

# APPLICATION UPDATE REQUEST FORM

Please read instructions on the reverse side before completing and submitting form.

UHD Office of Admissions  
One Main Street, S350  
Houston, Texas 77002  
(713) 221-8522



**1** Name \_\_\_\_\_ UHD-ID \_\_\_\_\_ Request Effective \_\_\_\_\_  
Last First Middle Term/Year

Student Classification (mark all that apply):     Undergraduate                       Graduate                       International

**2** Please indicate the type of request that you are making (see instructions on back):

1. Update student type from \_\_\_\_\_ to \_\_\_\_\_

2. Update demographic information:

    Ethnic code:     White     Black/African American     Hispanic     Asian/Pacific Islander     Native American/Alaskan Native

    Gender:         Male     Female

    Date of Birth: \_\_\_\_\_

3. Apply for Academic Fresh Start

4. Apply for Dual Enrollment

5. Other

Explanation of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**3** *Office Use Only*

Approved \_\_\_\_\_  
Print Name

Denied \_\_\_\_\_  
Sign Name                      \_\_\_\_\_  
Date

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Instructions for completing the Application Update Request Form

**Section 1:** Print all information requested in section 1, including full name, UHD-ID, the term and year you wish to implement your request, and your current student classification.

**Section 2:** Mark the number(s) for your request(s), complete any required information, and attach documentation if applicable. Please see explanations of requests below for specific requirements.

TYPE OF REQUEST	REQUIREMENTS
1. Update student type	<p>Students seeking to update from transfer to transient status must have been enrolled in another institution the preceding long semester (spring or fall). Transient students are not eligible for financial aid.</p> <p>Students seeking to update from transient to transfer status must submit official transcripts from all previous institutions.</p>
2. Update demographic information	Change of gender or date of birth require proof. Please submit copy of driver's license, birth certificate, or other official document.
3. Apply for Academic Fresh Start	Students admitted under Section 51.931 of the Texas Education Code, the "Right to an Academic Fresh Start," will not receive credit for any academic courses completed 10 or more years prior to the term of enrollment. Those courses cannot be used as prerequisites, neither will they be used as a factor in admission, to calculate grade point average, nor to satisfy degree requirements. All admission requirements, including documents, scores and fees, must be satisfied for admission under this provision.
4. Apply for Dual Enrollment	Students applying for dual enrollment must complete and application for admission, submit official transcripts, pay the non-refundable application fee and submit written approval from a counselor/principal to take specific coursework at UHD. Dual enrollment students are subject to normal testing requirements.
5. Other	Indicate the nature of your request in the "Explanation of Request" section.