Instructions for Completing the Application for Admissions

**All Students**

- Complete and submit the online Undergraduate Application for Admission to The University of Alabama in Huntsville.
- Submit all official credentials to the UAHuntsville Office of Admissions. It is the responsibility of the applicant to request that all required transcripts and test scores be sent directly to the Admissions Office. Neither student issued transcripts nor student copies of test scores can be used for admission.
- If you are attending school on a student visa you must complete the International Student application. You must also provide a copy of the front and back of your Alien Registration card or visa and list your alien registration number or visa type.
- Submit a **NON-REFUNDABLE $30 APPLICATION PROCESSING FEE.** Credit Card payment is required for the completion and submission of the online application for admissions.

**Freshmen** - *Applicants never previously enrolled in a college or university.*

- Request high school to send official transcript directly to the Admissions Office. If acceptance pending high school graduation is granted, you will need to request a final official transcript verifying graduation be sent.
- Submit official test scores from either the American College Test Program (ACT) or the College Board Scholastic Aptitude Test (SAT I). Copies from students cannot be used. ACT code 0053; SAT I code 1854.

**Dual Enrollment & Early Start** - *Dual Enrollment is a program with participating high schools in which academically talented high school student may enroll at UAHuntsville after their junior year. Students receive both high school and college credit for courses successfully completed. Early Start only grants college credit upon successful completion of the courses. The high school retains complete authority over student participation.*

- Request high school to send official transcript directly to the Admissions Office.
- Submit official test scores from either the American College Test Program (ACT) or the College Board Scholastic Aptitude Test (SAT I). Student copies cannot be accepted.
- Submit a letter of permission from parents or guardian.
- Submit a letter of support from your high school guidance counselor outlining the courses to be taken. Both the signature of your counselor and the principal must accompany the letter.

**Transfer Students** - *Applicants who have previously attended an accredited college or university.*

- Request that the Registrar of EACH college you have attended, regardless of length of attendance or credits earned, send an official transcript directly to the Admission Office. Official, updated transcripts are required, as soon as they are available, for any work completed after submitting the application for admission.
- If you have completed less than 24 semester hours of academic, college-level, transferable coursework at an accredited college, you must submit credentials listed in the “freshmen” section as well.
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Transient Students - Applicants who are currently enrolled in another college but want to take courses at UAHuntsville as a visiting student so classes will transfer back to the home institution.

- Request that the Registrar at your home institution send a Transient Letter giving you permission to register for classes at The University of Alabama in Huntsville. The letter must indicate that you are eligible and in good standing to return to the home institution. Transient letters are good for one term only.

Second Bachelors - Students who have already earned a baccalaureate degree but who want to pursue a second degree.

- Request that the Registrar of EACH college or university you have attended, regardless of length of attendance or credits earned, send an official transcript directly to the Admission Office.

Non-degree Students - A special category for students who have earned at least a high school diploma but have no immediate degree plans. Non-degree students receive lower priority registration and are not eligible for financial aid, scholarships, or teaching/research assistantships.

- Request official transcript from high school or official college transcript to be sent to the Admission Office.

Post-Baccalaureate Students - Students who have already earned a baccalaureate degree but who want to enroll as non-degree seekers.

- Submit final, official transcript from institution that granted the degree.

If you need assistance in completing the on-line application or if you have questions, contact the Admissions Office at 256-824-7142 or 1-800-UAH-CALL (1-800-824-2255).

Contact the following offices in reference to further questions regarding:

Co-operative Education........................................256-824-6741
Disability Services ...................................................256-824-4203
Financial Aid ...........................................................256-824-6241
Housing .................................................................256-824-6108
Student Health Services ........................................256-824-6775