

**University of Houston-Clear Lake**

**Robert Noyce Scholars Program Checklist**

If you are not currently a student at UHCL, an application to the UHCL Robert Noyce Scholars Program requires submission of 2 separate applications. One is a university admissions application and the other is the Robert Noyce Scholars Program Application. Current students at UHCL are only required to submit the Robert Noyce Scholars Program Application.

It is important that your Robert Noyce Scholars Program application packet be complete before submitting it to the Robert Noyce Program Committee. Before submitting your application, use the following checklist to determine if your application is complete.

Please check to insure that you have enclosed ALL items before submitting your application packet. INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE ADMISSIONS COMMITTEE. INCOMPLETE APPLICATIONS WILL BE DENIED.

**\_\_\_\_\_ Completed UHCL Application.** Apply online at [www.uhcl.edu/admissions](http://www.uhcl.edu/admissions) and submit $35 fee to the Office of Admissions (Rm. 1109, Student Service Building). The UHCL application is separate from the Robert Noyce Scholar Program application. The UHCL application must be submitted directly to the Office of Admissions.

 **Completed Robert Noyce Scholarship Program application form.**  Completed and signed.

 **Official transcripts. ALL** **undergraduate official transcripts** must be included in the Robert Noyce Scholarship Program application packet, including the last institutionattended. **This is in addition** to a set of all transcripts that need to be sent to the Office of Admissions for your University of Houston-Clear Lake application. You may have institutions send transcripts directly to School of Education-Robert Noyce Scholarship Program, 2700 Bay Area Blvd., Box 188, Houston, TX, 77058. **DO NOT provide photocopies of any transcripts and this includes course work completed at UHCL**.

 **Three Professional Recommendations.** Recommendation forms may be submitted with the completed application packet, sealed with the **recommending individual's signature across the flap**, or the recommending individual may mail them directly to the Robert Noyce Scholarship Program. It is the responsibility of the applicant to ensure that all recommendation forms are received by the application deadline. No late recommendation forms will be accepted.

YOUR APPLICATION WILL NOT BE PROCESSED UNLESS THE PACKET IS COMPLETE. PLEASE MAIL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:

University of Houston – Clear Lake

School of Education-Robert Noyce Scholarship Program

2700 Bay Area Blvd., Box 188

Houston, TX 77058

Applications are due no later than the close of business on **June 1** for the fall semester. In the event that the application deadline falls on a weekend or holiday, applications will be accepted on the following working day, due on or before the close of business on that day.

Applicants who submit properly completed applications and meet admissions criteria may be notified by mail to schedule an interview. Applicants who fail to submit properly completed applications, including all of the above documentation, will be denied. All applicants will be notified by mail of their acceptance status.

If you have any questions regarding the application process or specific admission requirements, contact the Office of Academic Advising at 281/283-3615. Information pertaining to the status of your acceptance into the program **will not** be available in this office.