Application Guide
Who can apply?

Individuals must meet the following criteria to be eligible for the program:

- Hawaii resident
- U.S. citizen, U.S. national, or permanent visa
- High school cumulative GPA of at least 2.00 at time of application
- High school diploma by June
- Earn no more than 12 college credits above the 100-level & hold a cumulative GPA of at least 2.0 at time of application
Our target population

Applicants who meet these additional criteria will be given priority consideration.

- Lack the minimum requirements to obtain admission to UHM
- Intend to enroll as a full-time student at UHM
- Demonstrate financial need
- Be the first person in their family to attend a university
Online Resources
Check out these resources before starting the application.

Application Worksheet

COP 2022 Online Application Worksheet

(Application Deadline: January 12, 2022
Document Deadline: January 19, 2022)

Frequently Asked Questions

General Program Questions
Eligibility Questions
Application Questions
Summer Program Questions
COVID-19 Notice

Pages 1 - 2
Pages 2 - 3
Pages 4 - 5
Pages 5 - 6
Page 6

General Program Questions
What is COP & What Do We Do?

COP provides an alternative pathway for individuals who desire to attend the UH Mānoa but who lack the minimum requirements for admission. COP provides a free, intensive 5-week summer academic and residential program, which is designed to prepare individuals for a successful freshman year at the UH Mānoa. Participants are required to live on-campus and enroll in classes focused on upgrading academic and social skills. Room, board, textbooks, and instructional expenses are covered by COP. Participants who successfully complete the COP program requirements are admitted to the UH Mānoa in the fall semester and advance to COP First-Year Academic Program.

During the First-Year Academic Program, students enroll in classes on a full-time basis and attend group meetings and individual appointments with COP advisors. “One-stop advising” is available at the COP office on issues related to registration, career planning and exploration, financial aid, on-campus employment, and other concerns. The COP office also serves as a “home base” on campus where students can do their homework, use computers, meet friends, or just hang out. During the First-Year Academic Program students are fully responsible for their college-related expenses.
How to Apply

- Two Parts -

PART 1
Complete the C.O.P. Online Application

PART 2
Submit the Application Checklist and all supporting documents via C.O.P.'s Dropbox
Part 1

Application

- Setting up your account -

1. Start a new application at our website.

2. Your registered email address will be used as your Login ID. Create a PIN.

3. Complete the registration with your legal name, birthdate, zip code, and answer the security question.

4. Check your information for accuracy and then click "Register and Start a New COP Application".

Make sure to write down your Login ID & PIN so you don’t forget it.

Your registered email address will be our main point of contact with you. All correspondence and notification will be sent to this email.

You may also receive text messages from our program which you can choose to opt out at any time.
If you do not know the answer to a question with an asterisk (*), do not leave it blank. You will not be able to move forward unless you enter an answer. Place a question mark and update your answer later when you are ready to complete and submit your application.
Describe your current living situation and family members.
Where do you live and with whom?
How many people are in your household.
Identify each member in the household by name, age, and relationship to you.

Share something about you and/or your family, your life experience, or your values that has shaped you and brought you to this point.

Why do you want to attend UH Mānoa? What major(s) do you plan to pursue? How did you decide on your major(s)?

Why are you applying to COP?

Are you currently, or have you been, involved in any extracurricular activities at school and/or in your community? If yes, please explain.

In the event that you are not selected, what are your alternative plans?

Is there any other information about yourself that you would want the reader to know? Please feel free to share.

There is a maximum of 1,000 characters per question.
Final Step

- Finalize Application -

Part 1
The Applicant Checklist and all C.O.P. forms can be found on our website.

The first seven items on the checklist must be submitted via C.O.P.’s Dropbox in order for your application to be complete.

Name and save your form using the following format:
Applicant’s Last Name _ Applicant’s First Name _ Title of Form
Example: Brown_Samantha_Application Checklist

Submit all documents in PDF format.

**Download all forms first before completing, otherwise your information will not be saved on the form.**
Both applicant and parent/guardian must read and sign form agreeing to the financial responsibilities for the first academic year.

Submit the completed and signed form to C.O.P.'s Dropbox.
C.O.P. requires all applicants to complete the 2022-2023 Free Application for Student Aid (FAFSA).

The FAFSA opens on October 1st so give yourself enough time to complete the FAFSA application.

Submit a PDF copy of your Student Aid Report to C.O.P.'s dropbox.
Supporting Document #4 & #5 Recommendations

As a courtesy, allow your recommenders at least 2 weeks to complete your recommendation.

C.O.P. requires two recommendations:

1) College Preparatory Instructor
   - English, math, science, social studies, Hawaiian or foreign language

2) High School Grade Level, College or Career Counselor

Your recommenders will receive an email notification when you submit your application. This email will also include C.O.P.’s Dropbox link.

If your recommender submits a letter, we will still require them to submit our recommendation form.

**Download all forms first before completing, otherwise your information will not be saved on the form.**
Supporting Document #6 & #7
High School Transcript & 1st Quarter Senior Grades

Part 2

1. Request to have your transcript submitted to meet the deadline date.

2. Request to include your first quarter grades. A copy of your first quarter report card is acceptable.

3. We will accept third party submission of your transcript to our Dropbox. (E.g. counselor, registrar)

Applicant must have a 2.0 cumulative GPA at time of application.
SAT / ACT Test Scores
- optional -

College Transcript
- if applicable -

SAT / ACT Test Scores
You are not required to submit your test scores, however, if you have taken either assessment we ask that you submit a copy of your test scores or request your scores to be reported on high school transcript.

College Transcript
If you have taken any college courses submit a copy of your transcript to our Dropbox.
Deadline Dates

Application Deadline
January 12, 2022

Document Deadline
January 19, 2022
Timeline
Application, Interview & Selection

- **January 12, 2022**
  - Application Deadline

- **January 19, 2022**
  - Document Deadline

- **February - March 2022**
  - Initial Interviews
  - Final Interview

- **February - March 2022**
  - Selection

- **May - June 2022**
  - Pre-Summer Orientation
  - Student Briefing

- **July 5, 2022 - August 12, 2022**
  - Summer Program
Do you have any questions?

Feel free to reach out!

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