The information below is subject to change without notice. Add to the addresses and telephone numbers below: Honolulu, HI 96822 and area code (808) unless otherwise noted.

Accepting Your Offer

You must complete and submit the “Statement of Intention to Register” form found on your admission letter to accept the offer of admissions. Email your intent to gradsir@hawaii.edu. Informing your graduate program is not sufficient to accept the offer.

If you decide to decline the offer, we appreciate notification of your intent and wish you well in your academic endeavors.

Health Clearance Requirements

You must meet all health clearance requirements before you will be allowed to register. Requirements and the “Health Clearance Form” are found at http://www.hawaii.edu/myuh/healthform/. Tel: 956.8965

Additional Transcripts and Documents

If final transcripts, degree certificates or other documentation was requested, it must be received by Graduate Admissions by October 15 for fall semester and March 1 for spring semester admission to ensure continued registration and enrollment as a graduate student.

Please contact the Graduate Admissions Office as soon as possible if you do not expect to graduate with your undergraduate degree by the date listed on your application.

If you are a UH system graduate, you do not need to submit additional transcripts.

English Language Placement Test

If you are required to take the ELI Placement Examination an English Language Institute (ELI) placement examination request form is included with your admissions letter. You must clear this test requirement before you will be allowed to register.

Disability Access Service

If you have a learning, physical, psychiatric or other documented disability and need access to information and services, contact the: KOKUA Program, Web: http://www.hawaii.edu/kokua, Email: kokua@hawaii.edu, V/T: 956.7511

Registration and Payment

Important registration dates will be posted in early August for fall semester and late December for spring semester registration on MYUH Portal at: https://myuh.hawaii.edu/cp/home/displaylogin.

You must have a UH Username to register and pay tuition. You may check the status of your username or obtain one at: https://www.hawaii.edu/username/.

UH employees (faculty and staff) and eligible spouses or domestic partners using tuition waivers: Please refer to the online instructions before registration.

Deferral of Admission

Your admissions offer is valid only for the program and semester to which you are admitted. If you are unable to enroll for this semester, please contact our office (956.8544) for information and instructions on applying for a new term.

Address and Name Changes

Report changes promptly to the Graduate Division at graduate.education@hawaii.edu, Tel: 956.8544

On-Campus Housing

Information for “Graduate and Family Housing” is found at: http://www.housing.hawaii.edu/. A limited number of apartments in the Hale Wainani complex are available to qualified students. Eligibility requirements and priority consideration information are found at the above website. Email: uhmsh@hawaii.edu, Tel: 956.8117

Off-Campus Housing Referral Program

Off-campus housing information is found at: https://www.housing.hawaii.edu/och/. Email: och@hawaii.edu

Tel: 956.7356

Enrollment Policies

Enrollment policies, course loads and full-time status definition for graduate students as well as students awarded graduate assistantships are found at: http://manoa.hawaii.edu/graduate/.
**Enrollment Verification after Registration**

The Office of the Registrar is responsible for enrollment verification. Information and instructions for verification are found at: [http://manoa.hawaii.edu/records/](http://manoa.hawaii.edu/records/). Tel: 956.8010  
Email: uhmanoa.records@hawaii.edu.

**Graduate Student Orientation**

For information concerning the Graduate Student Orientation visit: [http://www.gso.hawaii.edu](http://www.gso.hawaii.edu). Tel: 956.8776

**Outreach College Courses**

Contact your graduate program office for course offerings by the Outreach College. You may also visit: [http://www.outreach.hawaii.edu](http://www.outreach.hawaii.edu), Email: ochelp@hawaii.edu, Tel: 956.5666

**Center for Teaching Excellence**

(Contemplating assistantship orientation and training information.)

For additional information visit: [http://www.cte.hawaii.edu](http://www.cte.hawaii.edu), Email: cte@hawaii.edu, Tel: 956.6978

**Financial Aid Services**

Visit [http://www.hawaii.edu/fas](http://www.hawaii.edu/fas) for information. Email: finaid@hawaii.edu, Tel: 956.7251

**Sponsored Student/Third Party Payment**

If your tuition is being paid by a third party sponsoring agency, the Cashiers Office must receive the letters of financial guarantee, purchase orders or authorization letters from your sponsor by the appropriate home campus payment deadline. Additional information and payment deadlines are found at: [http://www.fmo.hawaii.edu/bursar/payments.html](http://www.fmo.hawaii.edu/bursar/payments.html).

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### INTERNATIONAL STUDENTS ONLY

#### ISS Clearance Required

You must report to the International Student Services (ISS) Office to receive clearance before registration. This office is located in the Queen Liliuokalani Center for Student Services 206, Web: [http://www.hawaii.edu/issmanoa](http://www.hawaii.edu/issmanoa)  
Email: issmanoa@hawaii.edu  • Tel: 956.8354

#### Issuance of Visa Documents

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or Returning Graduate Student</td>
<td>Your visa document (Form I20 for F-1 student visa or DS-2019 for J-1 student visa) is enclosed with your admissions letter if you are eligible to receive your visa document at this time</td>
</tr>
<tr>
<td>Transfer Student</td>
<td>Complete and return the enclosed “Transfer Form” and SIR (statement of intention to register) accepting the offer of admission. Your UHM I20 form will be issued when your transfer university or college releases your SEVIS record to UHM</td>
</tr>
<tr>
<td>Current UHM Undergraduate to Graduate Student</td>
<td>Your I20 will be issued upon receipt of your SIR (statement of intention to register) accepting the admissions offer and at the end of the current semester of enrollment</td>
</tr>
<tr>
<td>Current UHM Graduate Students</td>
<td>Return the SIR (statement of intention to register) accepting the offer of admission. The ISS office will issue your visa document and will contact you when it is ready for pick up</td>
</tr>
</tbody>
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