

Sam Houston State University

Enrollment Checklist for Transfer Students

Before you are accepted for admission

- Submit the ApplyTexas application at www.applytexas.org.
- Send official college transcripts to Sam Houston State University.
- Send official GRE/GMAT test scores to Sam Houston State University.
- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

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 via by visiting them in the Estill Building – Suite 112.
- Apply for on-campus housing through the Department of Residence Life (936-294-1812) at www.shsu.edu/reslife. The Residence Life Office 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 College of Humanities & Social Science Building – Suite 170. It is highly recommended that you meet with your advisor **BEFORE** attending Summer Freshman Orientation.
- Sign up for Transfer Orientation through the New Student Orientation Office at www.shsu.edu/orientation. You can also register by phone at 936-294-1782 or in person at the Estill Building – Suite 314.
- Register for classes using [Sam Web](#). For registration assistance, please contact the Registrar’s Office at 936-294-1040 or visit the Estill Building – Suite 333.
 - During registration you may:
 1. Sign up for a parking permit
 2. Opt to pay tuition and fees on an installment plan
 3. Reserve textbooks through the SHSU Barnes and Nobles bookstore
- 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 Estill Building – Suite 230.
- Take the [Academic Coach](#) skills and interest assessment.
 1. Log into [SamWeb](#)
 2. Click on “Student Records”
 3. Click on “Academic Coach”
 4. Your report will email to your Sam Houston email account
- Pay your tuition and fees by the deadline stated on your fee statement. To pay by phone or in person, please contact the Cashier’s office at 936-294-1713 or visit the Estill Building – Suite 103. To pay online:
 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.