

# UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawaii at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822  
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## NOTICE TO APPLICANTS

### Use of Social Security Number

Section 7(b) of the Privacy Act of 1974 (5U.S.C.522a) requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawaii in view of the practical administrative difficulties which the University of Hawaii would encounter in maintaining adequate student records without it.

The SSAN will be used to verify the identity of the applicant, in order to accurately record and release data. The SSAN is used in such activities as: matching and reconciling documents in order to determine eligibility for admission and to determine residency for tuition purposes; verifying enrollment; producing academic records; complying with federal reporting requirements (e.g., for financial aid or IRS tax credit mandates).

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, Hawaii Revised Statutes as amended, which provides that the Board of Regents of the University of Hawaii shall have general management and control of the affairs of the University. The University of Hawaii has consistently required the disclosure of SSAN numbers on the System Application Form.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse, of any applicant is also required if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Its use will be restricted to further verification of information reported on the Residency Declaration by the applicant and/or parent, guardian, or spouse.

### Gender and Ethnicity

The University of Hawaii must report to several federal agencies summary data on the gender and ethnic background of its applicants. Therefore, it is required that each person applying to the University indicate his/her gender and ethnic background on the application form. This information does not affect determination of admission.

### Non-Discrimination and Affirmative Action

It is the policy of the University of Hawaii to comply with all Federal and State laws covering students and applicants for admission which prohibit discrimination in University programs and activities as well as those covering employees and applicants for employment that mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion and retention. A detailed listing of all applicable laws is contained in University of Hawaii Executive Policy E1.202. The University of Hawaii does not discriminate on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, arrest and court record, sexual orientation, and veteran status, and strives to promote full realization of equal opportunity and affirmative action through a positive, continuing program on each campus.

Inquiries from applicants regarding the University's equal opportunity policies may be directed to:

Office of the Vice President for Student Affairs  
University of Hawaii  
2444 Dole Street  
Honolulu, Hawaii 96822  
Phone: (808) 956-8753

### Selective Service Registration of Males 18 through 25

Males aged 18 through 25 are required by federal law to register with the Selective Service. Registration can be done via the web at <http://www.sss.gov>.

### Employment of Graduates

Section 177.64 of the Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1) requires that participating institutions make a good faith effort to present each prospective student, prior to the time the prospective student obligates himself or herself to pay tuition with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective student has expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, an applicant (prospective student) is advised to secure copies of the current catalog of each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the nature of the campus, its academic and student service programs, its faculties, and its facilities. Further, each applicant is advised to contact the Director of Placement at each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which the applicant is seeking also to enroll.

**Graduate Application Fee Statement**

The application fee is non-refundable and non-transferable. Any check tendered to the University of Hawai'i and dishonored for any reason is assessed a \$15.00 returned check fee and interest charges at a rate of \$.10 per month or a fraction of a month.

Information on campus security is available upon request from the campus Admissions Office.

The refund policy is available upon request from the campus Financial Aid Office.