

UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822

Tel: (808) 956-8544, 956-8045 • V/T: (808) 956-4257 • Email: info@grad.hawaii.edu • Web: <http://www.hawaii.edu/graduatestudies>

Disclaimer

Information contained herein is subject to change without notice and supersedes information contained in the UHM Catalog. For current information on graduate studies, please visit the UHM Graduate Division's Web site for prospective students as listed above.

Admissions Application Form for the following Student Status:

Readmissions Graduate Student

Use this application if you are seeking readmission into the same graduate program and degree you were last enrolled in at UHM. If five years or more has passed since your last enrollment, follow the standard admissions procedures for prospective students.

International Readmissions Applicants: Please submit applications at least one month before the below deadlines to allow for the processing of visa documents.

Post-Baccalaureate Unclassified (PBU) Student

Use this form if you possess a bachelor's or advanced degree from a regionally accredited U.S. college or university or an equivalent degree from a recognized non-U.S. institution of higher education and wish to apply for unclassified student status.

International applicants seeking PBU status: Students with F-1 status and currently in approved "Optional Practical Training" (OPT) and H-1, H-4 and J-2 visa holders residing in Hawai'i may apply for post-baccalaureate unclassified student status.

Unclassified student status does not guarantee admissions as a classified graduate student. You must apply for regular graduate admissions by the published graduate program admissions deadlines found at the website listed above. Unclassified students are generally not eligible for certain benefits such as federal financial aid, university housing, social security benefits, Veteran Affairs benefits, etc. For further information, please contact the individual UH-Mānoa campus offices.

Visiting Graduate Student

Use this application if you have been invited by a UH-Mānoa graduate program to enroll as a visiting graduate student. Visiting student status does not guarantee admissions as a classified graduate student. You must apply for regular graduate admissions by the published graduate program admissions deadlines found at the website listed below.

Deadlines that fall on a weekend or a holiday will default to the next work day. You are responsible for insuring that all required documents have been received by the appropriate deadline.

Readmission Applicants: Fall – **April 1** Spring – **October 1** Summer – **March 1**

If you wish to be considered for funding opportunities, use the priority consideration deadlines posted on the website listed above.

Post-Baccalaureate Unclassified Applicants: Fall semester – **July 15** Spring semester – **December 15**

Visiting Graduate Applicants: Use the graduate program deadlines listed at: <http://www.hawaii.edu/graduatestudies/fields/html/fields.htm>.

Admissions Documentation Requirements

Application Fee

Fee schedule for Academic Year: 2010 to 2011- US\$60.00

If paying by credit card use payment form found on page 4.

Your application is considered incomplete and will **NOT** be processed if payment is not received. The application fee is required each time you apply and is non-refundable and non-transferable. Attach payment to your application. No waivers or deferments are granted. Payment by check or money order must be in U.S. dollars drawn on a U.S. bank and made payable to the "University of Hawai'i." On the payment, print your full name and birth date. If a third party is making a payment on your behalf, please inform the individual of payment procedures and requirements.

Official Transcripts

Readmission Applicants - Submit one official transcript from each post-secondary institution attended since you were last enrolled with UHM. (See also international Transcripts.)

PBU Applicants - Submit one current official bachelor's or advanced degree transcript. Transcripts need to be either sent directly from the institution to the Graduate Admissions Office, or received in a sealed institutional envelope if submitted along with application materials. (See also International Transcripts.)

Visiting Graduate Applicants - Transcripts not required. See application form for home institution graduate dean approval section.

UH Transcripts

Transcripts are **NOT** required for course work completed at any of the UH campuses. The Graduate Admissions Office will obtain UH transcripts on behalf of applicants.

International Transcripts and Academic Records

Transcripts or academic records must be sent directly from the institution to the Graduate Admissions Office directly from the issuing institution(s), or in sealed institutional envelopes if submitted with the application materials. For applicants from certain regions (see below), the Graduate Admissions Office accepts only official academic records sent directly from the issuing institution(s).

Please note the following:

1. Non-English transcripts or academic records must be issued in the original language and be accompanied by English translations. English translations must be exact word for word translations of the original document. Translations issued by the institution must bear the official institution seal or stamp and be attached to the official transcript or academic record. Translations by professional translators must bear the translator's original signature AND be accompanied by a copy of the original language document.
2. Transcripts or academic records must indicate all dates of attendance, courses, course titles, credits or hours, and grades received. If any course title is not descriptive in terms of content, attach a course syllabus to the transcript or academic records.
3. Do NOT convert numerical grades to letter grades. A complete grading scale or system of evaluation sent by the institution is required if it is not indicated on the transcript or academic record.
4. Transcripts or academic records must indicate any degree, diploma, professional title, certificate of study or other academic credentials received. If not, submit official copies and English translations of all academic credentials.
5. Applicants from institutions in Bangladesh, India, Myanmar, Nepal and Pakistan must submit properly attested mark sheets for each year of study showing the subject included in each exam, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. All academic records are accepted if attested by the registrar, assistant registrar, head of department, dean of student affairs, controller of exam, USEFI student advisor, professor-in-charge or principal.
6. Applicants from institutions in the **Russian Federation** and **former Soviet Union**: The Graduate Admissions Office will accept **ONLY** academic certificates, supplements to the diploma, archival certificates and degree certificates sent directly from the issuing institution.

Evidence of English Language Proficiency

Readmissions Applicants - Not applicable.

Visiting Graduate Applicants - Not required.

PBU applicants - Most applicants whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Academic Modules Test. TOEFL and IELTS Academic Modules test scores can not be more than two years old. Post-baccalaureate unclassified applicants must have the following minimum English Language Proficiency test scores.

English Language Proficiency Test	Minimum Scores for Admission
TOEFL Paper/Internet (ETS code: 4867)	500/61
IELTS Academic Modules	Overall band score of 5.00

Exemption - You are exempt from the test, if you have earned a bachelor's or an advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom.

English Language Proficiency Exams - Information is found at TOEFL, <http://www.toefl.org> and IELTS, <http://ielts.org>.

Applicants who reside on O'ahu may visit the Testing Office at the UHM Counseling and Student Development Center located at Queen Lili'uokalani Center for Student Services, Room 307, 2600 Campus Road, Tel: (808) 956-3454, Website: <http://www2.hawaii.edu/%7Ecsdc/Testing%20Office.htm>. The center administers a number of standardized exams throughout the year.

International Applicants

Readmissions Applicants and Visiting Graduate Applicants - Complete and mail-in the Confidential Financial Statement Form with the proper supporting documents if you are an international applicant supported by personal or family funds or sponsored by a government or private organization. International applicants who are dependent upon or will receive full funding from UHM do not need to mail-in this form unless you will be accompanied by dependents. This form may be downloaded from:

<http://www.hawaii.edu/graduate/download/list.htm>.

Distance Education Restrictions for International Students

International students are restricted in the number of on-line courses they can enroll in while in the U.S. on a student visa. Visit <http://www.hawaii.edu/issmanoa> (International Student Services Office website) for additional information on restrictions.

Residency Declaration Form

If you are claiming Hawaii residency or Board of Regents exemptions, complete and mail-in the Residency Declaration Form with the proper supporting documents. This form may be downloaded from: <http://www.hawaii.edu/graduate/download/list.htm>

Instructions for Completing the Admissions Application Form

1. Ethnicity and Race -

The ethnic background and race of each applicant is collected for data-gathering and state and federal reporting purposes. This information does not affect the determination of admission.

CODE	RACE CATEGORY	CODE	RACE CATEGORY
	ASIANS		PACIFIC ISLANDERS
CH	Chinese	HW	Native Hawaiian/Part-Hawaiian
FI	Filipino	SA	Samoan
IN	Asian Indian	TO	Tongan
JP	Japanese	GC	Guamanian or Chamorro
KO	Korean	MC	Micronesian (except Guamanian or Chamorro)
LA	Laotian	OP	Other Pacific Islander
TH	Thai		
VI	Vietnamese	AA	African American or Black
OA	Other Asian	AI	American Indian / Alaskan Native
		CA	Caucasian or White

2. UH ID or US Social Security Number

If you were previously assigned a University of Hawai'i student identification number, please provide your eight digit number here.

3. Authorization for Release of Information –

If you wish, provide the name of a friend or family member authorized by you to access information regarding your application status. **NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**

4. Full Legal Name –

Do not use nicknames.

5. Other Names

List other names under which your test scores, transcripts, or other documents may be identified.

6. Non-U.S. Citizen Immigrant Status or Visa Type

If you are a non-U.S. citizen **CURRENTLY** residing in the United States, check the immigrant status or visa type that applies to you.

7. Email Address

You will receive notification of your application status by email. **NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**

8. Applicant's Certification

Read and sign the certification. Falsification or withholding of information may result in rejection of your application or disciplinary action if discovered after enrollment.

Attach the completed payment form to the front of your admissions application. Your application is considered incomplete and will **NOT** be processed if payment is not received.

Application Fee Credit Card Payment Form

Semester of Application (Please check one) Fall 200____ Spring 200____ Summer 200____
(Readmissions Applicants ONLY)

Date of Birth ____/____/____
MM DD YY

Name of Applicant _____
FAMILY/LAST FIRST FULL MIDDLE

Credit Card Type (Please check one) VISA MasterCard Diners

Account Number ____/____/____/____ Expiration date ____/____

Provide the three (3) digit security code located on the back of your credit card at the end of the signature line: ____

Name of Card Holder (As indicated on card) _____
FAMILY/LAST FIRST FULL MIDDLE

Billing Address _____
Number and street Apt. Number City State Zip/Postal Code

Fee Schedule: Academic Year: 2010 to 2011- **\$60.00**

I agree to pay the appropriate graduate admissions application fee according to the card issuer agreement. I understand that the application fee is non-refundable and non-transferable.

Signature of Card Holder _____ Date _____

PLEASE TYPE OR PRINT CLEARLY.

Check one <input type="checkbox"/> Readmissions Applicant for _____ <small>List graduate program and degree</small> <input type="checkbox"/> Post Baccalaureate Unclassified Applicant <input type="checkbox"/> Visiting Graduate Applicant for _____ and _____ <small>List graduate program Name of graduate faculty contact</small>	For Office Use Only FEE: CC/CH ResCode _____ Adm Type _____ Student Type _____ Geog _____ Admit _____ Deny _____ ELI Yes No Request : Final trans Official TOEFL
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1. ETHNICITY(Check one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	RACE (Circle all that apply) See instructions for listing. AA AI CA CH FI GC HW IN JP KO LA MC OA OP SA TH TO VI
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SEMESTER (Check one) <input type="checkbox"/> FALL 20 _____ <input type="checkbox"/> SPRING 20 _____ <input type="checkbox"/> SUMMER 20 _____ <small>Readmissions ONLY</small>	BIRTHPLACE (State or Foreign Country) 2. UH ID _____	GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	BIRTH DATE MM DD YY / /	Previously applied for graduate admissions to UHM? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ (semester & year) 3. Person authorized by you to access info regarding your application status:	Were any of your ancestors Hawaiian? (optional) <input type="checkbox"/> No <input type="checkbox"/> Yes
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4. FULL LEGAL NAME (Do not use nicknames. International applicants: Use name as listed on passport.) FAMILY/LAST FIRST FULL MIDDLE		
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5. OTHER NAMES (under which transcripts, records, or test scores may be issued): US Social Security Number, if any.	COUNTRY OF CITIZENSHIP <input type="checkbox"/> United States (If you have dual citizenship for the United States and another country, check United States.) <input type="checkbox"/> OTHER _____ <small>Specify country. Indicate immigrant status or visa type in #6.</small>	6. NON-U.S. CITIZEN IMMIGRANT STATUS OR VISA TYPE <input type="checkbox"/> U. S. PERMANENT RESIDENT <small>Date Received (MM/DD/YY) _____</small> <input type="checkbox"/> Student on OPT ending on mm/dd/yy: _____ <input type="checkbox"/> H1 visa <input type="checkbox"/> H-4 visa <input type="checkbox"/> J-2 visa <input type="checkbox"/> Other _____
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CURRENT MAILING ADDRESS CITY/PROVINCE STATE/COUNTRY	ZIP/POSTAL CODE	VALID UNTIL (MM/DD/YY) CURRENT TELEPHONE Area Code ()
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PERMANENT MAILING ADDRESS CITY/PROVINCE STATE/COUNTRY	ZIP/POSTAL CODE	PERMANENT TELEPHONE Area Code () OTHER TELEPHONE Area Code ()
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7. EMAIL ADDRESS	HIGH (SECONDARY) SCHOOL FROM WHICH YOU GRADUATED	STATE or COUNTRY	DATE GRADUATED (MM/YY)
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SUMMARY OF COLLEGE/UNIVERSITY ATTENDANCE. List bachelor's degree(s) first; advanced degree(s) second, if any.						
FULL NAME OF INSTITUTION (Do not use initials.)	LOCATION (city, state or country)	ENTERED (MM/YY)	THROUGH (MM/YY)	MAJOR or PROGRAM OF STUDY	NAME OF DEGREE OR DIPLOMA RECEIVED or EXPECTED	DATE RECEIVED or EXPECTED (MM/YY)
		/	/			/
		/	/			/

For Visiting Graduate Applicants ONLY - Certification of Student Eligibility (To be completed by school official.)

Is the applicant: 1. Currently enrolled in a graduate program? Yes No If not, is student on official leave of absence? Yes No
 2. In good standing in the graduate school? Yes No

Date _____

Signature of Dean of your institution (*Signature must be signed in ink by the proper authority*) _____

Email Address of Dean _____ Telephone: _____

8. APPLICANT'S CERTIFICATION - I certify that the responses provided on the Admissions Application Form are complete and true to the best of my knowledge and belief. I understand that providing incomplete, incorrect, or false information may result in the rescission of admission and subject me to the requirements and/or disciplinary measures as provided under the University's Student Code. Further, I understand that the UH System shares a common database and information pertaining to me may be accessed by all UH campuses.

Signature of Applicant **X** _____ Date _____

FOR OFFICE USE ONLY – VISITING AND READMISSIONS

RECOMMENDATION BY GRADUATE PROGRAM: Admit _____ Admit by Exception _____ Deny _____

Graduate Chair Signature _____ Date _____

For international readmissions applicant only. This is a financial commitment by the graduate program. We are offering:
 _____ 9 month GA _____ 11 month GA with the following duties: ___RESEARCH___TEACHING___OTHER, List duties _____

Step: _____%FTE : _____ Hire date from _____ to _____ Dept of Hire: _____

READMISSION GPR: _____ NOTES: _____ EVALUATOR INITIAL: _____ DATE: _____