 - Location: Butler Plaza

More information will be provided on our website in the upcoming weeks.

RECRUITMENT & INFORMATION SESSIONS

- If interested in collaborating on information sessions in the future please contact me at kysugull@central.uh.edu



LORENA MARTINEZ

*SEVIS Compliance Coordinator, Graduate School
Office of the Provost*

LATE ARRIVALS

Process to request late arrival for an international student on an F1 or J1 visa

1. Late arrival is defined as arrival to campus any later than the first day of class in the semester/session (refer to academic calendar).
2. Request for late arrival will be made via the graduate petition. Student initiates the petition which should be accompanied by the following information:
 - a. The expected date of arrival (provided by student)
 - b. The extenuating circumstances/reason for the late arrival request. Generally, only emergent situations such as an unexpected illness, will be approved. Circumstances based on convenience, such as family vacations will not be approved. (provided by student)
 - c. Late arrivals after the last day to add classes will not be approved.
 - d. Assurance that the student's academic experience will be compliant with the visa status requirements and will not be negatively impacted must be provided by the department/program.
3. The petition needs program/department and college level approvals before submission to the

.

I-20 PROCESSING

- **I-20 processing for Fall 2024 is current. Once all required documents are received, I-20 is usually issued in five days.**

Documents Required:

- **1. Passport:** Student Passport and Dependents Passport.
- **2. Letter of Financial Backing:** Form FY 25
 - Financial Sponsor or Self sponsoring, names must match with supporting documents.
- **3. Bank Statement and Supporting Financial Documents:**
 - (Bank Letter, Bank Statement, Sponsorship Letter, Education Loan) ALL IN ENGLISH WITH FUNDS CONVERTED TO U.S DOLLARS.
- If documents are incomplete, request is sent to Missing Documents Folder. Students should refer to website for requirements: <https://www.uh.edu/graduate-school/i-20/>

I-20 PROCESSING CONTINUED...

- Missing Documents Folder: Students receive an email with Instructions on how to upload the Missing Documents into their application. (Financial Documents or Passports).
- When required documents are uploaded, I-20 request is returned to processing queue (to the Request Folder). **Note:** Requests with completed documents are processed first.
- If documents are complete and correct, we process in the same week. If documents are incorrect or the funds are insufficient, I-20 request is returned to Missing Documents Folder.
 - **I-20 comments:** Insufficient Funds/student shows \$\$- needs \$\$, (liquid assets only, NO Gold, NO Stocks, NO Crypto, NO Tax Docs, NO Bonds, NO Life insurance).

I-20 PROCESSING CONTINUED ...

- Education loan is accepted as a Financial Document, but must list The University of Houston as the designated university and correct name of student.
- If the name on the bank statement does not match with the name on the letter of sponsorship, we cannot process the I-20 request and will return to Missing Documents Folder.
- Each Dependent cost \$ 5,075 (Child or Adult).
- In-State Tuition \$9360 is not money to be paid to the student, only reflects as a reduction in Out-of-State Tuition.



BRIDGETTE JONES

*Executive Administrative Assistant/Events Coordinator,
Graduate School
Office of the Provost*

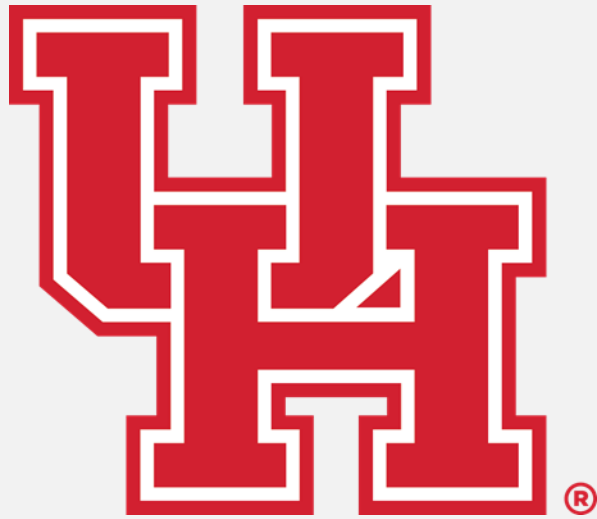


FALL 2024 ORIENTATION

Orientation will be held on **Tuesday August 13th**.

We will have 2 sessions; 9am and 1pm.

- Each session will hold about 1,000 students. Please encourage your students to register in order to hold their spot.
- If they are unable to attend the virtual sessions, the orientation is recorded and post to the Graduate School Orientation page.



STEFAN JOHNSSON

*Associate Director
International Student & Scholarship Services Office*

ISSSO UPDATES

- No More Academic RCL's beyond first semester of study. Medical/Final are unaffected.
- CIP Codes and OPT-X issues with USCIS
- When to direct new students to ISSSO?
- J-1 DS-2019 requests questions – Juanette Davis (jldavis1@central.uh.edu)
- Online Enrollment reminders. F2F courses are 50% or more in-person.
- Starting and Ending programs in summer.



RACHEL HONORA

Associate Registrar

Office of the University Registrar