Welcome International Students!!

Preparing to Study at the University of Hawai‘i at Mānoa 2004–2005

International Student Services
Queen Lili‘uokalani Center for Student Services Room 206
Honolulu, HI 96822

Tel: (808) 956-8613
Fax: (808) 956-5076
E-mail: issmanoa@hawaii.edu
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 that this will 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.

Linda Duckworth, Ph.D., Director
Martha C. Staff, Assistant Director
Ray Allen, Ph.D., International Student Adviser
Sandy Davis, Scholarship Coordinator
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Prior to Your Departure for Honolulu

Check the following and see if you have the most essential things ready for traveling.

❑ Admission letter from UHM and I-20 or DS-2019
  If you have not received your UHM I-20 or DS-2019, please contact the Admissions Office, Graduate Admissions Office, or ISS for assistance.
  Undergraduate
  Office of Admissions and Records
  Tel: (808) 956-8975   Fax: (808) 956-4148
  E-mail: ar-info@hawaii.edu
  Graduate
  Tel: (808) 956-8544   Fax: (808) 956-4261
  E-mail: admissions@grad.hawaii.edu

❑ Valid passport and valid student visa

❑ Reservation for flight to Honolulu
  Recommended arrival is 1–2 weeks prior to the start of classes to attend ISS and/or NSO orientation, and for testing, and advising.

❑ Reservation for airport pick-up (optional)
  Follow email instructions on page 4.

❑ Reservation for housing (see p. 6–8)
  We strongly urge you to arrange for temporary housing prior to arrival. UH and nearby housing fills quickly.

❑ Reservation for ISS Orientation
  See page 3 for information.

❑ Request a student mentor (optional), see p. 4

❑ Clothes
  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. A towel and sheets may also be helpful.

❑ Money
  A small amount of US$ cash, traveler’s check in US$, and an optional credit card.

❑ Important telephone numbers

❑ Dictionary

❑ Personal items you can’t live without
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. We serve approximately 1600 students from 80+ nations around the world. In addition to monitoring and enforcing visa and health insurance requirements, ISS provides cultural adjustment and sharing programs, leadership experiences, financial assistance programs, and personal advising.

ISS 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 in advance, and we will try to accommodate you (issmanoa@hawaii.edu)

What is ISS Orientation?
You are expected to attend ISS Orientation “Staying Legal” to understand your F-1/J-1 benefits and responsibilities. You will also obtain necessary information on studying at UHM and living and working in the U.S. Besides meeting ISS staff, you will have the opportunity to meet other international students! We offer 4 Orientation Sessions for Fall 2004 and 3 for Spring 2005. More information and instructions on reserving a seat are found at the following: www.hawaii.edu/issmanoa.

What does ISS do when I check in?
• Passport and I-94
• I-20 or DS-2019 (Present old & new I-20/DS-2019 forms if transferring schools) ISS staff and student assistants will do the following:
  • Copy your immigration documents
  • Remove the “IS” Hold on your registration (visa document hold)
  • Confirm your sign-up for ISS orientation
  • Provide campus tour information
  • Remove the IH hold (after proving the required level of health insurance coverage)
  • Provide you with an advising appointment to carry out SEVIS registration

What happens at my advising appointment?
• You meet an ISS advisor
• You are “registered” in SEVIS
• You receive important information regarding maintaining your status
• You receive Social Security/employment information and assistance in applying for a Social Security Number (SSN) if you intend to work.
I heard about another orientation, NSO. What is this?

New Student Orientation (NSO) is a special program for undergraduate students that 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:** we recommend you participate in both NSO and ISS orientation. For more information, visit the web site:

http://www2.hawaii.edu/~nso/

**Graduate students:** check with your department about departmental orientation and attend these in addition to ISS orientation.

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 email: mentor@hawaii.edu

Arrival Information

**Airport pick-up Service for all international students**

The Baptist International Student Center handles the 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. There is no charge for airport pick-up. To request pick up, send an email at least one week before arrival to joyturner@juno.com and specify the following: 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 land, collect your luggage and clear immigration and customs, and then phone Joy Turner.

Telephone: (808) 955-6180 / Cell: 387-5504

Call the following home number if arriving in the evening or on the weekend:

(808) 486-3753 / Cell: 387-5504
**Airport pick-up for students residing in the UH dorms**

The University Service Learning Program also offers a shuttle service for students staying in the UH dorms, during selected times, daily 10:00 a.m. to 6:00 p.m. starting Monday, August 16 and ending Sunday, August 22, 2004. Reservations must be made prior to your arrival at the University. Call the Service Learning Office at (808) 956-4641 or email your name, flight information and assigned hall to SLP@hawaii.edu. Confirmation will be sent via e-mail only. We cannot return long distance calls. No bikes or surfboards allowed in the shuttle.

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

Yes, you can take a taxi from the airport. The University of Hawai‘i is located about 20 minutes from the Honolulu Airport. Taxi fare to University dorms or Waikiki hotels is about $20–$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. Alternatively, the public bus ($2.00) can get you from the airport to the UH or Waikiki if your luggage will fit on your lap.

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

There is some information about hotels at the airport and you can call them directly. You can also use the housing list on pages 6–8. Accommodations on the list are either around UHM or in Waikiki, which is only 15 minutes from UHM by bus. **If you fail to reserve lodging in advance you may find accommodations unavailable or expensive.**

**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. 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.
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

Johnson Hall A Basement, Honolulu, HI 96822
Tel: (808) 956-8177   Fax: (808) 956-5995
Email: uhmsh@hawaii.edu
Web: http://www.housing.hawaii.edu

Student housing includes dormitories and apartments. There is a $25 non-refundable application fee. Cost per semester varies, depending on the hall. Students with confirmed on-campus housing who arrive before the hall opens may request conference housing at reasonable daily rates. Children cannot be accommodated. Dorm resident must purchase a meal plan. Check the web page for details.

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

For graduate students only. Daily rates for a semester rental are $16–23 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.
How about living off campus?
There are a number of options available to you if you choose to live off campus, depending on your budget and where you want to live. See www.housing.hawaii.edu/och/basicoch/OCDorms.htm for housing suggestions close to campus. The University of Hawai‘i operates an off-campus housing referral service on-line at www.housing.hawaii.edu/och

Off Campus—Hostels and Hotels

Marc Hotels
Tel: 808 921-7421  Email: marc@aloha.net
Web: http://www.marcresorts.com
Available properties can be viewed on their web page. Identify yourself as a UH student to receive special daily, monthly or semester rates starting at $52/day.

Ohana Hotels
Tel: 808 921-6860; 808 926-4303
Email: dean.nakasone@ohanahotels.com, ohana.revenue@outrigger.com
Web: http://www.ohanahotels.com
Identify yourself as a UH student to receive special daily rates starting at $32/day.

HoKondo Waikiki Beachside Hostel & Hotel
2556 Lemon Rd., Honolulu, HI 96815
Tel: 923-9566
Web: http://www.HoKondo.com
Rates from $18/daily

Polynesian Hostel & Hotel
2584 Lemon Rd., Honolulu HI 96815
Tel: 808 922 1340  Fax:262-2817
Email: Polynesian@hawaiihostels.com
Web: http://hawaiihostels.com
Short-term stays from $20/daily; $120 weekly

International Youth Hostel—University
2323 A Seaview Ave., Honolulu, HI 96822
Tel: (808) 946-0591  Fax:(808) 946-5904
E-mail: hostel@lava.net  Web: www.hostelsaloha.com
Daily rates: $16.00 member  $19.00 non-member

International Youth Hostel—Waikiki
2417 Prince Edward St., Honolulu, HI 96815
Tel: (808) 926-8313
Web: http://www.hostelweb.com/hawaii/ or www.hostelsaloha.com
Daily rates: $20.00 member  $23.00 non-member
**Home Stay**

**International Hospitality Center**

224 Queen Emma Square, Honolulu, HI 96813  
Tel: (808) 521-3554  Fax: (808) 532-2422  
Email: IHC@priory.net  

IHC provides one-week homestay including airport pickup, room and board, and involvement in host activities. Administrative fee $160.  
Rates are subject to change

**International Student Placements, Main Office**

4966 El Camino Real, Suite # 225, Los Altos, CA 94022  
Tel: (650) 947-8870  Fax: (650) 969-9857  
Web: www.isphomestays.com  
Email: Hawaii@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**

Nu'uanu Square, 23 S. Vineyard Boulevard, Suite 305, Honolulu, HI 96813  
Tel: (808) 521-2383  Web: www.HawaiiHomestay.com  

Hawaii Homestay can arrange housing for international students wishing to experience life with a host family. Both short term and long term stays are possible. Generally, homestay includes room and board and a great opportunity to learn American/Hawaiian culture, practice your English, and make wonderful lasting friendships. Please go to the website for all the details.
Campus Tour

How can I sign up for the campus tour?

When you arrive in Honolulu and visit ISS, we will give you the tour schedule. You can sign up at the front desk. This tour is designed to give you a quick grasp of “where to” and “how to” when you are new to campus. It is guided by friendly UHM students. Don’t miss it!

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. Check www.hawaii.edu/eli/ for further details.

English Language Institute
Moore Hall 570
Tel: (808) 956-8610 Fax: (808) 956-2802
Email: desl@hawaii.edu

Health Matters

Required Immunization

All students must meet health clearance requirements before registration. Your registration may be on hold if you don’t do this! The health requirements are the following:

- Tuberculosis skin test and chest X-ray if necessary. TB clearance must be done in Hawai‘i.
- Two doses of measles or MMR vaccination.

Contact: Student Health Services
1710 East-West Rd., Honolulu, HI 96822
Tel: (808) 956-8965 Fax: (808) 956-3583
Email: okamotop@hawaii.edu

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. You are also required to cover your dependents. Information on student health insurance sponsored by the University will be available at www.hawaii.edu/shs by July 15, 2004. We recommend that students purchase the UHM health insurance plan after arriving in Hawai‘i. Students wishing to purchase another health insurance must submit the Alternative Health Insurance request form and plan details by August 15 (fall) or January 3 (spring). The form for fall will be available at www.hawaii.edu/issmanoa after July 15, and for Spring by December 1.
How much does it cost to purchase UH sponsored student health insurance?
Currently, basic health insurance costs approximately $900–1300 per year for a single student. Family coverage is expensive. (Dental insurance, vision, and drug plans are optional but available at varying costs.).

Should I buy student insurance if I am a graduate assistant?
Graduate assistants may select between employee and student plans. Employee health insurance premiums are partially paid by the University, and these plans generally provide more thorough coverage than the student plan, at less cost to the student.

What if I already have health insurance from my country?
Insurance coverage, which is equivalent to or better than UHM sponsored insurance, is acceptable but you need approval in advance. See earlier discussion of Alternative Health insurance form. Be aware that if you have foreign insurance and are unable to obtain the details of your plan in English and with US dollar coverage information, your plan cannot be approved.

When should my health insurance coverage begin?
The UH student plans begin coverage on August 15. Employee plans are tied to the hiring date of a graduate assistant. Your alternative health insurance must begin by August 23 2004 for fall and January 10 2005 for spring. If you are arriving early and would like to be covered prior to the health plan beginning date, we recommend that you purchase a short-term traveler’s insurance policy.

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
• Exchange or Special Students go to their host department adviser

How many credits do I have to take per semester?
Taking full-time classes is one of the 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. Summer enrollment is optional, as this is the annual vacation term allowed in student status. You’ll receive more information on this when you arrive and check in with ISS.
Visa Information

How can I obtain my student visa?

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.

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 under the visa waiver program.

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

F-1 students who are transferring from a SEVIS school will need to be “released” from that school before UHM can prepare an I-20 form. This is the procedure whether you are transferring in the middle of a degree program, or starting a new study program at UHM. Please ask the International Student Adviser at your old school to release your SEVIS file. Bring both your old and new I-20 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 current 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. When you enter the US, you must have 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 obligated to provide the I-20 for the school they plan to attend at the Port of Entry and receive F-1 entry 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 2 months prior to start of classes.
Cost & Budget

How much does it cost to live in Honolulu per month?
Honolulu is a medium sized city with a high cost of living. Housing (shared room), food, public transportation and personal expenses every month average $700 to $1,000 per person, not including UH tuition, fees, books and required health insurance.

How much should I have when I first arrive?
Relocation costs may make the first month’s costs two or three time higher than for initial living expenses, plus funds for tuition. If you are employed by UHM as graduate assistant or research assistant, please remember that UHM personnel procedures will delay paychecks. In anticipation of this delay, students should arrange to have sufficient funds for the first 8 to 12 weeks. 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?
This is a sample of the budget for the 2004–05 academic year, mid-August to mid-May. Students staying in Hawai‘i during summer require additional funds.

<table>
<thead>
<tr>
<th>Undergraduate Student (12 or more credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Tuition and Fees</td>
<td>$10,060</td>
</tr>
<tr>
<td>Living Expenses including books/supplies, insurance, room and board.</td>
<td>$10,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,560</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Student (12 or more credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Tuition and Fees*</td>
<td>$10,998</td>
</tr>
<tr>
<td>Living Expenses including books/supplies, insurance, room and board.</td>
<td>$10,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,498</strong></td>
</tr>
</tbody>
</table>

*Tuitions 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.

Is there a bank near campus?
The UH Federal Credit Union and American Savings bank are located on campus. Other banks are located near campus. When you arrive, open an account at a convenient bank in your name and request savings and check-writing services.
Will I have to pay taxes on investment income in the US?
Hopefully, No! Students depositing funds from abroad in a US bank should request tax exemption on the interest earned on foreign source funds.

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 discounted tuition to some students. Most aid is available only after your first year of study at UHM and depends on your receiving high grades (academic merit). Some scholarship sources may consider both merit and financial need.

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.

National Student Organizations and Contacts for Questions

International student representatives from various national groups are available to assist you before you arrive. Some of the student representatives will also arrange to meet you at the airport when you arrive. As representatives change frequently, please check the current student contacts at website: http://www.hawaii.edu/caps/rio/list.htm.
25 Hawaiian Values

Aloha (Loving, Generous)
Haʻahaʻa (Humility)
Lokomaikaʻi (Generosity)
Hoʻokipa (Hospitality)
Mana (Spiritual)
Wiwo (Obedience)
Laulima (Cooperation)
Maʻemʻe (Cleanliness)
Alakaʻi (Leadership)
Kela (Excellence)
Koa (Courage)
Kūpono (Honesty)
Kōkua (Helpfulness)
Naʻauoa (Intelligence)
Kūhaʻo (Independent)
Paʻahana (Diligence)
Hoʻomanawanui (Patience)
Leʻaleʻa (Playfulness)
Hoʻokūkū (Competitiveness)
Ho′ohiki (Keeping Promises)
Huikala (Forgiveness)
Lōkahi (Harmony)
Hanohano (Dignity)
Kūi ka niʻo (Achievement)
ʻOluʻolu (Pleasantness)