

Welcome International Students!

Preparing to Study at the University of Hawai‘i at Mānoa 2011-2012

International Student Services
Queen Lili‘uokalani Center for
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<http://www.hawaii.edu/issmanoa>



Aloha!

The International Student Services Office (ISS) staff warmly welcomes you to the University of Hawai‘i at Mānoa (UHM). We hope to answer most of your questions regarding preparation for arrival in Honolulu. We look forward to meeting you and assisting you in having a wonderful experience at the University of Hawai‘i.

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Table of Contents

Prior to Your Departure for Honolulu.....	2
ISS Services, Check-In, Orientation.....	3
ISS Mentor-Mentee Program.....	4
Arrival Information.....	4
Housing.....	4
English Language Institute (ELI).....	6
Health Matters.....	6
Academic Advising.....	7
Student Record Hold System.....	7
Visa Information.....	7
Cost & Budget.....	8
Social Security Number.....	9
Taxes.....	9
Financial Aid and Scholarships.....	9
Student Organizations and Contacts for Questions.....	9
25 Hawaiian Values.....	10

Prior to Your Departure for Honolulu

Pre-arrival checklist:

- Admission letter from UHM and I-20 or DS-2019
If you have not received your UHM I-20 or DS-2019, please contact:

Undergraduate Students:

Office of Admissions

Tel: (808) 956-8975

Fax: (808) 956-4148

E-mail: uhmanoa.admissions@hawaii.edu

Web: <http://www.hawaii.edu/admrec/>

Office of Records and Registration

Tel: (808) 956-8010

Fax: (808) 956-7830

E-mail: uhmanoa.records@hawaii.edu

Graduate Students:

Office of Graduate Admissions

Tel: (808) 956-8544

Fax: (808) 956-4261

E-mail: gradadm@hawaii.edu

Web: <http://www.hawaii.edu/graduatestudies/admissions/html/admissions.htm>

Visiting and Exchange Students:

Mānoa International Exchange

Tel: (808)956-4728

E-Mail: Darrell Kicker - kicker@hawaii.edu

- Valid passport, valid student visa, proof of SEVIS fee payment
- Reservation for flight to Honolulu
Recommended arrival is 1-2 weeks prior to the start of classes to attend ISS orientation and other orientations, and for testing, and advising. Note: **The earliest date of arrival into the U.S. for FIRST TIME study in the US is no more than 30 days prior to the report date on the I-20 or the DS-2019 form ("30 day advance grace period"). If you attempt to enter the US earlier you may be denied US entry. Students transferring from another US institution are not subject to the 30 day advance grace period.**
- Reservation for airport pick-up (optional) Follow email instructions on page 4.
- Reservation for housing (see p. 4)
We strongly urge you to arrange for temporary and/or more permanent housing prior to arrival. UH and nearby housing fills quickly.
- Reservation for ISS check-in and Orientation sessions. See page 3 for information.
- Request a student mentor (optional), see p. 4
- Weather/Clothing
Hawai'i's climate is sunny, oceanic and mild (70° to 85° Fahrenheit, 20° to 30° Celsius) with a cool/rainy season from November to April. Casual clothing is appropriate for most situations. Bring a sweater or light jacket, an umbrella and comfortable walking shoes. Light cotton and other cool washable materials are recommended. National dress may be worn for special occasions.
- Money
Cash or traveler's check in US\$; credit card (optional)
- Other: Dictionary, Important telephone numbers, towel and sheets may be helpful, personal

items you can't live without!

ISS Services, Check-In and Orientation

What is International Student Services (ISS)?

The ISS provides visa related and other support services to international students at the University of Hawaii at Mānoa. Each academic year, we serve approximately 1500 students from 90+ nations around the world.

In addition to monitoring and administering visa requirements, ISS provides cultural adjustment and sharing programs, leadership experiences, financial assistance programs, and personal advising.

ISS front desk is open Monday-Friday, 8:30 a.m. to 3:30 p.m. and is closed Saturday, Sunday and all state holidays. Counseling/advising hours are 8:30-12:00 mornings, and 1:00-3:30 afternoons. If you have any special needs, please notify us, and we will try to accommodate you.

What happens at the ISS check-in section?

New international students are required to attend an F-1 or J-1 check-in session. The session lasts about one hour, and is followed by a tour of the QLCSS building. Student will have their visa related documents scanned and their "IS (visa) registration hold" will be cleared. F-1 regulations and selected university policies and rules will be discussed. See www.hawaii.edu/issmanoa (Click on New Student link to sign up for a session).

IMPORTANT: Bring your passport, I-94 card, and I-20 or DS 2019 form to this session for scanning and clearance of your "VISA REGISTRATION HOLD".

What is ISS Orientation?

ISS Orientation is offered to help you get started at UHM. You will receive necessary information on studying and living successfully in the campus community. Besides meeting ISS and other UHM staff, you will have the opportunity to meet other international students and learn about student resources, university procedures, etc. Orientation occurs the week before fall and spring semester classes begin.

Fall 2011 orientation sessions are:

Tuesday, August 16, 2011 - 1 p.m. to 6 p.m. (Spalding 155)

Tuesday, August 23, 2011 - 3:00 p.m. (for late arrivals only, QLCSS 206)

Reserve a seat at: www.hawaii.edu/issmanoa (Click on new student link).

I heard about another orientation, NSO. What is this?

New Student Orientation (NSO) is a special program for undergraduate students, which helps you adjust to the academic community and college life at UH Mānoa. The orientation provides an opportunity to meet with academic advisers, plan a manageable schedule, and learn about degree requirements, and the registration system and procedures. You will also learn how to access support services that you will need to get started at UH Mānoa. Undergraduates may participate in both NSO and ISS orientation. For more information, visit the NSO web site: <http://www.hawaii.edu/nsso>

Graduate students: check with your department about departmental orientation and attend these sessions in addition to ISS orientation. Teaching and Research Assistants may also attend Graduate Assistant orientation sessions.

The ISS Mentor-Mentee Program

What is the ISS Mentor-Mentee Program?

Would you like another student to personally assist you when you arrive? You may also correspond with your mentor before you arrive. For more information and to request a mentor: <http://www.hawaii.edu/issmanoa> (click on new students) email: mentors@hawaii.edu

Arrival Information

Can I request airport pickup services?

Yes, the Baptist International Student Center handles airport pickup for any International Student who requests this service. A volunteer will meet the international students coming to Hawai'i for the first time regardless of country or religious background, or time of arrival. This is a FREE VOLUNTEER SERVICE. To request pick up, send an email at least one week before arrival to uhairportwelcome@gmail.com and specify your full name, gender, arrival information (flight number and carrier, date and time of arrival) and address where you wish to be taken in Honolulu. When you arrive, collect your luggage and clear immigration and customs, and then phone Carlye Lawrence (808-277-3185 or 808-946-9581).

Can I take a taxi to UHM or a Waikiki hotel?

Yes, the University of Hawai'i is located about 20 minutes from the Honolulu Airport. Taxi fare to University dorms or Waikiki hotels is about \$25-\$30, excluding baggage charges and the customary tip of 10 to 15 percent.

Is there bus service to Waikiki Hotels and UHM?

"AIRPORT WAIKIKI HOTEL SHUTTLE" bus service serves all hotels in Waikiki and is reasonably priced (app. \$10.00). Alternatively, the public bus (\$2.50 exact change only) can get you from the airport to the UH or Waikiki if your luggage will fit on your lap.

How do students get around?

There is an excellent, affordable and convenient bus system (The Bus) serving the island of O'ahu, including the communities surrounding the UHM campus, which operates during fall and spring semesters. UHM students receive a complimentary bus pass when they pay their tuition and fees each semester. There is also a free shuttle bus on campus. Many international students have bicycles or mopeds, and some purchase automobiles. Please note that parking cars on or near campus is often difficult and it can be quite expensive to own and maintain an automobile. State law requires automobile insurance of all drivers.

Housing

Where do most of the students live?

International students at University of Hawai'i at Mānoa enjoy both on- and off-campus living.

What are the advantages of living on campus?

Many students who live on campus like the convenience of being close to classes, libraries, computer labs, cafeterias and athletic facilities. Living in the dorm also makes it easy for students to socialize with other students.

On Campus Housing

Student Housing Services Office

Frear Hall, 2569 Dole Street, Honolulu, HI 96822

Tel: (808) 956-8177 Fax: (808) 956-5995

Email: uhmsh@hawaii.edu Web: <http://manoa.hawaii.edu/housing>

Student housing includes dormitories and apartments. There is a \$25 non-refundable application fee. Cost per semester varies, depending on the hall. Children cannot be accommodated. Dorm resident must purchase a meal plan. Check the web page for details and application deadlines. On-campus housing is very limited, and freshmen have priority.

East-West Center Housing (EWC)

1711 East-West Rd., Honolulu, HI 96848

Tel: (808) 944-7805 Fax: (808) 944-7790

Email: housing@eastwestcenter.org Web: <http://www.eastwestcenter.org/about-ewc/housing>

For graduate students, daily rates for a semester rental are around \$27-37 daily. Short-term daily and monthly rates are also available. See website for further information. EWC is on campus, but operated separately from UH Student Housing.

Living off campus?

Students make their own arrangements to live off campus. Most international students live in surrounding residential neighborhoods, such as Manoa, Kaimuki, Kapahulu and Waikiki, where there are many apartments and homes offering shared housing arrangements within easy walking, biking, or bicycling distance. You will probably need to sign a housing contract or lease in such private housing. To assist you with learning about off campus living, the university operates an off campus housing information and referral service at www.housing.hawaii.edu/och. Note that this site includes important legal information about "Your Rights" as a tenant in the state of Hawaii, and it also publishes available housing listings for students.

Here are two housing options very close to the Manoa campus that are friendly to international students:

- Atherton YMCA, a coed dorm with single, double and quad rooms: <http://Athertonymca.org>
- Kalo Terrace, an apartment complex for students. A typical apartment has 4 bedrooms and 2 bathrooms accommodating up to 8 students. <http://www.studentrentalshawaii.com/>

Student housing in Waikiki: Two private dorms: <http://www.HawaiiStudentHousing.org>

Home Stay

An opportunity to live short or longer term with Hawaii residents

International Hospitality Center

224 Queen Emma Square, Honolulu, HI 96813

Tel: (808) 521-3554 Fax: (808) 521-3556

Email: IHC@priority.net

IHC provides one-week homestay including airport pickup, room and board, and involvement in host activities. Administrative fee \$240. *Rates are subject to change

International Student Placements, Main Office

199 First Street, Suite#305, Los Altos, CA 94022

Tel: (808) 536-2837

Web: www.isphomestays.com Email: toni@isphomestays.com

ISP provides homestays for international students who wish to experience living with local host families. All students are placed within close proximity to their school and have the full support of the ISP staff to assist them during their stay. Different meal plans are available. The monthly fee ranges from \$650 to \$850 per month.

Hawaii Homestay

1200 Queen Emma Street, Suite#2002, Honolulu, Hawaii 96813

Tel: (808)521-2383 Fax: (808)521-2383

Web: www.HawaiiHomestay.com Email: email@HawaiiHomestay.com

Hawaii Homestay can arrange short or long-term housing for international students wishing to experience life with a host family. Generally, homestays include room and board and provide a great opportunity to learn American/Hawaiian culture, practice your English, and make wonderful lasting friendships.

Rainbow Homestay LLC

Coordinator: Emma Miyaki

Web: www.rainbowhomestay.vpweb.com Email: rainbowhomestay@hawaii.rr.com

Tel: (808)277-9016

Home stay: \$875/month, House share: \$675/month, Application fee: \$350

I didn't make a reservation for temporary housing. What shall I do?

You can use the hotel accommodation list on the off campus housing website at www.housing.hawaii.edu/och. Or, use the information about Waikiki hotels at the airport and you can call them directly.

English Language Institute (ELI)

What is ELI?

International and immigrant students who do not speak English as a native language must take the ELI Placement Test in order to complete registration. Exemptions will be given to students who meet specific criteria. Undergraduates may also be advised to take the Mānoa Writing Program examination in addition to the ELI test.

For ELI placement tests schedule, please check www.hawaii.edu/eli for details.

English Language Institute, Moore Hall Room 570

Tel: (808) 956-8610 Fax: (808) 956-2802

Email: uhmeli@hawaii.edu

Health Matters

What are the state and university health requirements?

All students must meet state health clearance requirements before registering for classes.

- Tuberculosis skin test and chest X-ray if necessary.
TB clearance must be done in Hawai'i.
- Two doses of measles or MMR vaccination.
- Health history forms on file.

Contact: University Health Services

1710 East-West Rd., Honolulu, HI 96822

Tel: (808) 956-8965 Fax: (808) 956-0853

Email: uhsm@hawaii.edu see <http://www.hawaii.edu/shs/> (click on health clearance)

Do I need health insurance?

Yes. UH policy requires F-1 and J-1 students to have adequate health insurance for each term you are enrolled. Your dependents who are in the U.S. are also required to have adequate health insurance. F-1 students: see <http://www.hawaii.edu/shs/> (click on International Student Insurance). J-1 students: see <http://www.hawaii.edu/issmanoa/> (click on health insurance).

Academic Advising

How should I decide which classes to take?

It is essential for you to meet with an academic adviser to decide which courses you should register for.

- Graduate Students go to their academic departments.
- Undergraduate Students go to their College Student Services.
- Visiting and Exchange Students go to their host department adviser.

How many credits do I have to take each semester?

Taking full-time classes is one of the essential criteria for maintaining your student visa status. In the spring and fall semesters, you must take 12 credits or more if you are an undergraduate student, or 8 credits or more if you are a graduate student. Graduate teaching/research assistants minimum credit requirement is 6 credits. (Summer enrollment is optional, as this is the annual vacation term allowed in student status.)

Student Record Hold System

What are registrations holds?

A registration "hold" locks your student record. You may not begin registration until you meet certain requirements. Most likely to place a hold on your record are: International Student Services for visa-related matters and health insurance compliance, University Health Services for medical issues, and English Language Institute for testing. Your student record will indicate the source of the hold and where to go to clear it.

Visa Information

How can I obtain my student visa?

First, most new students must pay the SEVIS fee (\$200 for F-1/\$180 for UH J-1) and print out the "I-901 receipt". See <https://www.fmjfee.com/i901fee/> for detailed information. You must have a SEVIS I-20 or DS 2019 form in order to pay this fee. Use the SEVIS ID# is in the upper right corner of your UH I-20/DS-2019 when you complete the I-901 form.

Next, bring your valid passport, I-20 (for F-1) or DS-2019 (for J-1) to the nearest U.S. embassy or consulate. In addition to the I-20/DS-2019, you will need a visa application, two passport-size photos, visa application fee, your acceptance letter and evidence of financial support. Be prepared to explain, (1) your academic and career goals and, (2) your intention to return to your home country upon completion of your academic studies. A helpful website to obtain information on visa processing is: http://travel.state.gov/visa/visa_1750.html

DO NOT use an I-20/DS-2019 issued by another school if you plan to attend UHM.

DO NOT enter on a B-2 (tourist) visa unless your visa stamp bears the notation "prospective student".

DO NOT enter the US under the visa waiver program, or with a non-student visa you may already have in your passport.

I am transferring to UHM from another institution without leaving the U.S. Is there anything I need to do?

F-1 or J-1 students who are transferring from a SEVIS school will need to be "released" from that school before UHM can prepare a UHM visa form I-20 or DS 2019. You may transfer in the middle of a degree program, or when starting a new study program at UHM. Please ask the International Student Adviser at your old school to release your SEVIS file to UHM, so that UHM can issue your I-20 or DS 2019. Bring both your old and new visa forms to the ISS when you arrive. (J-1 students subject to the 2 year home residency requirement may not be eligible to transfer schools or programs within the U.S. Seek advising from your current J-1 sponsor.)

I am transferring to UHM from another institution but I am currently outside the U.S. Is there anything important I need to know?

F-1 students who have previously attended a SEVIS school must be released in SEVIS, as stated in the previous section. When you enter the US, you must present a valid passport with a valid visa in your passport. But it is not necessary to obtain a new visa to correct the school notation. (Canadians do not require a visa, but are required to provide the I-20 for the school they plan to attend at the Port of Entry and receive F-1 entry status.) All students entering the U.S. on a student visa must present an I-20 form (F-1 status) or the DS-2019 (J-1 status).

I currently have a non-student visa status, but I want to change to student status. What should I do?

Contact an International Student adviser to discuss your situation at least 3-5 months prior to start of classes.

Students who experience visa denials or difficulties at the port-of-entry should contact an ISS adviser (email issmanoa@hawaii.edu).

Cost & Budget

Honolulu is a medium sized city with a high cost of living. The university estimates housing (shared room), food, public transportation and personal expenses at \$1666 every month.

When you first arrive, you'll need enough to pay your tuition and fees (deadline 9 days after classes begin) and your initial living costs. Relocation costs may make the first month's costs two or three times the normal monthly cost. If you will be employed by UHM as graduate teaching/research assistant, please remember that you may not get your first paycheck for 2-3 months. Be prepared. Net pay may be 70 to 80% of gross stipend amount, due to federal and state income tax withholdings.

How much do I need to study at UHM per year?

The estimated budget for the 2010-2011 academic year, mid-August to mid-May is the following:

Undergraduate Student

Non-Resident Tuition and Fees (for 12 or more credits)	\$23,932
Living Expenses including books/supplies, insurance, room and board.	\$15,000
Total	\$38,932

Graduate Student

Non-Resident Tuition and Fees (for 8 credits only)	\$18,576
Living Expenses including books/supplies, insurance, room and board.	\$15,000
Total	\$33,576

*Tuition for professional graduate programs including Law, Medicine, Nursing, and Business differ from the above. Please consult the schedule of classes online for current rates. Some students may receive tuition discounts due to scholarship awards. Tuition rates are subject to change each year.

Estimated living cost for summer: \$4,500 + tuition and fees.

Is there a bank near campus?

The UH Federal Credit Union is located on campus, and a variety of banks are located within walking distance of campus. There are also a number of ATM machines at Campus Center. When you arrive, open an account at the Credit Union or a near-by bank and request savings and check-writing services.

Social Security Number

Do I need a Social Security Number?

All students who will work during study will need to have a U.S. Social Security Number (SSN). See the ISS website for further information: <http://www.hawaii.edu/issmanoa> under Social Security Number. Obtain certification document from ISS before applying for a SSN.

Taxes

Will I have to pay taxes on personal or family money I bring to the U.S. from home?

No! Students depositing funds from abroad in a US bank should request tax exemption on the interest earned on foreign source funds.

Will I have to pay taxes on money I earn working?

You may have to pay taxes on U.S. source income. Earnings from salary/wages are subject to taxation depending on how much you earn, and other factors. The ISS maintains an on-line tax resource to assist you with US taxation issues.

Financial Aid and Scholarships

Am I eligible for US government aid?

No. International students are not eligible for most federal and state aid.

What aid am I eligible for?

UHM offers tuition scholarships to some students. Most aid to undergraduates is available only after your first year of study at UHM and depends on merit. Some scholarship sources may consider both merit and financial need. Graduate students may receive full support through teaching or research assistantships, or partial support from merit awards.

May I work while I study?

Yes. During your first academic year you can work on campus. After that you may be eligible for selected, short-term off-campus employment. ISS approval is required for all work permits.

Student Organizations

What Student Organizations are helpful to International Students?

Student organizations play a key role in the life of students. We urge you to get involved with organizations that give you experience in your major or in groups that share your extra-curricular passions and interests.

The International Student Association (ISA) has a special relationship with the International Student Services (ISS) office. The ISS supports the ISA by providing office space and supplies, and by assigning senior advisers to advise and guide the student leaders. Each semester the ISA opens to new members. Further information is found at <http://www.isauhm.com>

Registered Student Organizations (RIOs): RIOs are officially sponsored by the UHM. Some of these organizations may be willing to provide help to new students. As representatives change frequently, please review the current student organizations at the following website: <http://www.manoa.hawaii.edu/studentlife/studentorg/rio.html> . You may email the contact person listed for more information.

25 Hawaiian Values

Aloha (Loving, Generous)

Ha'aha'a (Humility)

Lokomaika'i (Generosity)

Ho'okipa (Hospitality)

Mana (Spiritual)

Wiwo (Obedience)

Laulima (Cooperation)

Ma'em'e (Cleanliness)

Alaka'i (Leadership)

Kela (Excellence)

Koa (Courage)

Ku'pono (Honesty)

Ko'kua (Helpfulness)

Na'auoa (Intelligence)

Ku'ha'o (Independent)

Pa'ahana (Diligence)

Ho'omanawanui (Patience)

Le'ale'a (Playfulness)

Ho'oku'ku' (Competitiveness)

Ho'ohiki (Keeping Promises)

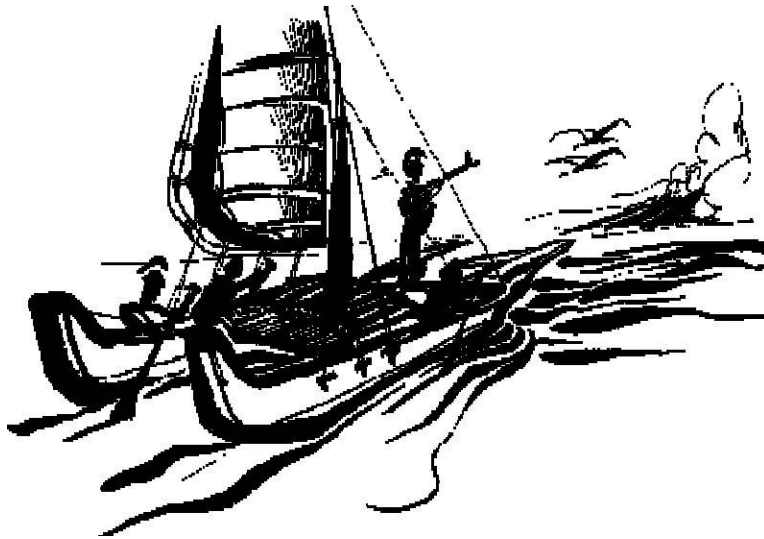
Huikala (Forgiveness)

Lo'kahi (Harmony)

Hanohano (Dignity)

Ku'i ka ni'o (Achievement)

'Olu'olu (Pleasantness)



University of Hawai'i at Mānoa

An equal opportunity/affirmative action institution.