UNIVERSITY of **HOUSTON**

CONRAD N. HILTON COLLEGE

Graduate Certificate in Hospitality Decision Making & Analytics Admission Requirements

Admission to the Graduate Certificate in Hospitality Decision Making & Analytics program is based on previous academic records and hospitality-related professional experience.

STEPS TO APPLY FOR ADMISSION

1. **Online Graduate Admission Application**

   An online application can be completed at www.applyweb.com/uhouston.

2. **$50 Application Fee for Domestic Applicants**

   $125 Application Fee for International Applicants

   This fee will be collected when you submit your application online and is **payable to the University of Houston**. This fee is non-refundable and cannot be waived or transferred to a future semester application.

3. **Complete Résumé or Curriculum Vitae (CV)** (submit online)

   Must include mailing address and email address.

4. **Official College Transcript** (from *all* institutions attended)

   Cumulative Grade Point Average (GPA) – minimum of 3.0 on a 4.0 cumulative average scale.

   Official transcripts must list degree(s) earned and date(s) awarded or a degree certificate must be provided.

   Note: International applicants must possess a US bachelor'degree or the equivalent to a US bachelor's degree. For more information specific to your country, go to http://www.uh.edu/graduate-school/prospective-students/international/ or email your questions to gradschool@uh.edu.

   Please have the school(s) you attended submit transcripts to:

Regular Mail *or*	**Express Mail** *or*	**Electronic or "Speede" Transcript**
University of Houston	University of Houston	Within the state of Texas, the fastest way to send your transcript is electronically. Inquire at your previous institution about this option. E-transcripts can be sent to gradschool@uh.edu.
Graduate Admissions	Graduate Admissions	
P.O. Box 3947	4302 University Dr.	
Houston, TX 77253-3947	Room 102	
	Houston, TX 77204-2012	

5. **Two Letters of Recommendation** (submit online)

   Applicants will provide the email address of two recommenders when completing the online application. One recommendation from an employer and the other must be from a professor.

ADDITIONAL REQUIRED ADMISSIONS DOCUMENTS FOR INTERNATIONAL APPLICANTS

6. **Official Degree Certificate or Diploma**

   Submit the above document to the graduate school using the addresses listed in step 5

7. **Official TOEFL or IELTS Score** (English Language Proficiency Requirement)

   TOEFL: Minimum Score—550 (paper-based test) or 79 (Internet-based test). Scores must be received directly from Educational Testing Services (ETS) and must reflect the University of Houston institution code **6870**.

   IELTS: Minimum Overall Band Score—6.5 (Academic). The testing agency should mail the official results to the **University of Houston.**

   Level 6 English course from the Language and Culture Center **does not** waive TOEFL for graduate students. ITOEFL (Institutional TOEFL) is not valid for graduate students. Refer to US Admission Application Booklet for further information.

   For additional TOEFL exemptions and information, go to http://www.uh.edu/graduate-school/prospective-students/international/english-proficiency/

8. **Letter of Financial Backing Form** (supported by a current bank)

   http://www.uh.edu/graduate-school/forms/Letter-of-Financial-Backing.pdf

9. **Copy of biometric page of Passport**

SCHOLARSHIPS
Scholarships from the Hilton College are awarded according to class rank, which is determined by previous coursework GPAs, and professional industry experience; and as funding is available. Students who are not initially awarded scholarships can apply for a scholarship before the March 1 annual deadline and after they have been enrolled in at least one semester in the graduate program.

DEADLINES
Application completion deadlines for all students are May 31 for the fall semester and November 1 for the spring semester for domestic students. For international students, October 1 is the deadline for spring semester.

The decision for admission is made based on the evaluation of a complete file submitted by the application deadline. The official decision will be posted to the applicant's applyweb application. Applicants will receive an email notification that the decision letter is available through the application.