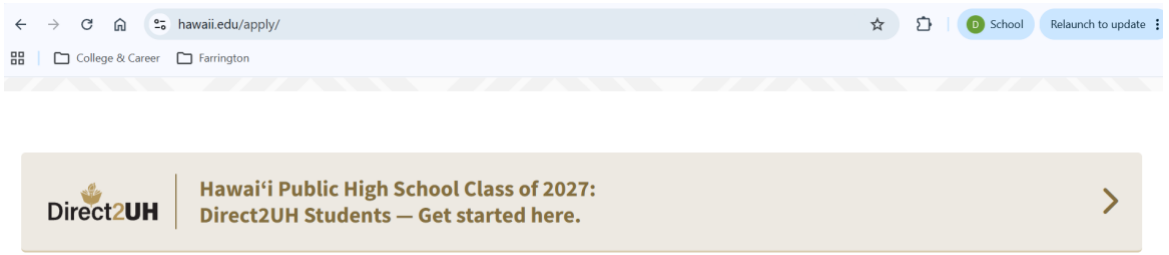
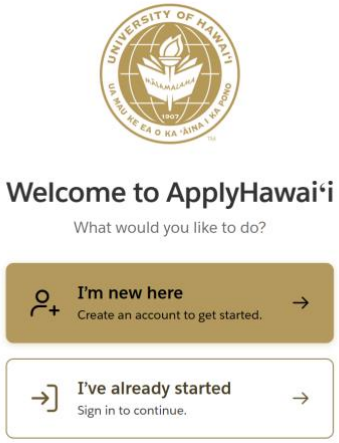
Direct2UH Application Instructions

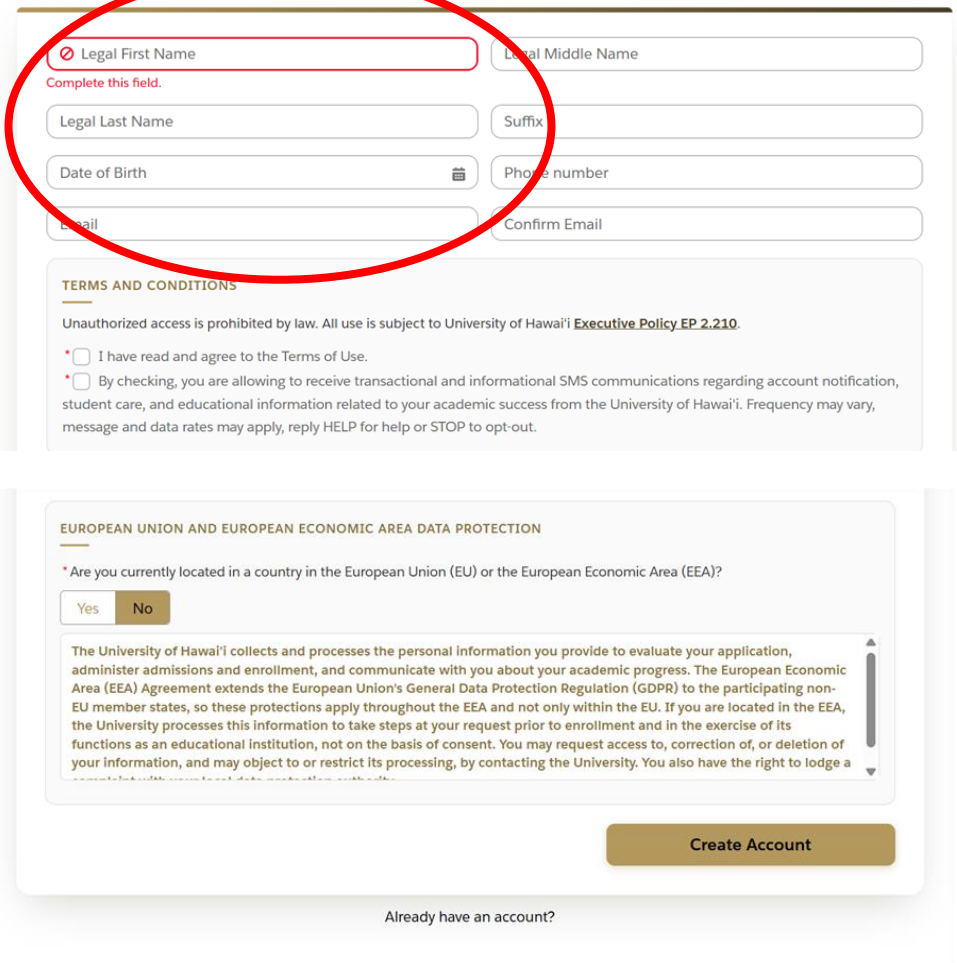
Bookmarked Instructions:

1. Creating a UH System Application Account
2. Logging into UH System Application Account
3. Starting your Application
4. Managing and Submitting your Application

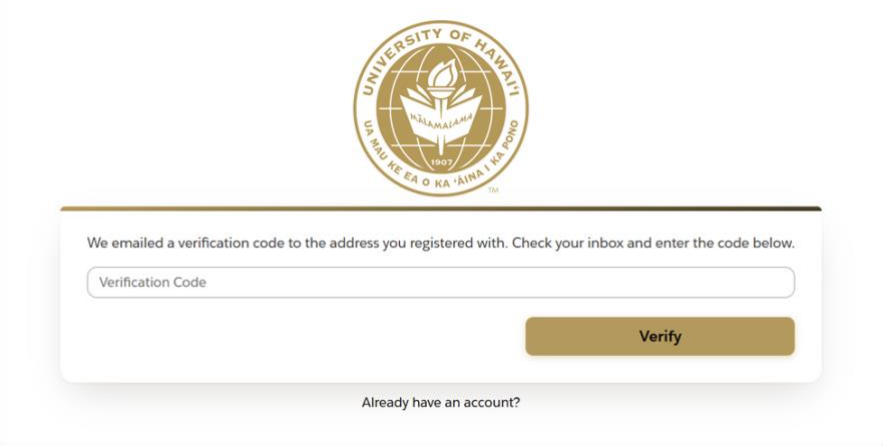
SCREENSHOT	INSTRUCTIONS
	• Go to apply.hawaii.edu on your browser • Scroll down until you see this "Direct2UH" bar - click it
	• If this is your first time accessing the application click "I'm new here" to create an account • If you've already created an account click "I've already started". Go to "Logging into UH System Application Account" for further instructions.

CREATING A UH SYSTEM APPLICATION ACCOUNT

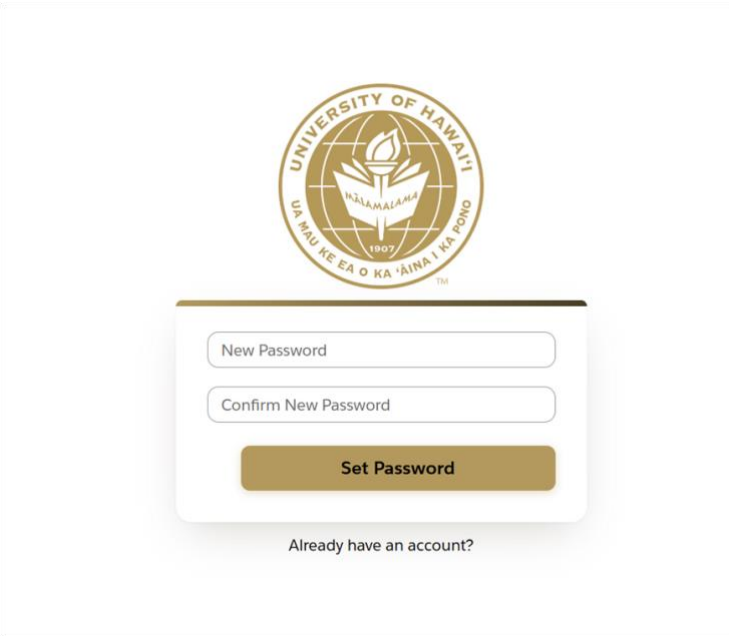
Make sure these 3 fields match EXACTLY what is on infinite campus. See instructions on the right.



- Create your account by inputting your information into all of the required fields
- **IMPORTANT NOTE for Class of 2027:** To ensure you are pushed to the correct "direct admissions" application, make sure **your first, last name, and date of birth match what is on infinite campus EXACTLY!** This includes hyphens, spaces, capital letters, and okinas. Check your infinite campus if you are unsure. YOU **CANNOT UPDATE** THIS LATER!
- Agree to the "terms & conditions"
- Answer "NO" to the European Union question
- Click "Create Account" at the bottom of the screen



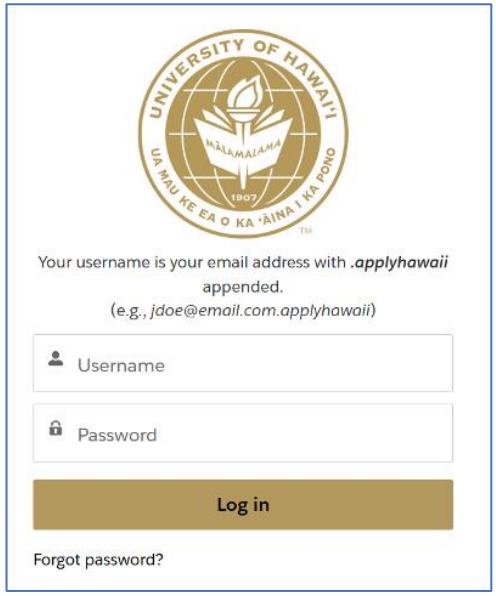
- Check the email you used to create the account for the verification code (it could take up to a minute for the email to show up)
- If it does not show up after that time, check your SPAM folder. The email will come from “UH System” and will be titled “Verify your new account in UH System”
- Input the code and click “Verify”

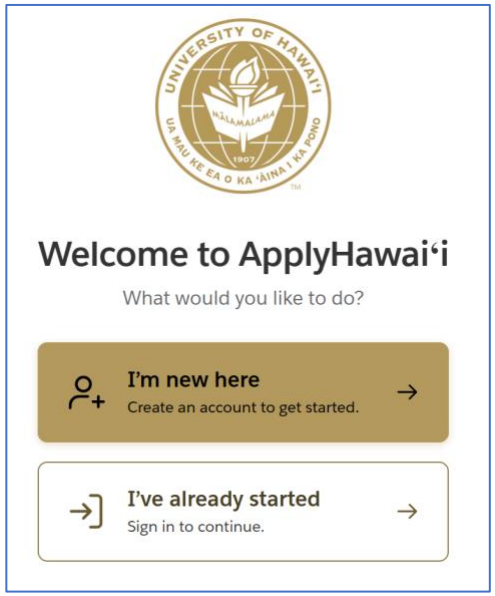


- You will be prompted to create a new password for your application account. As you type different criteria will be marked as green to ensure you are picking a strong enough password. Requirements are:
  - Minimum 8 characters
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - At least 1 special character
- Once completed and both passwords match, click “Set Password”
- After clicking “Set Password you will be redirected to the application home page. Go to the instructions linked as “Starting an Application”

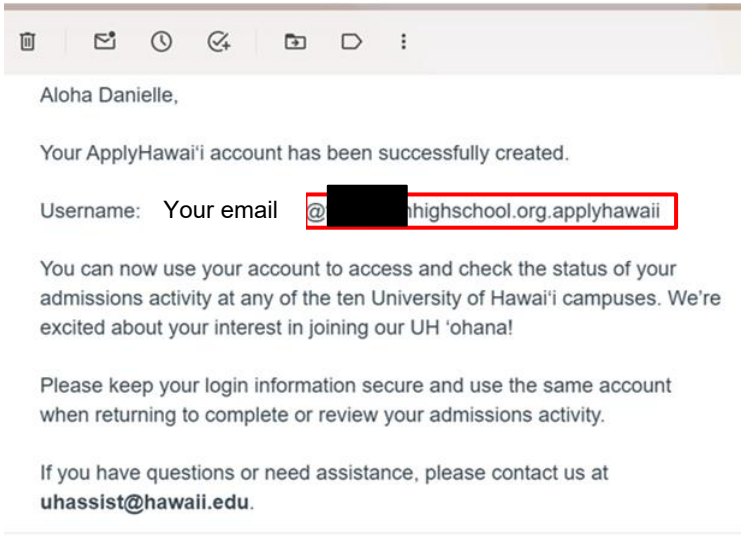
LOGGING INTO UH SYSTEM APPLICATION ACCOUNT

This username is **NOT your UH username** for accessing UH system portals like Lamaku or STAR GPS.
This username is ONLY for the APPLICATION.

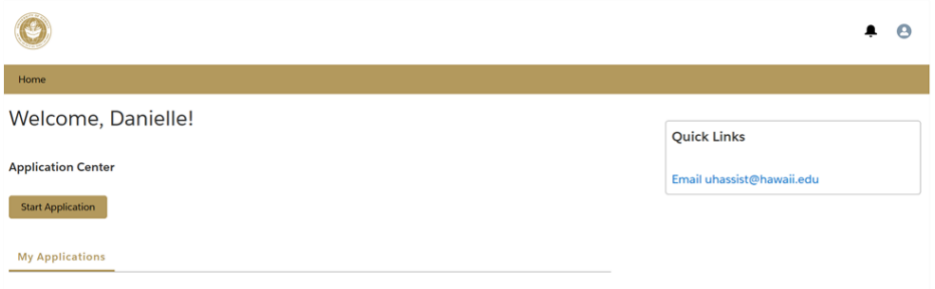




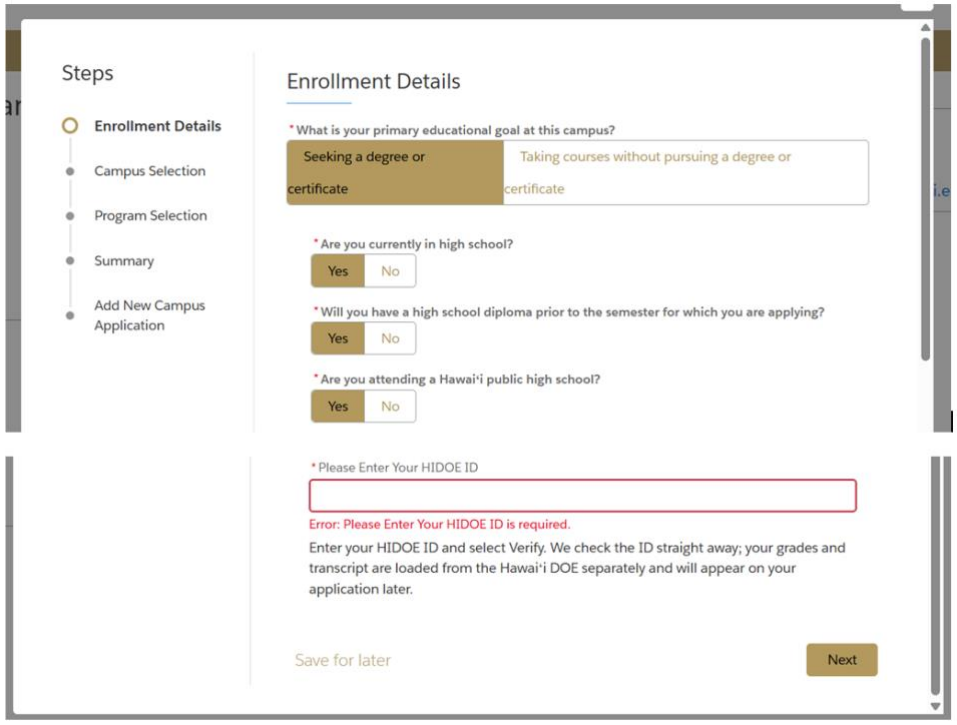
- If you've already created an account, click on "I've already started" to login to your account
- You will be prompted to enter your username and password
- **IMPORTANT NOTE: Your username is your email address with ".applyhawaii" added to the end of it**. Your username was sent to your email. The email is titled "Welcome to UH System" (see below)



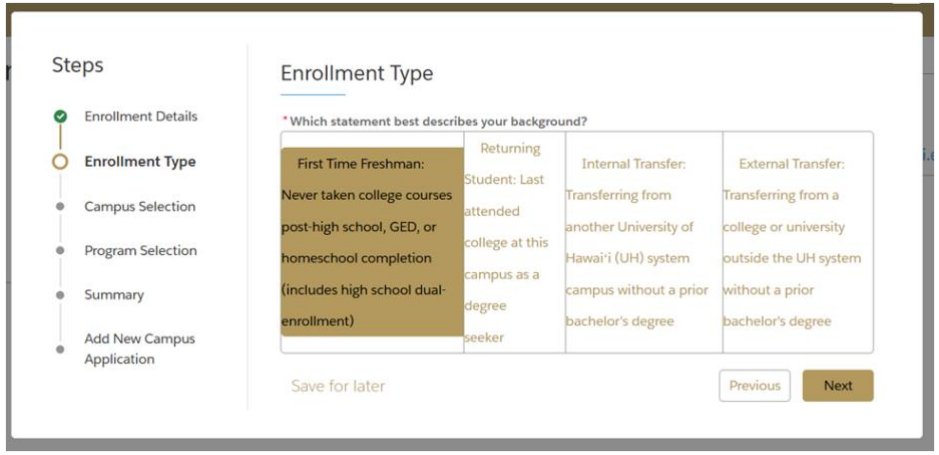
STARTING YOUR APPLICATION



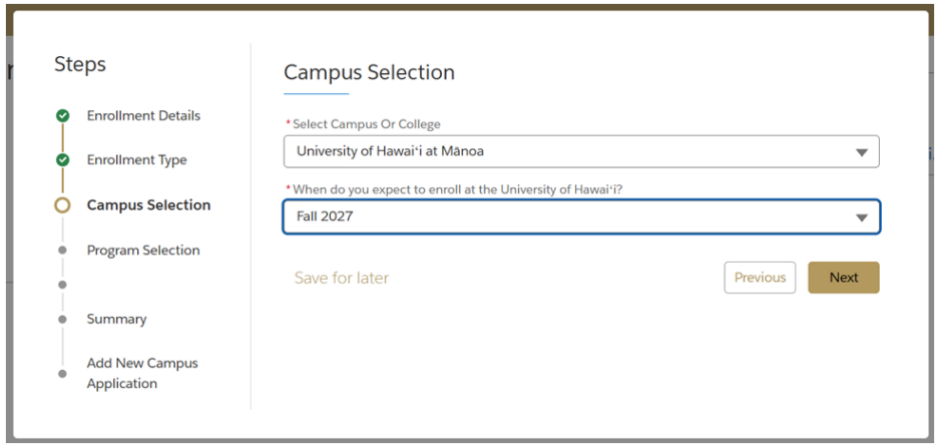
- This is what your application dashboard looks like. If you have not started any applications it will be empty.
- To start a new application click “Start Application”



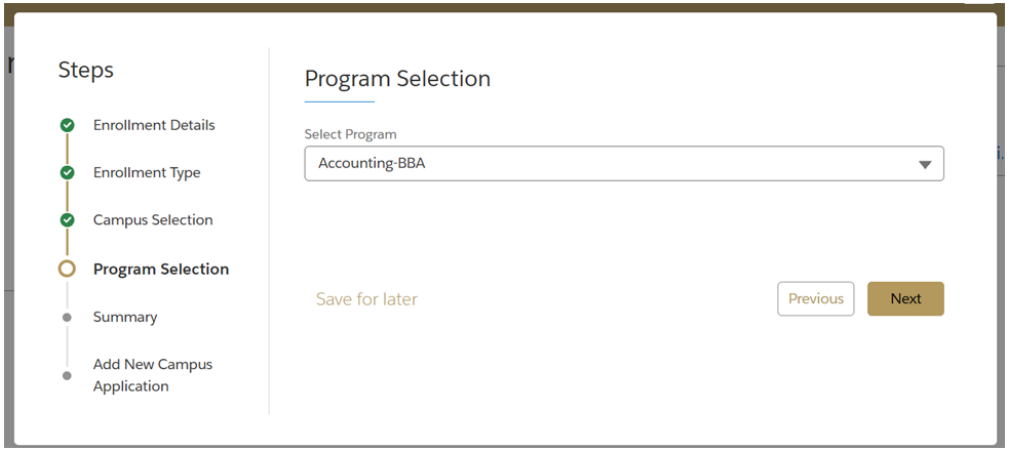
- Click on “Seeking a degree or certificate”
- **For class of 2027** - Click **“YES”** to “Are you currently in high school?”
- **For class of 2027** - Click **“YES”** to “Will you have a high school diploma prior to the semester for which you are applying?”
- **For class of 2027** - Click **“YES”** to “Are you attending a Hawaii public high school”
- **For class of 2027** - Input your HIDOE ID number and select verify. Your ID # MUST have a check mark to verify that you are a public school student. ONLY when this happens will you click “next”. If it does not verify - **STOP** and email your College & Career Counselor.



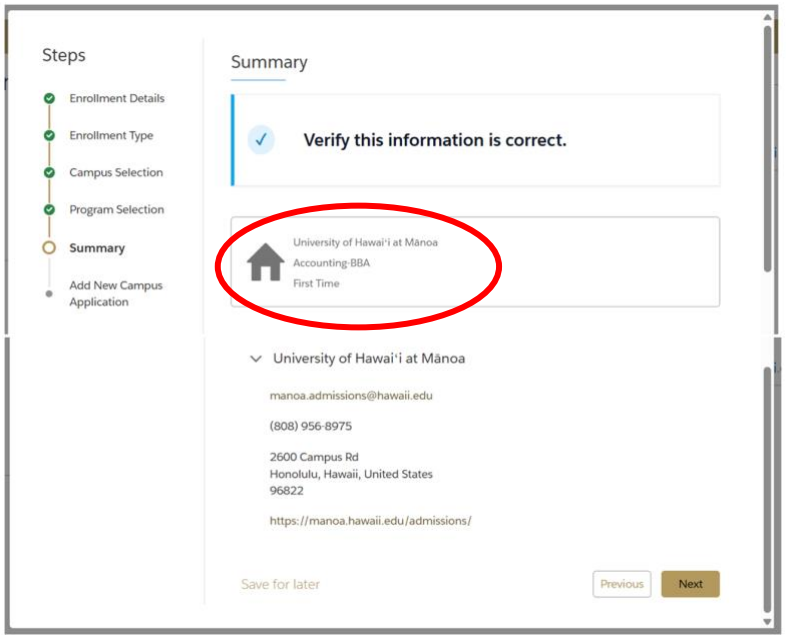
- For “Enrollment Type”, click “First Time Freshman”
- **IMPORTANT NOTE:** Even if you have taken early college or will have your associates degree by graduation, you will click “First Time Freshman”
- Click “Next”



- For “Campus Selection” select the UH system campus you would like to attend.
- **IMPORTANT NOTE:** For direct admissions into the 4-year universities (Mānoa, Hilo, & West O‘ahu) you need to meet the minimum GPA requirements **(3.2+ for UH Mānoa, 2.7+ for West O‘ahu & UH Hilo)**. If you do not meet the GPA requirements you should still apply and they will take a holistic review of your application.
- Select “Fall 2027” for when you expect to enroll
- Click “Next” to continue

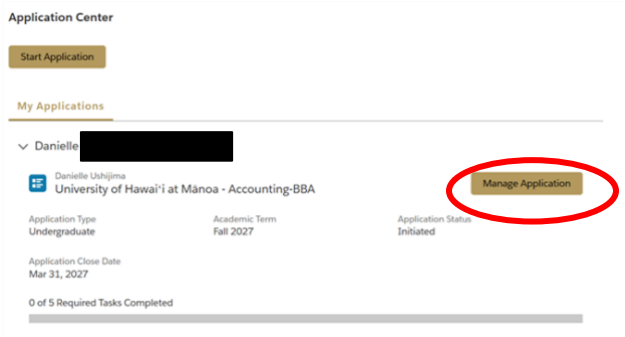


- For “Program Selection” choose your desired major
- **IMPORTANT NOTE:** Some majors require a separate application or require pre-requisites to officially be admitted into the program (i.e. Nursing, Business, Radiologic Technology, etc). Choosing the program at this point is for advising purposes only.
- Ensure that your CAMPUS and PROGRAM OF STUDY are correct. This cannot be changed once you click next.
- If you want to update your selected program, please email “uhassist@hawaii.edu”

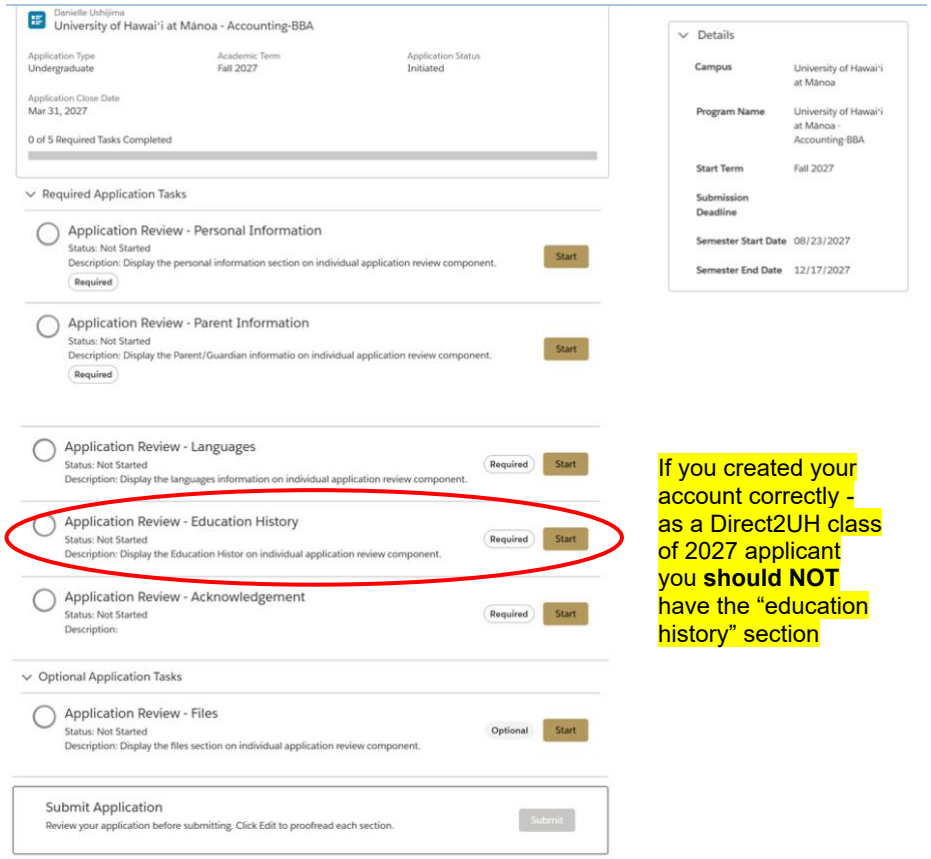


- For “Summary” verify that the correct campus and program are selected
- Once you see that it is correct, click “next”
- If you only want to apply to one campus, click “Done”
- If you want to apply to another campus, click “Start new Application”
- **IMPORTANT NOTE:** This **DOES NOT** mean you have submitted your application. There are extra steps that MUST be completed. See “Managing and Submitting your Application” for instructions.

MANAGING AND SUBMITTING YOUR APPLICATION

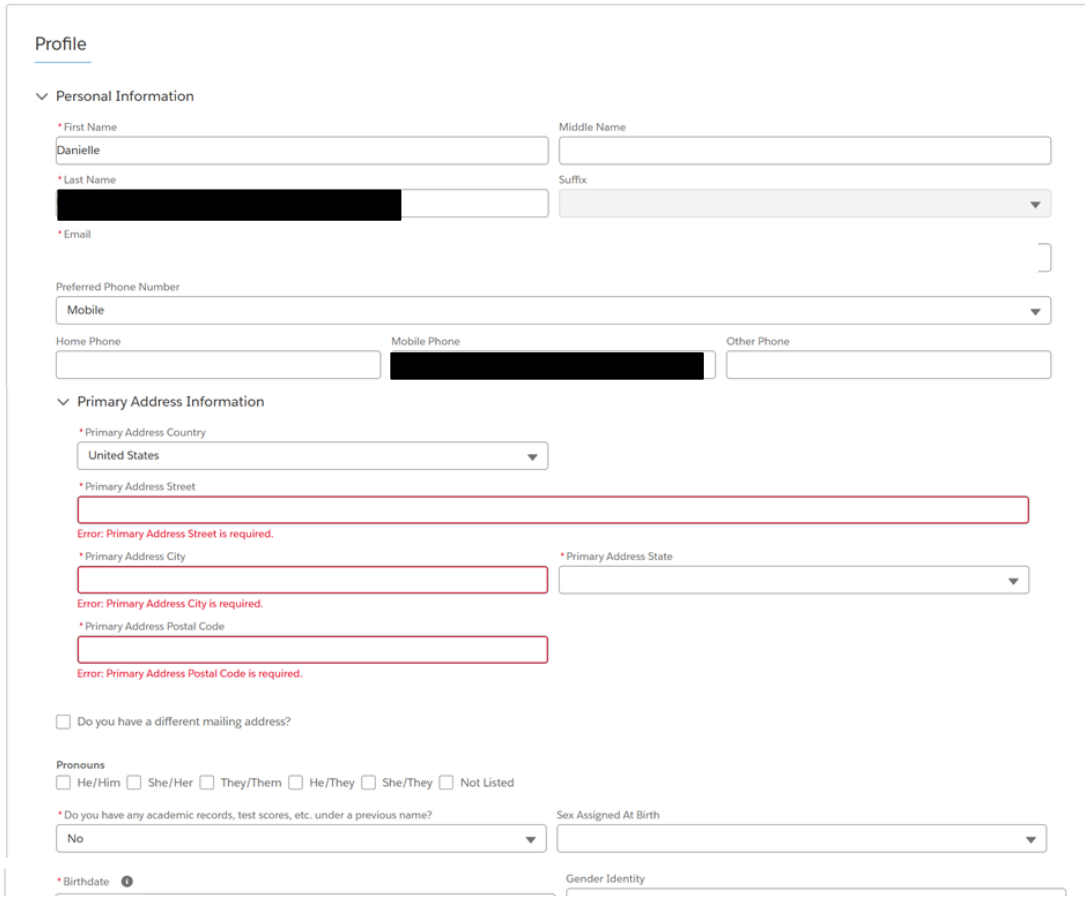


- All of your started applications will now appear on your dashboard
- To complete the application click “Manage Application”

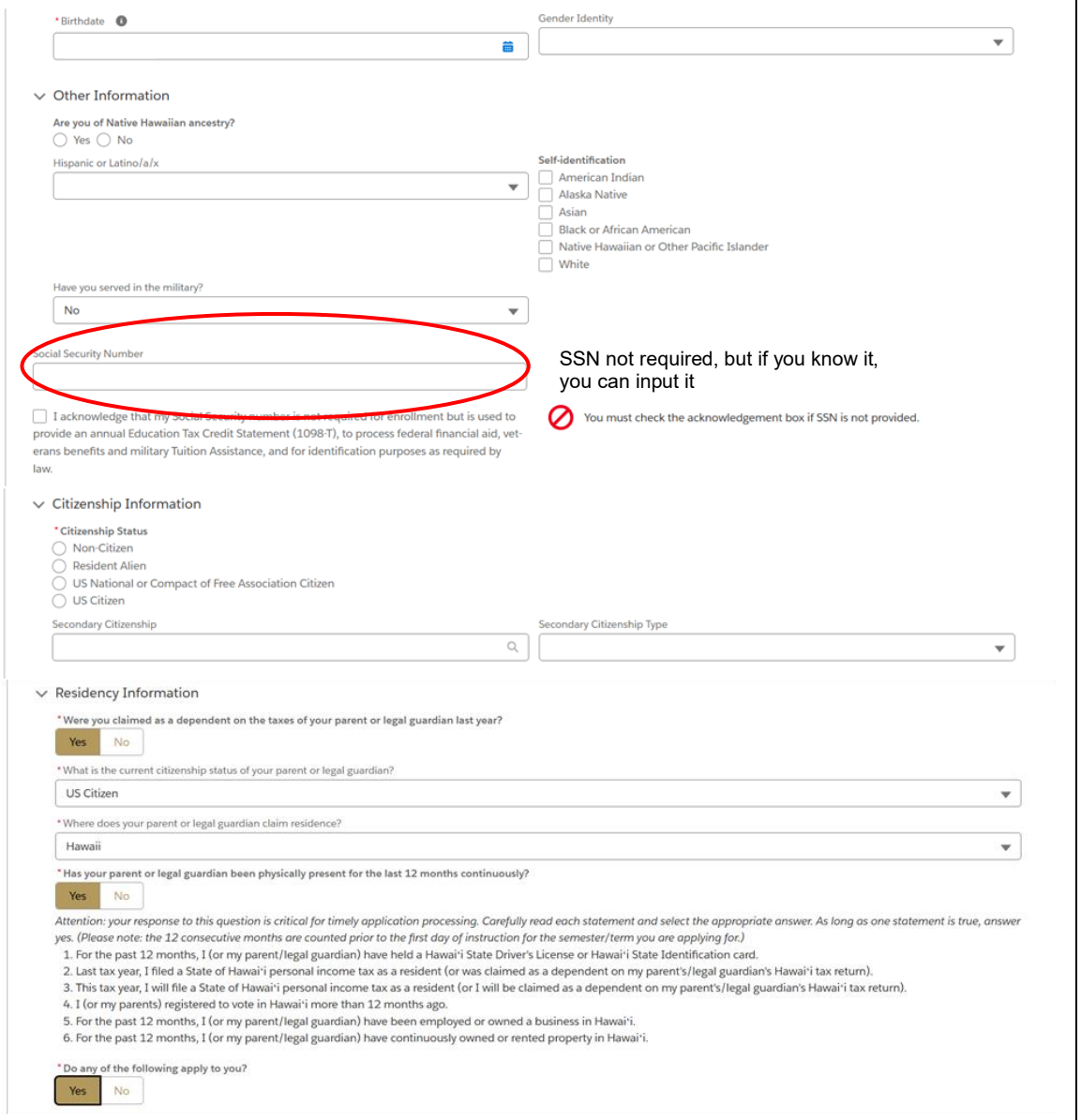


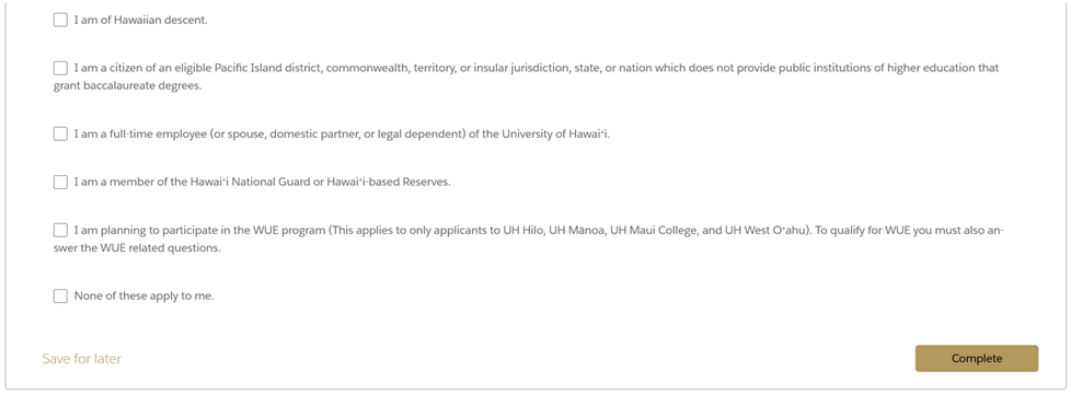
If you created your account correctly - as a Direct2UH class of 2027 applicant you **should NOT** have the “education history” section

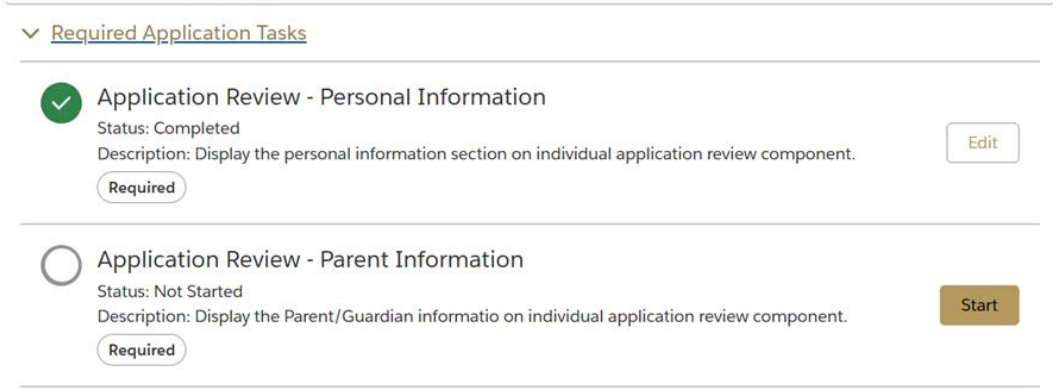
- There should be 4 application tasks that you need to complete.
- **IMPORTANT NOTE:** If you created your account correctly - as a Direct2UH class of 2027 applicant you **should NOT** have the “education history” section.
  - *If you have an education history section, email **uhassist@hawaii.edu** with your name and DOE ID # and let them know you are a class of 2027 graduate and need your application updated.*
- Click the “Start” button for each section to work through each task
- As you complete each task it should be marked with a green check mark for each section



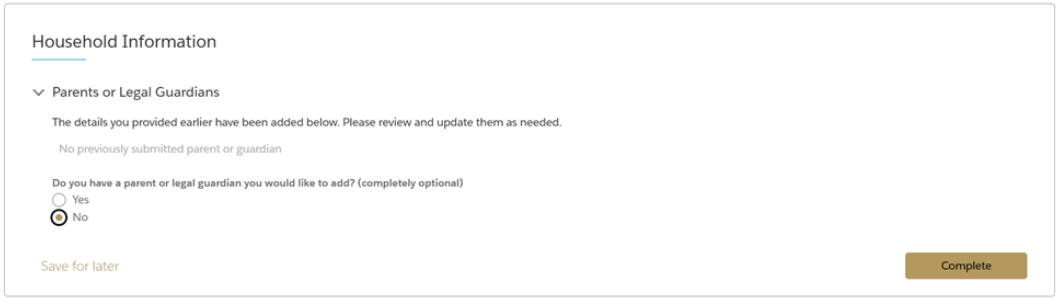
- **For the "PERSONAL INFORMATION SECTION"** Some of the personal information should be pre populated, fill out any blank section with a red *
- **IMPORTANT NOTES:**
  - Social security number is not required to complete the application, but if you know it, we recommend filling it in so that it is easier for them to match with your FAFSA
  - Residency questions are important to determine your tuition, please read through them and answer them carefully.
- Once you are done and have DOUBLE CHECKED that your information is correct, click "complete"


* Birthdate
Gender Identity
Other Information
Are you of Native Hawaiian ancestry?
Yes No
Hispanic or Latino/a/x
Self-identification
American Indian
Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Have you served in the military?
No
Social Security Number
SSN not required, but if you know it, you can input it
I acknowledge that my Social Security number is not required for enrollment but is used to provide an annual Education Tax Credit Statement (1098-T), to process federal financial aid, veterans benefits and military Tuition Assistance, and for identification purposes as required by law.
You must check the acknowledgement box if SSN is not provided.
Citizenship Information
* Citizenship Status
Non-Citizen
Resident Alien
US National or Compact of Free Association Citizen
US Citizen
Secondary Citizenship
Secondary Citizenship Type
Residency Information
* Were you claimed as a dependent on the taxes of your parent or legal guardian last year?
Yes No
* What is the current citizenship status of your parent or legal guardian?
US Citizen
* Where does your parent or legal guardian claim residence?
Hawaii
* Has your parent or legal guardian been physically present for the last 12 months continuously?
Yes No
Attention: your response to this question is critical for timely application processing. Carefully read each statement and select the appropriate answer. As long as one statement is true, answer yes. (Please note: the 12 consecutive months are counted prior to the first day of instruction for the semester/term you are applying for.)
1. For the past 12 months, I (or my parent/legal guardian) have held a Hawai'i State Driver's License or Hawai'i State Identification card.
2. Last tax year, I filed a State of Hawai'i personal income tax as a resident (or was claimed as a dependent on my parent's/legal guardian's Hawai'i tax return).
3. This tax year, I will file a State of Hawai'i personal income tax as a resident (or I will be claimed as a dependent on my parent's/legal guardian's Hawai'i tax return).
4. I (or my parents) registered to vote in Hawai'i more than 12 months ago.
5. For the past 12 months, I (or my parent/legal guardian) have been employed or owned a business in Hawai'i.
6. For the past 12 months, I (or my parent/legal guardian) have continuously owned or rented property in Hawai'i.
* Do any of the following apply to you?
Yes No

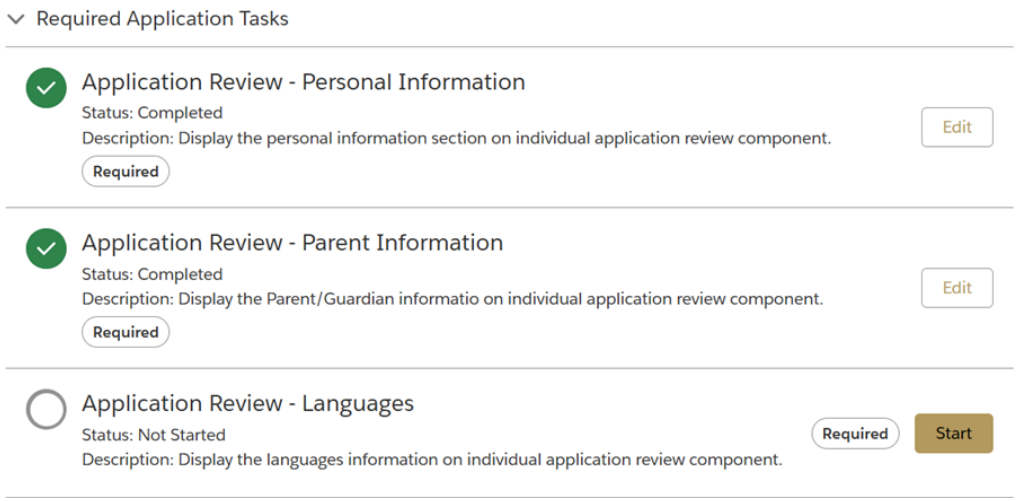




- Personal information should now be marked as complete with a green check mark. If not, click “Start”, double check that all fields are filled in, and click “Complete” again.
- Move on to the “Parent Information” section by clicking “Start”



- **For the “Parent Information Section”** you can select “no” unless you would like your parents to receive general information regarding your application in the future.
- Click “Complete”

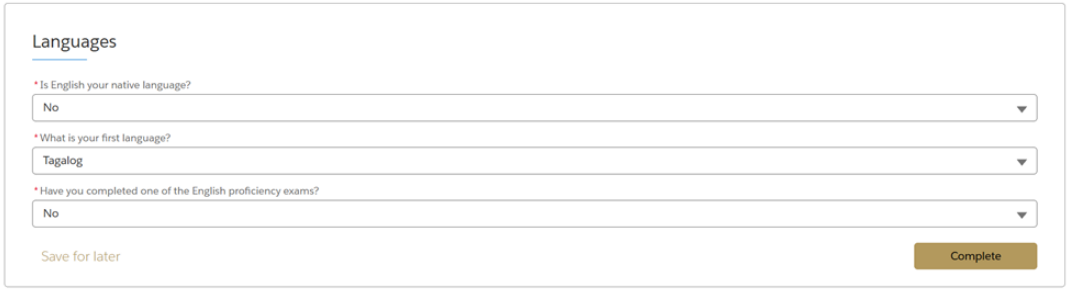


- Personal information & Parent information should now be marked as complete with a green check mark. If not, click “Start”, double check that all fields are filled in, and click “Complete” again.
- Move on to the “Languages” section by clicking “Start”

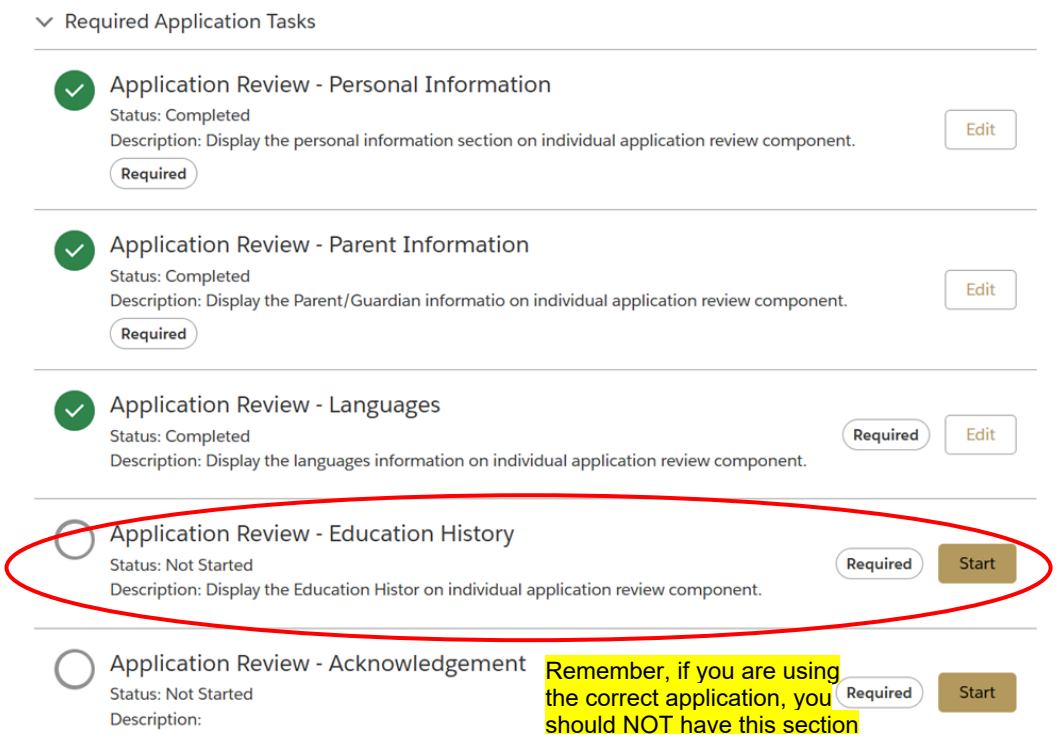
If English is your first language:



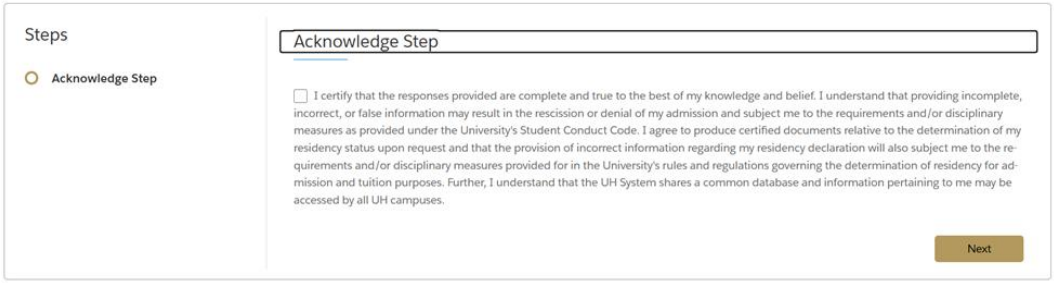
If English is NOT your first language:



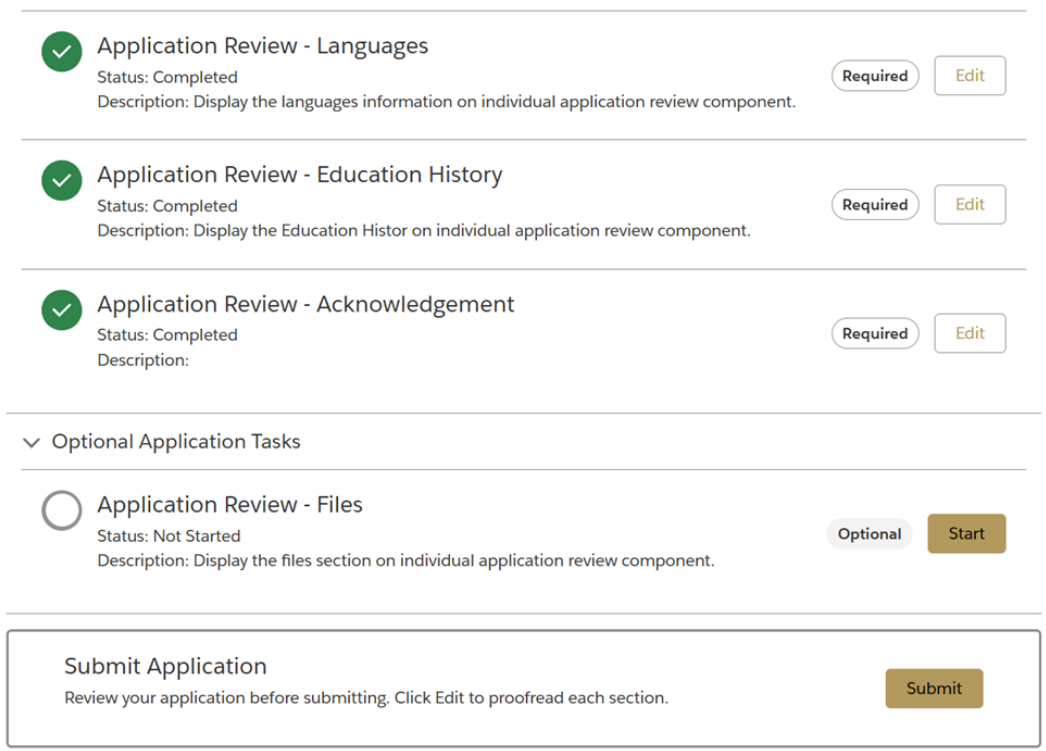
- **For the “Language” Section:** Fill out the language information accordingly
- **IMPORTANT NOTE:** If you indicate that English is NOT your first language - keep an eye out on your email **if you are applying to UH Manoa**. They may require you to verify your English ability.



- Personal information, Parent information, and Language information should now be marked as complete with a green check mark. If not, click “Start”, double check that all fields are filled in, and click “Complete” again.
- **IMPORTANT NOTE:** If you are using the correctly application for Class of 2027 Direct Admission, you should **NOT** have the “Education History” Section as it will automatically be pulled from Infinite Campus
- Move on to the “Acknowledgement” section by clicking “Start”



- **For the “Acknowledgement” Section:** Click the box and then click “Next”



- All sections should now be marked as complete with a green checkmark
- **IMPORTANT NOTE:** You are not required to submit additional files at this point
- You should now have the ability to submit the application by clicking “Submit”

**Mahalo to Danielle Ushijima, College & Career Counselor at Farrington High School for developing this guide.*