Welcome to the UT School of Public Health!

The following slides will guide you on how to clear your holds to be ready to register upon attending orientation. Please note that any delay in the following steps will prevent you from registering for courses!
Step 1: Getting Started

Here is an example of what your MyUTH Student Center page should look like after you have accepted your offer of admission.
Step 2: Criminal Background Check

Visit www.sph.uth.edu/current-students/newly-admitted-students and then click New Student Checklist.
Newly Admitted Students

New Student Checklist

The following steps should be completed as soon as possible:

1. Accepting your offer of admission
2. Ensure your status in the class by accepting your offer of admission (in-person, online, or by phone)
3. Check the status of your admissions application
4. Submit the required forms and return them to the appropriate office or online, using the Office of Student Affairs at 713-500-6200 or email at adminfo@uthsc.edu
5. Access your admissions account
6. Update your student status
7. Attend all required orientations
8. If you are having issues logging in to your account or need your admissions offer, you will need to contact the IT Department at 713-683-1000 or email at helpdesk@uthsc.edu

Complete Criminal Background Check

The University of Texas Health Science Center at Houston (UTHSC) requires that each student undergo a criminal background screening prior to enrollment and submission of the required paperwork. Students will complete the background check through DocuSign, a web-based tool. The background check is required for all students, regardless of whether they are citizens or non-citizens, who are coming to the U.S. for the first time. Please complete this process online to avoid any delays in your enrollment.
Student Criminal Background Check

Description

UPDATED INSTRUCTIONS - PLEASE READ DO NOT USE ANYTHING TO THE CHECK!

YOU NO LONGER HAVE TO SEND A CHECK A SEPARATE SEPARATE FORM

Welcome to the required application for Criminal Background check. Please follow all provided instructions and submit the information on this website for submitting your application for a Student Criminal Background check.

SIMPLIFY INSTRUCTIONS
MAKE SURE YOU COMPLETE THIS APPLICATION
MAKE SURE YOU SENT YOUR RESIDENT
If you have questions, please email utdescrc@uthealth.edu

Click Apply Here and follow the instructions on this page to complete the background check.
Step 3: Immunization Records

Click the Immunization Certification [Online Form] link on the “New Student Checklist” page. Please complete promptly.
The following steps must be completed prior to Orientation:

Complete & Submit Your Immunization Record
All students must complete the Immunization Certification Online Form prior to Orientation. For more information on required immunizations, please review the Certification of Immunization handout provided by Student Health Services.

Complete the Core Residency Form
All students must complete the Core Residency Form prior to Orientation. The Office of the Registrar will not accept forms via fax. Forms must be:
- Dropped off in person to an Office of the Registrar staff member, or
- Emailed as an attachment to the Office of the Registrar, or
- Mailed to the Office of the Registrar at:
  UTHealth
  Office of the Registrar
  P.O. Box 20036
  Houston, TX 77225

International Students:
Please wait for the Office of International Affairs to contact you regarding visa processing information.
The Office of International Affairs (OIA) will contact all international students directly via email once the official admission letter is processed and received by OIA. This email will provide prospective students with information for obtaining appropriate visa eligibility documents including Form I-20 and detailed instructions to complete the check-in and clearance process upon arrival on campus. It is extremely important to remember that all foreign national students are required to check-in with OIA prior to beginning their academic program at SPH.
Step 4: Core Residency Form

Click the Core Residency Form link on the “New Student Checklist” page. Please complete promptly.
The following steps must be completed prior to Orientation:

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Step 5: Identity Management Hold

Click the Identity verification link on the “New Student Checklist” page OR present a picture ID in-person.
International Students:
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Attend Orientation
Attendance at orientation is mandatory for all students admitted to a degree program, including students who have completed a previous degree at UT SPH. Orientation is typically held the week before classes begin. See the Orientation page for upcoming dates and details. Important information and registration information will be given during that time. You will be administratively dropped from all classes if you do not attend orientation.

Identity Management Hold
Students must present a valid government-issued identification card (driver license or passport). The identification card must contain name, address, date of birth, and photo. The hold will not be removed without the proper identification. This requirement will need to be completed by an admissions representative on the campus you are planning to attend (Houston, San Antonio, Dallas, Brownsville, El Paso, or Austin). If you cannot complete the Identification Verification in person at a campus, you will need to click on the link below and follow the steps to complete this requirement: [https://sphe.uth.edu/faculty-ftc-services/identity-verification-for-remote-students](https://sphe.uth.edu/faculty-ftc-services/identity-verification-for-remote-students). Verify Your Health Insurance Status
State law mandates that all SPH students must have health insurance. Thus, students will be asked to verify that they have health insurance each semester as part of the course registration procedure through myUTH. Otherwise, students will be charged for health insurance in addition to tuition and fees. Contact Auxiliary Enterprises (7713 Knights Rd, Houston, TX 77054) at 713-500-8400 for more information.

Catalog & Course Information
Students are bound to the UTHealth Catalog in place during their semester of matriculation.
Step 6: Register for Courses

Visit www.sph.uth.edu/current-students/newly-admitted-students and then click How to Register for Courses.
Newly Admitted Students

How to Register for Courses

The following documents will help you browse the catalog, search for classes, add classes and view/hold and freeze classes in myUTH.

1. Course Profiles
2. Hold and to Do List
3. Searching for Classes
4. Adding classes to my schedule
5. Review Degree Planner
## Definitions of Course Prefixes

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Don’t delay. Complete these steps as soon as possible!
Pathway to Registration

Orientation