

# CHEAT SHEET of Institutional Administrative Steps

## Before arriving to Houston, Texas

An email is sent by GSBS Admissions in June, and by GSBS Finance in early July. Included in the emails are detailed instructions that are not in this Cheat Sheet. Please be sure to refer back to the emails and detailed instructions provided.



- Follow instructions and submit **all** required documentation for issuance of Form I-20 **as soon as possible**. **This is required for your visa application.**

[Office of International Affairs \(OIA\)](#)  
 ☎ 713-500-3176  
 ✉ [utoiahouston@uth.tmc.edu](mailto:utoiahouston@uth.tmc.edu)



- Submit the following items: **by August 1**
- Final transcripts and transcript evaluation (if applicable).
  - Submit test scores (if applicable).
  - Residency Questions Form Hold: Complete the [Core Residency Questions Form](#).

[Office of the Registrar](#)  
 ☎ 713-500-3361  
 ✉ [registrar@uth.tmc.edu](mailto:registrar@uth.tmc.edu)  
[student-admissions@uth.tmc.edu](mailto:student-admissions@uth.tmc.edu)



- Immunization and Health Form Hold
- Complete and submit a Certificate of Immunization Report **by August 1**.  
 If you have any concerns about immunizations that you are unable obtain at your current location, please contact Student Health & Counseling Services.

[Student Health & Counseling Services](#)  
 ☎ 713-500-5171, ✉  
[ms.studenthealthclinic@uth.tmc.edu](mailto:ms.studenthealthclinic@uth.tmc.edu)



- GSBS Criminal Background Check (CBC) Hold
- Complete a CBC and identify verification **by August 1**.  
 If you have not lived in the United States (US) for a total of 30 days, contact GSBS Admissions for an exemption.
  - Students who are exempt from the CBC will be contacted by GSBS Information Technology (IT) with instructions to clear their Identity Management (IDM) Hold.

Karen Weinberg (GSBS Admissions)  
 ☎ 713-500-9873  
 ✉ [karen.weinberg@uth.tmc.edu](mailto:karen.weinberg@uth.tmc.edu)



- Send a passport style photo for your Student ID badge **by August 1**.

Oscar Sevilla (GSBS Admissions)  
 ☎ 713-500-9869  
 ✉ [oscar.a.sevilla@uth.tmc.edu](mailto:oscar.a.sevilla@uth.tmc.edu)



- Complete items in the Finance Checklist **by the dates listed in the checklist. July/August**
- Schedule an appointment with OIA **as soon as possible**.  
 (☎ 713-500-3176, ✉ [utoiahouston@uth.tmc.edu](mailto:utoiahouston@uth.tmc.edu))
  - Complete pre-employment/onboarding paperwork online (if applicable).
  - Complete a UT MD Anderson (MDA) Discover Application (if applicable).

Elisabet Lau (GSBS Finance)  
 ☎ 713-500-8801  
 ✉ [elisabet.lau@uth.tmc.edu](mailto:elisabet.lau@uth.tmc.edu)  
 Medhanit Zekarias (GSBS Finance)  
 ☎ 713-745-5257  
 ✉ [mzekarias@mdanderson.org](mailto:mzekarias@mdanderson.org)

This handout is made in collaboration with the  
**GSBS International Student Association (ISA)** group.

# CHEAT SHEET of Institutional Administrative Steps

## After arriving to Houston, Texas

An email is sent by GSBS Admissions in June, by GSBS Finance in early July, and by GSBS Academic Affairs (as needed). Included in the emails are detailed instructions that are not in this Cheat Sheet. Please be sure to refer back to the emails and detailed instructions provided.



<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear your Activity Guide Hold. <b>August</b></li> <li><input type="checkbox"/> Contact GSBS Admissions with your updated contact information (Houston address, US phone number, Email address if it needs to be updated). <b>August</b></li> </ul>	<p>Oscar Sevilla (GSBS Admissions)            ☎ 713-500-9869            ✉ <a href="mailto:oscar.a.sevilla@uth.tmc.edu">oscar.a.sevilla@uth.tmc.edu</a></p>
---	--



<p>International Affairs Hold <b>August</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check-In with the <a href="#">Office of International Affairs (OIA)</a> at your scheduled appointment time.</li> </ul>	<p><a href="#">Office of International Affairs (OIA)</a>,            ☎ 713-500-3176            ✉ <a href="mailto:utoiahouston@uth.tmc.edu">utoiahouston@uth.tmc.edu</a></p>
--	---



<p>After you clear your International Affairs Hold: <b>August</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact GSBS Academic Affairs for guidance regarding registration.</li> <li><input type="checkbox"/> Register for the upcoming semester.</li> <li><input type="checkbox"/> Inform OIA that you have registered.</li> </ul>	<p>Bunny Perez (GSBS Academic Affairs)            ☎ 713-500-9871            ✉ <a href="mailto:lourdes.v.perez@uth.tmc.edu">lourdes.v.perez@uth.tmc.edu</a></p> <p>Dr. Natalie Sirisaengtaksin            (GSBS Academic Affairs)            ☎ 713-500-9870, ✉ <a href="mailto:natalie.sirisaengtaksin@uth.tmc.edu">natalie.sirisaengtaksin@uth.tmc.edu</a></p>
--	--



<p>Follow the Finance Checklist for possible additional steps (<b>not all steps may be applicable to you</b>): <b>August</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Insurance Certification (HIC) Hold. Follow instructions provided in the checklist.</li> <li><input type="checkbox"/> Check-In with MD Anderson Visa and Immigration Services Administration (VISA) Office.</li> <li><input type="checkbox"/> Complete a Drug/Tobacco Testing by MDA.</li> <li><input type="checkbox"/> Check-In with UTHealth Payroll.</li> <li><input type="checkbox"/> Check-In with UTHealth Human Resources.</li> <li><input type="checkbox"/> Apply for a Social Security (SS) card if you don't have a SS number.</li> </ul>	<p>Elisabet Lau (GSBS Finance)            ☎ 713-500-8801            ✉ <a href="mailto:elisabet.lau@uth.tmc.edu">elisabet.lau@uth.tmc.edu</a></p> <p>Medhanit Zekarias (GSBS Finance)            ☎ 713-745-5257            ✉ <a href="mailto:mzekarias@mdanderson.org">mzekarias@mdanderson.org</a></p>
--	--

This handout is made in collaboration with the **GSBS International Student Association (ISA)** group.