Step 1
Apply to University of Hawaii at Mānoa (UHM) via one of the following methods below:

- Kaʻieʻie program
- Standard application (online)
- Automatic Admission

Apply by the appropriate deadline (one semester before transferring).

Kaʻieʻie program
This option is only for students who are currently enrolled in this program from Honolulu CC, Kapiʻolani CC, Leeward CC, and Windward CC.

**Deadlines**
Transferring in Fall: **February 1**
Transferring in Spring: **September 1**

**How to apply**
See the Kaʻieʻie Transfer Specialist assigned to your UH community college campus.

**Website**
http://uhcc.hawaii.edu/kaieie

Standard application
This option is for students who are currently enrolled at a college/university other than UHM and have completed 24 or more transferable credits. Students can also apply if they have completed 12 transferable credits and are currently registered for 12 transferable credits. *(Transferable = courses that are 100 level or higher)*

**Deadlines**
Transferring in Fall: **January 5** (priority and for international students) & **March 1** (final)
Transferring in Spring: **September 1** (priority and for international students) & **October 1** (final)

**How to apply**
1. Complete application online.
2. Pay $70 application fee.
3. Submit any non-UH transcripts to UHM’s Office of Admissions.

**Website**
http://www.manoa.hawaii.edu/admissions/undergrad/apply/transfer.html

Automatic Admission
This option is for students who are in their final semester of their Associate’s degree program from any UH community college campus.

**Deadlines**
Transferring in Fall: **February 1** – **March 1**
Transferring in Spring: **September 1** – **October 1**

**How to apply**
This is an email invitation only sent to your hawaii.edu email. This invitation is also posted under “advisor notes” in your STAR record.

Follow the steps in your email.

**NOTE:** It is not guaranteed that you will receive this invitation.
Step 2
Submit any **non-UH official** transcripts directly to UHM’s Office of Admissions. You are required to submit transcripts from each post-secondary institution you have attended (excluding any UH system institution). Unofficial, faxed, hand-carried, or student copies will not be accepted. **Students who have only attended colleges/universities within the UH system, can skip this step.**

Step 3
Apply for UHM financial aid.
- Change campus code to UHM’s code (001610) in your FAFSA
  - UHM is now your home institution
- Check with Veteran’s Affairs & scholarship organizations and inform them of your transfer to UHM
- Check your financial aid status by login in to [https://myuh.hawaii.edu](https://myuh.hawaii.edu)
- **Priority Deadline for FAFSA is March 1st of every year** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Step 4
Apply for student housing (if you would like to live on campus).
- [http://manoa.hawaii.edu/housing/](http://manoa.hawaii.edu/housing/)
- There is a $25 non-refundable application fee with your housing application.

Step 5
An envelope from UHM’s Office of Admissions will be mailed to you about 4-6 weeks later (except for Automatic Admission, which will be 4-6 weeks after the last day of the deadline).

It will include:
- Letter of acceptance/denial
- Intent to Enroll form (if accepted)

Step 6
Check to make sure that you are classified in the correct major in your letter of acceptance.
- If you are not in the correct major, please see your UHM academic advisor or contact the Mānoa Transfer Coordination Center (MTCC) office at 808-956-5563.
Step 7
Complete the Intent to Enroll form and submit your $200 tuition deposit payment along with the form.
- *The form states where to submit it.*
- You can check your MyUH account to verify that your deposit has been processed.

Step 8
For students who apply via the **standard application or automatic admission:**
- Transfer credit evaluations will be completed at the point of acceptance into UHM. It will be posted on your STAR “transfer report” to review.
- If you don’t understand your transfer credit evaluation report, please contact your UHM academic advisor.

For students who apply via the **Kaʻieʻie program:**
- Your transfer credit evaluation has already been completed when you initially joined the program and has been updated every semester. Therefore, you can already review it via under your STAR “transfer report”.
- If you don’t understand your transfer credit evaluation report, please contact your UHM academic advisor.

Step 9
Check to see if you have health holds on your record (MyUH Portal and STAR). If you do, submit your TB and MMR records to UHM’s Health Services Center.
- You can submit copies of your records OR you can submit the health clearance form with your physicians’ signatures: [http://www.hawaii.edu/myuh/healthform/healthform.pdf](http://www.hawaii.edu/myuh/healthform/healthform.pdf)

NOTE: Your TB and MMR holds prevent registration at any UH campus.

Step 10
Check to see if you have an English Language Institute (ELI) hold on your STAR and MyUH portal records.
- If you do, please contact the ELI department to understand how to remove this hold. Their phone number is listed on the hold in STAR.
Step 11

Know your UHM’s tuition and fees per semester.

- [http://manoa.hawaii.edu/records/tuition_fees/tuition.html](http://manoa.hawaii.edu/records/tuition_fees/tuition.html)
- NOTE: Select majors require additional fees

Step 12

Make an appointment with your college/major advisors at UHM.

In general, all students at UHM have two main advisors, although in some cases, the two advisors are the same person:
- A College/School Advisor and
- A Major Advisor

Advising Offices:
- [http://manoa.hawaii.edu/academics/advising/advisingOffices.htm](http://manoa.hawaii.edu/academics/advising/advisingOffices.htm)

*If you are a pre-major or exploratory student, visit the Mānoa Advising Center (MAC): macadv@hawaii.edu

Step 13

Know your registration date/time for UHM courses and register via MyUH Portal.

For students who apply via the **standard application or automatic admission**:
- You will be registering 1-2 weeks before the semester starts (late registration). Please check the academic calendar at [http://manoa.hawaii.edu/records/calendar/](http://manoa.hawaii.edu/records/calendar/). Look for “Registration for incoming (newly accepted, re-admitted, transfer)”
- Have a back-up schedule in case classes are closed
- Monitor class availability: [https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201530](https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201530)

For students who apply via the **Kaʻieʻie program**:
- You will be registering with the “continuing students” usually one semester before you begin at UHM. See your Kaʻieʻie Transfer Specialist assigned to your UH community college campus.

NOTE: You will be charged a $30 one-time late registration fee if you have not registered prior to the first day of the semester (this does not apply to adding/dropping courses).
Step 14

Think about transportation to UHM.

Parking
- Parking permits are on a first come first serve basis upon completion of course registration at UHM. http://www.hawaii.edu/parking/
- Types of permits and fees:
  - Cars & Trucks (Check website for availability/fee)
  - Carpool $142/semester
  - Mopeds, Motorcycles & Scooters $30/semester
  - Evening permits
  - $5.00 Parking Structure M-F 5am-4pm
- Off Campus Parking: http://manoa.hawaii.edu/commuter/offcampusparking.html

The Bus
- UHM provides U-Passes. You may obtain one at Campus Center 212 in the Ticket, Information, and ID Office (bring a valid form of ID).

Step 15

Pay your tuition and fees by the deadline.

- To see your deadlines per semester, go to http://manoa.hawaii.edu/records/calendar/ and look for “Payment receipt deadline for registration transactions completed.....”

Step 16

Obtain your Mānoa One Card.

- Once you have established a UH email account and register for UHM classes, you are eligible to pick up your Mānoa One Card at the Campus Center Ticket, Information and ID Office. Please bring a valid form of ID.
- This card gives you access to the libraries, computer labs, Warrior Recreation Room and Athletic Complex, discount on athletic tickets, and U-Pass (city bus pass).

Location: Campus Center 212

*For a complete list of where you can use your Manoa One Card visit: http://www.manoa.hawaii.edu/onecard/useyouronocard.html
Step 17

Pay attention to important dates/deadlines for the semester that includes:

- Last day to drop/switch sections without "W" grade
- Last day to add courses/change grading option
- Last day for 100 percent tuition refund
- Last day for 50 percent tuition refund
- Last day for in-person restricted withdrawals (with "W" grade)

Step 18

Utilize your UHM campus resources.

Admissions
http://manoa.hawaii.edu/admissions/

Bookstore
http://www.bookstore.hawaii.edu/manoa/

Financial Aid
http://www.hawaii.edu/fas

Health Services
http://www.hawaii.edu/shs/

Housing
http://www.housing.hawaii.edu/

Online Catalog
http://www.catalog.hawaii.edu/

Program Sheets/4-year plans
http://www.manoa.hawaii.edu/ovcaa/programsheets/

Commuter Services (Parking)
http://manoa.hawaii.edu/commuter/index.html

Career Center
http://www.cdse.hawaii.edu/

International Student Services
http://www.hawaii.edu/issmanoa/

Native Hawaiian Student Services
http://manoa.hawaii.edu/nhss/

Honors
http://manoa.hawaii.edu/undergrad/honors/

Pre-Health/Pre-Law Advising Center
http://manoa.hawaii.edu/undergrad/pac/

Children’s Center
http://www.hawaii.edu/childrenscenter/