

QUICK GUIDE to 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 Quick Guide. Please be sure to refer back to the emails and detailed instructions provided.



- Send your official final transcripts and transcript evaluation (if applicable) to the Office of the Registrar. **This is required before your Form I-20 can be issued.**
- Follow instructions and submit **all** required documentation to the Office of International Affairs, for issuance of Form I-20 **as soon as possible. This is required for your visa application.**

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

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



- Submit the following items **by August 1:**
- 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
student-admissions@uth.tmc.edu



- Immunization and Health Form Hold
- Upload Certification of Immunization into applyUTH (or myUTH) **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



- 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



- 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



- 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)
 - Complete pre-employment/onboarding paperwork online (if applicable).

Elisabet Lau (GSBS Finance)
 ☎ 713-500-8801
 ✉ elisabet.lau@uth.tmc.edu

Medhanit Zekarias (GSBS Finance)
 ☎ 713-745-5257
 ✉ mzekarias@mdanderson.org

QUICK GUIDE to Institutional Administrative Steps

After arriving to Houston, Texas

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



<ul style="list-style-type: none"> <input type="checkbox"/> Clear your Activity Guide Hold. August <input type="checkbox"/> Contact GSBS Admissions with your updated contact information (Houston address, US phone number, Email address if it needs to be updated). August 	<p>Oscar Sevilla (GSBS Admissions) ☎ 713-500-9869 ✉ oscar.a.sevilla@uth.tmc.edu</p>
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<p>International Affairs Hold August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check-In with the Office of International Affairs (OIA) at your scheduled appointment time. 	<p>Office of International Affairs (OIA), ☎ 713-500-3176 ✉ utoiahouston@uth.tmc.edu</p>
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<p>After you clear your International Affairs Hold: August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact GSBS Academic Affairs for guidance regarding registration. <input type="checkbox"/> Register for the upcoming semester. <input type="checkbox"/> Inform OIA (✉ utoiahouston@uth.tmc.edu) and GSBS Finance (✉ gsbs_finance@uth.tmc.edu) that you have registered. 	<p>GSBS Academic Affairs</p> <p>[PhD students] Dr. Natalie Sirisaengtaksin ☎ 713-500-9870, ✉ natalie.sirisaengtaksin@uth.tmc.edu</p> <p>[MS students] Dr. Wassim Chehab ☎ 713-500-9874 ✉ elamir.w.chehab@uth.tmc.edu</p> <p>[Registration] Bunny Perez ☎ 713-500-9871 ✉ lourdes.v.perez@uth.tmc.edu</p>
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<p>Follow the Finance Checklist for possible additional steps (not all steps may be applicable to you): August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Insurance Certification (HIC) Hold. <input type="checkbox"/> [MDA Funded] Check-In with MD Anderson Visa and Immigration Services Administration (VISA) Office. <input type="checkbox"/> [MDA Funded] Complete a Drug/Tobacco Testing by MDA. <input type="checkbox"/> [MDA Funded] Comply with the MDA Vaccine Mandate. <input type="checkbox"/> [UTHealth Funded] Check-In with UTHealth Payroll and Human Resources. <input type="checkbox"/> Apply for a Social Security (SS) card if you don't have a SS number. 	<p>Elisabet Lau (GSBS Finance) ☎ 713-500-8801 ✉ elisabet.lau@uth.tmc.edu</p> <p>Medhanit Zekarias (GSBS Finance) ☎ 713-745-5257 ✉ mzekarias@mdanderson.org</p>
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This handout is made in collaboration with the [GSBS International Student Association \(ISA\)](#) group.