INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAIʻI AT MĀNOA
2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 • Fax: (808) 956-5076
Website: www.hawaii.edu/issmanoa

ISS TUITION SCHOLARSHIPS INSTRUCTIONS

International Student Services (ISS) awards a limited number of tuition scholarships to assist continuing University of Hawaiʻi at Mānoa (UHM) international students. Use one application for multiple categories. However, separate applications required for each award period (i.e., do not use one application for fall and spring scholarships).

- Application Submission Period
  - Fall Awards: Start of spring semester until March 1
  - Spring Awards: Start of fall semester until November 1
  - Summer Awards: Start of spring semester until April 1
- Amounts: ~$500 minimum
- Awards are for UHM tuition only (not fees). Payments are credited directly to a student's UHM account balance.
- NOTE: Students dropping below full-time status are subject to cancellation of the scholarship and payment to the University for the amount the scholarship covered.

ELIGIBILITY CRITERIA

- be a UHM student
- will have completed at least two semesters at UHM in a current program of study by the award semester (students in their final year will have priority);
- enroll full-time for the award semester (12 credits undergraduate, 8 credits graduate);
- have maintained valid F-1 or J-1 student status during the entire enrollment at UHM;
- have received health insurance clearance; and
- meet appropriate grade requirements (see categories below).

ADDITIONAL CRITERIA FOR SUMMER

Summer awards are ONLY for financial hardship and internship categories. Full-time is 6 credits undergraduate, 4 credits graduate, spread over Session I and/or II. Awards can only be applied to UHM courses with 5-digit CRNs beginning with 9, and not available for special-term courses.

NOT ELIGIBLE

- Students enrolled part-time for the award semester, including those with "Reduced Course Load" authorization
- Students who will not complete at least two semesters of a current program of study by award semester
- Students eligible to enroll for 700 or 800 level courses only
- Unclassified students
- NOTE: Students who have completed a UHM program of study and started a new program must still fulfill the two-semester requirement for that current program. Example: A student who completed a UHM bachelor's degree and immediately enters a UHM master's program will not be eligible for awards in his first year of the master's program.

AWARD CATEGORIES

Dai Ho Chun Scholarship (Requires GPA of 3.00 for all applicants)
For students with academic merit, with some degree of financial hardship.

- Complete Forms A, B & C.

Financial Hardship (Requires GPA of 2.50 for undergraduates, 3.00 for graduate students)
For students with unforeseen financial hardship.

- Complete Forms A, B & C.

Outstanding International Student (Requires GPA of 2.75 for undergraduates, 3.00 for graduate students)
For students who have made an outstanding contribution in promoting intercultural understanding on the UHM campus.

- Complete Forms A & B.
- Attach recommendation letter from someone familiar with your contributions.

Internship at ISS (Requires GPA of 3.00 for all applicants)
For students who wish to intern at the ISS and help other international students.

- Complete Forms A & D
- Finalists will be interviewed. ISS Office will contact student for an appointment.

TIPS FOR COMPLETING APPLICATION

GENERAL

1. Using the form-fillable application is preferred. Otherwise, please type or print clearly.
2. Repeat applications should be updated. If you have received an award in the past, do not attempt to submit the exact same application unless there is a specific reason to do so.
3. Email submissions are preferred. See section on **"Email Submissions."** If you submit a paper application, please try to hand deliver it to ISS so that you can confirm its receipt immediately. If you mail a paper copy, please send it to the ISS office address with "ATTN: Scholarship Coordinator." Receipt of these submissions may not be confirmed. You will need to contact ISS if you do not receive a confirmation within a reasonable amount of time.
4. When writing statements, be brief, clear and focused on the topic. If you are writing about your financial difficulty, state the problem, how it happened and how it was "unforeseen," how it affects you financially especially for the award semester, and what you are trying to do to solve the problem. Do not write about unrelated topics.
5. Keep a copy of your application.

FORM A

1. **Category**: You may select multiple categories.
2. **Award Semester**: Choose only one award semester. Enter the year. Submit a separate application for another award semester.
3. Fill in all the information requested. Do not leave spaces blank. For information that does not apply, write "none" or "n/a." Failure to complete the application appropriately is grounds for rejection.
4. **Current Source(s) of Funding:** List any funding sources for your educational and living expenses. Do not list what you expect in the next semester.
5. **Initial Enrollment:** Only show the date for enrollment at UH Manoa.
6. **Expected Graduation Date:** Show when you expect to complete all coursework for your degree, not the end date on your I-20/DS-2019 unless it is the same.
7. **GPA:** Show your overall GPA, not just the GPA for courses counted toward your degree. You may show both, but remember to label each one.
8. **Remaining credits needed to graduate:** This is an estimate of the actual number of credits you have remaining to fulfill degree requirements. Ideally, this should not include elective courses that are not required to complete the degree. Do not include credits in the current semester.
9. **Previous tuition assistance:** Please try to include as much past information as possible. If you received a teaching or research assistantship that provided a full tuition waiver and stipend, you may enter "TA" or "RA" in the space for "Amount." Provide actual amounts if the assistantship did not provide full tuition waiver.

FORM B

1. **Dai Ho Chun and Financial Hardship:** Financial hardship is considered to be unexpected problems causing financial difficulty. You can use one statement for both. However, those applying for Dai Ho Chun may also want to include information on academic merit.
2. **For Outstanding International Student:** Provide examples of campus community activities that have promoted intercultural understanding. Do not include activities that were required as part of a scholarship, job, residency/living arrangement, or other contractual situation. The letter of recommendation should speak to your contributions, not repeat your list.

FORM C

1. Budgets must relate to the future award semester, not the past.
2. Expenses and funding sources must be estimated for an entire semester of study.
3. Applications for Dai Ho Chun and Financial Hardship that do not include budgets will not be considered for those scholarships.

EMAIL SUBMISSIONS

1. Complete the form-fillable application.
2. In the signature box, enter your name.
3. Save the document to your computer, preferably with the name format of [LASTNAME_Firstname].
4. Attach the document to your email message.
5. In the SUBJECT field, enter: "ISS Scholarship [LASTNAME] [SEMESTER & YEAR OF AWARD]" (Example: ISS Scholarship Yamaguchi Spring 2011)
6. Send email to: viet@hawaii.edu
7. The email should show that it came from your UH email account. This serves as verification that you sent the email, completed the application, and certify its contents. Emails showing non-UH account usernames will not be accepted.
8. Recommendations may also come via email. The recommender should send it to the same email address. The recommendation may be an attachment or within the body of the email. The SUBJECT field of the email should read "Recommendation for [YOURNAME]." (Example: Recommendation for John Smith)
9. Once you submit, you should receive a response within 3 business days that your application has been received.

SUPPORTING MATERIALS

1. Do not provide résumés or curriculum vitae unless requested.
2. Copies of original documents are fine, but be prepared to submit originals if requested.
3. If documents are in a language other than English, please provide a translation where necessary.
4. It is always better to provide documents that support your financial claims.
5. If supporting materials are submitted electronically, please scan the documents and attach to your email.
6. It is up to you to confirm your recommendations are sent in by the deadline by your recommender.

INFORMATION FOR ISS INTERNSHIP APPLICANTS

An internship at ISS is an educational experience wherein the ISS staff will provide you with opportunities to learn about the way we serve international students. We expect you to provide set hours and contribute your skills to enhance the services that we provide as an international student office, including, but not limited to, front desk operations. Selection is competitive and priority will be given to students who will not have other employment.

What does ISS expect from an intern?

1. The information you learn about the international students from your work at ISS is confidential and must not be discussed outside this office.
2. Attend scheduled meetings with other student helpers and ISS staff members.
3. Assist with front desk reception for the hours agreed on.
4. Carry out one or more projects that demonstrate your leadership skills and/or intercultural interests.
5. If applicable, enroll in an appropriate course to receive credit for your internship (i.e. 399, 699, COM 495/695, EDEA 360).
6. Provide a summary at the end of the semester commenting on what you've learned from your internship experience and providing some constructive suggestions to the ISS that may help to make our services more effective for international students (2-3 pages).

What can the ISS Staff provide to the intern?

1. A supervisor will be assigned to you as your primary mentor for your project. He/she will provide periodic feedback.
2. You will receive training in ISS procedures, in how to help students get accurate and appropriate information, and in how to communicate successfully with a multicultural clientele.
3. Interns planning to pursue careers in advising/counseling may request regulatory and advising training.

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FORM A: ISS Tuition Scholarships Application

To complete the form-fillable application, you must download it to your computer first and save any completed applications on your computer. Submit only one application for multiple categories. Email submission is preferred, and must be sent from the applicant's UH email address to viet@hawaii.edu. Supporting documentation should be scanned. Recommendation letters may be sent via email from the writer.

Select Category: ☐ Dai Ho Chun ☐ Financial Hardship ☐ Outstanding ☐ Internship

Award Semester: ☐ Fall _____ (Year) ☐ Spring _____ (Year) ☐ Summer _____ (Year)

Name: _____ (Family) _____ (First) UH ID#: _____

Address: _____
Street Address Apartment # City State Zip Code

UH Email: _____@hawaii.edu Phone (____)_____ Other Phone: (____)_____

Citizenship: _____ Country of Permanent Residence: _____

Visa Status: _____ Current Source(s) of Funding: _____

Field of Study / Major: _____ Degree: _____

Initial Enrollment at UHM: _____ (Semester/Year) Expected Graduation Date: _____ (Semester/Year)

Cumulative GPA: _____ Remaining number of credits needed to graduate: _____

Did you receive tuition assistance from UHM for current/past semester(s)? ☐ Yes ☐ No

If yes, check type:

☐ Asian Pacific Tuition Differential Exemption (Paying Resident Tuition)

☐ Department Tuition Scholarship: Amount $_____ Semester/Year _____

☐ ISS Tuition Scholarship: Amount $_____ Semester/Year _____

☐ Other (_____): Amount $_____ Semester/Year _____
Name of Award

YOUR CERTIFICATION: I certify that the information provided in this application on all forms and supporting documents is true and correct. I understand the eligibility and documentation requirements for the category of scholarship for which I am applying and have included the required documentation. Submission via my UH email account acts as my authorized signature.

_____ _____
Signature (Print full name if submitting via email) Date

Updated: September 12, 2011

Clear Form B

Form B: Statement

Name: _____ _____ UH ID#: _____
Family First

For Dai Ho Chun and Financial Hardship

1. Briefly state your financial hardship, how it occurred, and what is being done to overcome the problem.
2. Provide budget (Form C) without a tuition scholarship for the expected award semester.
3. Attach supporting documents, if necessary, that directly support your claims (e.g., bank statement, hospital bills, etc.). Do not submit résumé or CV.

For Outstanding International Student

1. State recent contributions (volunteer, unpaid) you have made toward promoting intercultural understanding on the UHM campus. Such activities required as part of employment, scholarship, living arrangement or other contract does not qualify. Do not submit résumé or CV.
2. Attach a letter of recommendation from an individual familiar with your contributions. Limit to one page. The writer may email the recommendation to: viet@hawaii.edu

Please provide your statement below or on a separate sheet (limit one page per award category).

Clear Form B

Clear Form C

Form C: Budget

Name: _____ _____ UH ID#: _____
Family First

The worksheet below may be used to provide personal budget information. Budget must apply to award semester only. The totals will be automatically calculated.

EXPENSES (description)	**AMOUNT (round to nearest dollar)**
Subtotal A	$0

Clear Expenses

FUNDING SOURCES (list below)	
Subtotal B	$0

Clear Funding

TOTAL NEED (A – B) =	$0

Note: Total expenses should exceed total funding in order to justify financial need.

Clear Form C

FORM D: ISS Internship Application

Name: _____ _____ UH ID#: _____
Family First

1) Why do you want to be an intern at ISS?

2) List any past work experience. Include title, employer name, dates of employment, and location.

3) List computer knowledge and experience.

4) List languages spoken.

5) Will you need to work for pay in addition to interning at ISS? If so, how many hours per week?