

STEPS IN THE ADMISSIONS PROCESS

1. APPLY ONLINE – All applications to our graduate program should be submitted online at the following web address – <http://www.applytexas.org>. Make sure to follow the instructions on the website. The website will give you an address where to mail application materials.

Please make sure that you apply for the correct program. The application for the PhD “Economics” program is available ONLY under the FALL term. Make sure to use that application if a PhD is your ultimate goal. Students applying to the Masters in Applied Economics program should select the “Applied Economics” application. The application for the MA Applied program is available ONLY under the SUMMER II term.

Note that these programs are completely separate. Admission into one program does not imply admission to the other. In addition, courses from one program will not be transferable to the other program.

2. MAIL YOUR APPLICATION MATERIALS – **ALL** application materials should be sent directly to the Office of Admissions **EXCEPT** the following which may be sent directly to the department to the attention of the Graduate Program Administrator:

- 3 Reference Letters
- 1-2 page typed Personal Statement

These items may be emailed to apozo@uh.edu or may be mailed to: Graduate Program Administrator, Department of Economics, University of Houston, 204 McElhinney Hall, Houston, TX 77204-5019.

3. APPLICATION FEE – Currently the university charges international students a \$75.00 application fee; U.S. students do not have any application fee. Some departments charge an additional application fee, but at this time the Department of Economics does not charge any additional application fee. The Apply Texas website has payment options. If you are paying by check or money order, you should make them payable to the University of Houston. Do **NOT** send any money to the department. Your application fee, if required, should be mailed to the Office of Admissions with your other application materials unless you pay online with a credit card.

In no case can the application fee be deferred or waived. The department will not review any application without payment of the application fee (if required).

4. GRE AND TOEFL SCORES – You should arrange to have ETS send score reports of GRE and TOEFL scores directly to the University of Houston. We cannot accept copies of score reports. The institution code for the University of Houston is 6870. The GRE is required and cannot be waived. The department will not accept the GMAT. TOEFL can be waived for foreign students who have a degree from a U.S. university.

5. TRANSCRIPTS – The University requires two (2) official transcripts from all schools attended (undergraduate and graduate). The transcripts must come directly from your school to the University of Houston; we cannot accept transcripts which are issued to students. If your school does not mail official transcripts (many in China), you may mail the official, sealed transcript that the university has given you. The transcripts should be sent to the Office of Admissions and not the department. We cannot accept copies of transcripts under any circumstances. Transcripts should be sent to the following address: Office of Admissions, University of Houston, 4400 University Dr., Houston, TX 77204-2023.
6. REFERENCE LETTERS – Three (3) letters of reference are required. The department does not use recommendation forms or have an online submission (upload) option. You should ask your references to write letters on their university/company letterhead and mail or email them to the graduate program administrator (see #2 above). At least one letter must be from a faculty member at the university you last attended or are currently attending.
7. DEADLINES – PhD Program – The department only accepts applications for the Fall semester. The department does not admit new students in the spring or summer sessions. The deadline to be considered for fall admission and graduate assistantship is February 1. There is no separate form to be considered for an assistantship; it is automatic as long as your application is received by February 1. Applications which are received after February 1 through May 1 will be considered for admission only with no assistantship. No applications are accepted after May 1.
MA in Applied Economics Program – The department only accepts applications for the Summer II semester. The deadline to be considered for admission is March 1. There are no assistantships offered for this program.
8. VERIFICATION OF RECEIPT OF MATERIALS – Please do not contact the department to ask if your materials have been received. The admissions office and not the department will verify receipt of materials and will notify you if anything is missing. Once admissions has verified your documents and made sure your application is complete, they will notify the department that the file is ready for a decision.
9. ADMISSIONS DECISIONS – PhD Program – The department graduate admissions committee begins review of applications in mid February. Students being offered department assistantships will be contacted by email from mid March to mid April. Once decisions have been reached on all other applicants, official admission (or rejection) letters from the Dean of the College of Liberal Arts and Social Sciences will be mailed. The department admissions process continues through the summer, however most assistantship offers are made by the end of April and others are notified by early June.
MA Program – All students will be notified by late May.