

# UNIVERSITY OF HAWAII AT MĀNOA ■ GRADUATE DIVISION

Student Services • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822

Tel: 808.956.8544 • V/T: (808.956.4257 • Email: gradss@hawaii.edu • Web: <http://manoa.hawaii.edu/graduate/>

## NOTICE TO APPLICANTS FOR ADMISSION

### Use of Social Security Number:

The University of Hawai'i ("University") is committed to safeguarding the privacy of personal and confidential information of its students, employees, alumni, and other individuals associated with the University. In the normal practice of conducting official University business, the University collects and maintains confidential information relating to its students, including a student's Social Security Number (SSN). The University requests that a student provide a SSN at the time of application to the University. The SSN is not required for enrollment; however, the University is required by federal law to report to the Internal Revenue Service ("IRS") the SSN and other information for tuition-paying students. Federal law also requires the University to obtain and report to the IRS the SSN for any person to whom compensation is paid. Due to the practical administrative difficulties which the University would encounter in maintaining adequate student records and processing financial transactions without the SSN, the University will continue to collect SSNs as permitted by law for official use within the University system. Providing the University with your SSN ensures that University programs and services are available with the least delay.

Students will be assigned a University-generated student identification number upon enrollment, which will be used as the primary identifier. The SSN will not be used as the primary identifier of students associated with the University. The SSN will be used in activities, including but not limited to, matching and reconciling documents in order to determine eligibility for admission and financial aid, to determine residency for tuition purposes, to comply with federal and/or state law reporting requirements (e.g. for financial aid, Internal Revenue Service mandates, Taxpayer's Relief Act of 1997, USCIS), and in accordance with the Family Educational Rights and Privacy Act. The SSN will not be disclosed to any persons outside the University system, except as allowed by law or with permission from the individual. This policy does not preclude, if a primary means of identification is unavailable, the University from using the SSN as needed to conduct official University business.

### Non-Discrimination and Affirmative Action:

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University's programs, activities, and services. For more information on equal opportunity policies, Title IX and ADA/Section 504 Coordinators, and University complaint procedures, visit the following website: [www.hawaii.edu/eeo](http://www.hawaii.edu/eeo) or contact:

Office of the Vice President for Student Affairs, University of Hawai'i, 2444 Dole Street, Honolulu, HI 96822

Phone: 808.956.8753

### Selective Service Registration of Males 18 through 25

Males aged 18 through 25 are required by federal law to register with the Selective Service. Registration can be done via the web at <http://www.sss.gov>.

### Employment of Graduates:

Section 177.64 of the Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1) requires that participating institutions make a good faith effort to present each prospective student, prior to the time the prospective student obligates himself or herself to pay tuition with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective student has expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, an applicant (prospective student) is advised to secure copies of the current catalog of each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the nature of the campus, its academic and student service programs, its faculties, and its facilities. Further, each applicant is advised to contact the Director of Placement at each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which the applicant is seeking also to enroll.

### Graduate Application Fee Statement

The application fee is non-refundable and non-transferable. Any check tendered to the University of Hawai'i and dishonored for any reason is assessed a \$25.00 returned check fee.

### Documentation Requirements

Applications and documents submitted in support of an application to UH Manoa are deemed the property of UH Manoa and therefore will not be returned to the applicant nor be available for copying. Failure to fill out the application completely according to instructions may result in delays and file closure.

Information on campus security is available upon request from the campus Admissions Office.

The refund policy is available upon request from the campus Business Office.