

Sam Houston State University

Enrollment Checklist for Transfers

Before you are accepted for admission

- Submit the ApplyTexas application at www.applytexas.org
- Send official transcripts from all other institutions attended to Sam Houston State University
- Complete the [Free Application for Federal Student Aid \(FAFSA\)](#)

Once you have been accepted for admission

- Activate your computer account through [Computer Services](#). You can get help with this by calling the helpdesk at 936-294-1950. They are located in Academic Building 1.
 - This will tell you your username and email address
- Review your transcript evaluation for accuracy BEFORE you see your academic advisor. If you have any questions about your transcript evaluation, contact the [Undergraduate Admissions](#) office. You may reach them by phone at 936-294-1828 or Estill 112.
- Apply for on-campus housing through Residence Life (936-294-1812) at www.shsu.edu/reslife. (optional and not guaranteed). The Residence Life building is located at the corner of Avenue J and 17th street.
- Meet with your academic advisor in the [Student Advising and Mentoring \(SAM\) Center](#). You may schedule an appointment by calling 936-294-4444. The SAM Center is located in the CHSS Building, 170. It is highly recommended that you meet with your advisor **BEFORE** attending Transfer Orientation.
- Sign up for Transfer Orientation through the [New Student Orientation](#) office (optional). You can also register by phone at 936-294-1782 or pay in person at Kirkley 144.
- Register for classes using [Sam Web](#). For registration assistance, please call the Registrar's office at 936-294-1040 (Estill 333)
 - During registration you may:
 1. Sign up for a parking permit
 2. Reserve textbooks through the SHSU Barnes and Noble bookstore
 3. Opt to pay tuition and fees on an installment plan
- Take picture for your [Bearkat OneCard](#) (student ID). You must have a valid, government issued photo ID to get your card. Card must be activated once you have received it in the mail. For any questions about identity verification, please contact the Bearkat OneCard office at 936-294-2273. They are located in the Lowman Student Center, room 332.
- Take the [Academic Coach](#) skills and interests assessment.
 1. Log into [Sam Web](#)
 2. Click on "Student Records"
 3. Click on "Academic Coach"
 4. Your report will be emailed to your Sam Houston email account
- Pay your tuition and fees by the deadline stated on your fee statement. To pay by phone, please 936-294-1713. You may also pay in person in the Cashier's office at Estill 103.
 1. Log into [Sam Web](#)
 2. Click on "Financial System"
 3. Click on "Fee Statement"
- Make sure your FINAL transfer transcript is sent after your last semester has ended!

Congratulations!

You are now an official Bearkat at Sam Houston State University.