



**Memorandum of Agreement  
Between  
International Partner Institution, Country  
and  
University of Hawai'i, U.S.A.**

**ARTICLE ONE PURPOSE; PARTIES**

- 1.1 Purpose.** Under this Memorandum of Agreement (“Agreement”) between the University of Hawai‘i, the state university and a body corporate of the State of Hawai‘i, and the international partner institution identified in Section 1.2.B below (“**IPI**”), the parties hereby agree to the following:
- A. Establish 3+2 Program.** Establish a program (“3+2 Program”) under which students with bachelor’s degrees awarded by the **IPI** will have the opportunity for an early start in pursuing a master’s degree to be awarded by the University of Hawai‘i at Mānoa (“UHM”).
  - B. Implement 3+2 Program.** Implement the 3+2 Program as a collaborative educational program that promotes internationalized education, cultural exchange, and collaboration in areas of common interest and benefit to both institutions.

**1.2 Parties.**

**A. University of Hawai‘i**

2444 Dole Street, Bachman Hall  
Honolulu, Hawai‘i 96822, USA

**For the Benefit of:**

**University of Hawai‘i at Mānoa**  
2500 Campus Road, Hawai‘i Hall  
Honolulu, Hawai‘i 96822, USA

**B. International Partner Institution**

Address  
Address

UHM and the **IPI** are sometimes referred to herein as an “Institution” or “party” or collectively as the “Institutions” or “parties.”

**1.3 Party Representatives.**

A. UHM Representative: \_\_\_\_\_

B. IPI Representative: \_\_\_\_\_

**1.4 Execution, Effective Date.** This Agreement is entered into \_\_\_\_\_ (“Execution Date”) and shall be effective as of \_\_\_\_\_ (“Effective Date”).

**ARTICLE TWO OPERATION OF THE 3+2 PROGRAM**

**2.1 Program Description.** The 3+2 Program is for IPI undergraduate students who desire to pursue a master’s degree at UHM. The 3+2 Program will be jointly implemented and administered by the IPI and UHM. Under this Agreement, qualified students from the undergraduate programs at the IPI listed below may be eligible to apply for the Master’s Degree programs at UHM listed below through the 3+2 Program:

Eligible IPI Undergraduate Programs:

- Program
- Program
- Program

Available UHM Master’s Degree Programs:

- College/School of XXXXX -- Program
- College/School of XXXXX -- Program
- College/School of XXXXX -- Program

**2.2 Student Recruitment; Timetable for Enrollment.**

**A. IPI to start recruitment with 1<sup>st</sup> year students.** The IPI will start recruiting students into the 3+2 Program from the time students begin their first year with the IPI as freshmen. Students who are in their senior years at the IPI may be considered for acceptance into the 3+2 Program if they have met and/or are on track to meet all of the requirements for participation in the 3+2 Program and admission into the available UHM Master’s Degree programs. IPI students accepted by the IPI into the 3+2 Program are referred to herein as “3+2 Students”.

**B. First cohort group.** IPI and UHM agree that the first cohort or student group from IPI who will be eligible to participate in the 3+2 Program will be drawn primarily from students who begin their first or freshman year at IPI during the 20XX-20XX academic year. The parties agree that the plan is to have the first IPI student cohort group enroll as students in UHM Master’s Degree programs in time for the Fall semester of the 20XX-20XX academic year.

**2.3 3+2 Program Requirements.**

**A. Requirements to apply to UHM Master’s Degree Programs.** 3+2 Students must successfully meet all of the following requirements within their first three/four years of study at the IPI in order to be eligible to apply for admission to available UHM Master’s Degree programs through the 3+2 Program:

1. **Minimum GPA.** Successfully maintain a grade-point average (GPA) 3.0 or above (or equivalent grade on a 100-point scale).
2. **TOEFL or IELTS.** Take the English proficiency test, consisting of the Test of English as a Foreign Language (“TOEFL”) (TOEFL-iBT), or the International English Language

Testing System (“IELTS”) (IELTS-Academic) and achieve the minimum score required by the UHM Graduate Division and applicable academic unit(s) at UHM. (See Article 3 below).

3. **UHM international graduate student admission requirements.** Satisfy the applicable UHM admission requirements for international graduate students (detailed admission requirements are listed in Section 2.4 and Article 3).
  4. **UHM academic standards.** Meet the academic standards of the applicable UHM academic units offering the Master’s Degree programs to which the **IPI** student applicants will be seeking admission.
  5. **GRE.** Students who are applying for the Master’s Degree Program in XX will be required to submit a GRE score. There is no minimum GRE score for 3+2 admission.
  6. **Complete IPI undergraduate requirements.** Complete all undergraduate core courses required by the **IPI** for the 3+2 Program with the exception of the culminating written project. The 3+2 Student must complete this written project during the 3+2 Student’s first year in the UHM Master’s Degree program portion of the 3+2 Program and achieve or obtain a passing grade for this written project, as graded by the **IPI** faculty.
- B. Failure to comply may result in termination.** Failure to meet the requirements and/or to maintain the standards described in Section 2.3.A may result in termination of the 3+2 Student’s participation in the 3+2 Program.

**2.4 Applying to UHM Master’s Degree Programs.** 3+2 Students who successfully meet the requirements described in Section 2.3 above during or by the end of their junior year at the **IPI** will be eligible to apply to the available UHM Master’s Degree programs listed in Section 2.1 above through the 3+2 Program.

- A. UHM Graduate Application.** The application process for admission to an available UHM Master’s Degree program includes completion of the items described on the UHM 3+2 Program Application Checklist attached as Appendix I.
- B. Official Transcripts.** Official transcripts from the **IPI** and any other institution of higher learning attended by the 3+2 Student applicant will need to be sent to the UHM Graduate Division for evaluation. Transcripts from non-English-speaking institutions will need to be translated by an appropriate office of the **IPI** and evaluated for equivalency regarding coursework.
- C. Submission of applications.** Applications should be submitted online by each respective 3+2 Student applicant.
- D. Interview (if deemed appropriate).** An interview in person or by videoconference (e.g., Skype, FaceTime, WeChat, etc.) or audioconference may be required for certain 3+2 Student applicants as and to the extent deemed necessary or appropriate by the applicable UHM Master’s Degree program.
- E. Application deadline.** The application deadline for each Fall semester is **March 1<sup>st</sup>** of that same year. If 3+2 Students are interested in applying to a UHM Master’s Degree program for Spring semester, they must contact UHM Graduate Division at least three (3) months before the Spring admission deadline (September 1<sup>st</sup>).

**F. IPI Responsibility.** The **IPI** shall:

1. **Ensure submitted information is correct.** Ensure that all information submitted by each 3+2 Student applicant to UHM regarding such 3+2 Student's performance and conduct at the **IPI** is true and correct, including, without limitation, any transcripts, academic records, degrees, certificates, accomplishments, and any and all representations regarding academic performance at the **IPI** or institutions prior to entering the **IPI**.
2. **Certify all relevant incidents/events.** Certify that the **IPI** has disclosed to UHM all incidents and events involving each 3+2 Student applicant during such 3+2 Student's time at the **IPI** where such 3+2 Student was alleged or found to have engaged in misconduct of any kind, including, without limitation, any disciplinary actions, penalties, fines, criminal charges and/or convictions, allegations and/or findings of sexual harassment, assault, or other related misconduct, and/or involving misrepresentations, cheating, fraud, and/or other acts of dishonesty.

**2.5 UHM evaluation and admission.**

- A. **UHM Academic Unit evaluation.** The applicable academic units at UHM will appoint and convene their own selection committees to review and evaluate 3+2 Student applications to the UHM Master's Degree programs offered by their respective units ("Selection Committees"). After the Selection Committees complete their review and evaluation of the 3+2 Student applicants' applications, the Selection Committees will prepare and forward their recommendations to the UHM Graduate Division for further evaluation.
- B. **UHM Graduate Division evaluation.** Upon completion of the requirements in Section 2.3.A above, in consultation with the Selection Committees, the UHM Graduate Division will make the final determination as to whether to admit the 3+2 Student applicants. The UHM Graduate Division will then inform the **IPI** regarding which 3+2 Student applicants have been approved for admission into UHM Master's Degree programs.
- C. **Admission.** UHM's Graduate Division and the applicable academic unit(s) at UHM will make the final decision as to which 3+2 Students are admitted into an eligible UHM Master's Degree Program. Each 3+2 Student who is selected, registers and enrolls in an available Master's Degree program at UHM as part of the 3+2 Program is referred to herein as an "**IPI** Master's Student."

**2.6 UHM Master's Degree program requirements.** **IPI** Master's Students will begin their study at UHM in the Fall of the final year of their undergraduate program at the **IPI**. **IPI** Master's Students must fulfill the following requirements in order to remain as classified students within the UHM Master's Degree program and the 3+2 Program:

- A. **Fall and Spring of Graduate Year 1 (first year at UHM).** In the Fall and Spring semesters of the first year at UHM, **IPI** Master's Students must:
  1. **Complete culminating final project.** Complete their culminating written project to fulfill the requirements of their bachelor's degree at the **IPI**.
  2. **Enroll as UHM Graduate student.** Enroll full-time in the applicable UHM Master's Degree program and begin taking the prescribed coursework for the UHM Master's Degree program.
- B. **Fall of Graduate Year 2 (second year at UHM).** In the Fall semester of the second year at UHM, **IPI** Master's Students must:

1. **Submit required documentation.** Submit to the UHM Graduate Division, the following documents before the start of **IPI** Master's Students' second year at UHM:
    - One (1) official transcript in students' original languages at **IPI** with English translation
    - One (1) official copy of Undergraduate Degree with English translation
    - If applicable, One (1) official copy of Certificate of Graduation with English translation

*(Official academic documents from **IPI** must bear the official red inked or embossed seal of the **IPI**);*
  2. **Failure to produce.** Failure to produce any of the official records required in Section 2.6.B.1 above to the UHM Graduate Division before the start of the **IPI** Master's Student's second year at UHM will automatically and immediately suspend such **IPI** Master's Student from further participation in the UHM Master's Degree program and the 3+2 Program. The **IPI** Master's Student will not be allowed to register or enroll in any future coursework in the UHM Master's Degree program unless and until all of the required documents are received and approved by the UHM Graduate Division. Failure to produce any of the documentation required pursuant to Section 2.6.B.1 above within sixty (60) days of the scheduled start of the **IPI** Master's Student's second year at UHM will result in the automatic termination of the **IPI** Master's Student's status as an enrolled student at UHM and as a participant in the UHM Master's Degree program and the 3+2 Program.
- 2.7 **Degree.** Upon successful completion of all UHM Master's Degree program course work and UHM graduate program requirements, **IPI** Master's Students will be granted a **Master of Science/Art** Degree from UHM.

### **ARTICLE THREE REQUIRED ENGLISH PROFICIENCY**

- 3.1 **Achieve minimum score on TOEFL/IELTS.** 3+2 Students applying for admission to UHM Master's Degree programs must take and achieve the minimum score indicated below on one of the UHM-approved English proficiency examinations (TOEFL-iBT or IELTS-Academic). UHM requires all international applicants to meet the minimum English test score of TOEFL-iBT 100 or IELTS-Academic 7.0. However, 3+2 Students who meet TOEFL-iBT 80 or IELTS 6.5 can still be admitted to a UHM Master's Degree program with an additional condition of taking the academic English placement test at the UHM English Language Institute (ELI) upon the 3+2 Students' arrival at UHM campus and additional ELI courses if required by ELI.
- 3.2 **English Language Institute (ELI).** UHM requires all international students who do not achieve a minimum score of TOEFL-iBT 100 or IELTS 7.0 to take an English placement test at the UHM ELI before students start their first semester at UHM. Based on the placement test results, ELI will decide whether a student needs further support in academic English through ELI courses. Depending on a student's total course load in their first two semesters, ELI courses may result in additional tuition costs based on the total semester credits the student is enrolled in, and are calculated at the tuition rate for the student's graduate program that is published on the UHM tuition and fees website.
- 3.3 **English Language Training Option.** Any **IPI** 3+2 applicant who does not meet the English Test Score requirement for 3+2 Program admission (minimum TOEFL 80 or IELTS 6.5) will have a

maximum of two semesters (Fall/Spring) to take English classes at UHM. The cost for taking English classes at UHM will be the full responsibility of the student. After two semesters of English training, if the IPI student still cannot meet the 3+2 English requirement, he/she will not be allowed to apply for the 3+2 Program.

#### **ARTICLE FOUR IPI MASTER'S STUDENT PARTICIPATION IN THE MASTER'S DEGREE PROGRAM AT UHM**

**4.1 Conditions of Enrollment in UHM Master's Degree Program.** During enrollment in the Master's Degree Program at UHM, IPI Master's Students will:

- A. Compliance.** Comply with the laws of the United States (and state, county, province or other political subdivision) and all policies and regulations of UHM that are or shall become effective during the period of enrollment at UHM. Any breach of UHM policies and regulations will be dealt with in accordance with the established policies and procedures of UHM.
  - 1. **UHM Responsibility.** UHM shall be responsible for sharing knowledge of and familiarizing IPI Master's Students with UHM's policies relating to students in general and international students in particular, including, without limitation, the UHM student code of conduct (collectively "UHM Student Policies"). UHM will provide IPI Master's Students with access to such UHM Student Policies and will advise each IPI Master's Students that they must comply at all times with UHM Student Policies.
- B. Follow curriculum.** Follow the curriculum, teaching plans, and course syllabi and requirements of, and use the instructional resources (textbooks, software, instruments, etc.) required by applicable academic unit's faculty.
- C. Complete coursework and degree requirements.** Complete all required and elective coursework and any related degree requirements (e.g., fieldwork, practicum, etc.) required for an award of a master's degree at UHM within two (2) calendar years from the IPI Master's Student's start in their first semester at UHM.

#### **4.2 Tuition, Fees and Other Costs**

- A. Tuition and fees.** During enrollment in a UHM Master's Degree program, IPI Master's Students will pay UHM non-resident graduate student tuition (tuition rate may vary depending upon the number of credits taken) and UHM mandated student fees. IPI Master's Students may also be required to pay any additional course materials fees, lab fees, book fees and excursion fees associated with certain courses in which the IPI Master's Students choose to enroll at UHM.
- B. Living Costs, Accommodations, Travel and Other Expenses.** All personal and living expenses and all costs associated with the IPI Master's Student's enrollment in a UHM Master's Degree program, including without limitation, room and board, meals, books and supplies, round-trip international travel and travel while in the U.S., health care, immigration and other personal matters not expressly covered by the terms of this Agreement shall be the personal responsibility of each IPI Master's Student. Neither Institution shall be responsible for such costs.
  - 1. **Travel Arrangements.** IPI Master's Students will be responsible, at their costs, for making their own international and domestic travel arrangements to and from UHM.

2. **Housing Accommodations.** UHM may assist IPI Master's Students with the arrangement of housing accommodations but UHM is not obligated financially or otherwise to provide housing for IPI Master's Students. IPI Master's Students will be responsible for paying for their housing accommodations while they are enrolled in a UHM Master's Degree program and neither Institution will be responsible for any such costs.
3. **Health Insurance.** Each IPI Master's Student must purchase the medical insurance required by UHM, or demonstrate to the satisfaction of UHM that medical insurance carried by or on behalf of such IPI Master's Student is sufficient to cover the IPI Master's Student's medical care requirements while enrolled in a Master's Degree program at UHM and meets any required minimum standards required by UHM. The cost of any medical insurance required hereunder as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the IPI Master's Student.
4. **Visas, Passports.** IPI Master's Students are personally responsible, at their cost, for complying with all visa/immigration requirements, laws, and regulations of the USA, including obtaining and maintaining the appropriate passport, visa and/or permits needed for participation in the entire duration of the UHM Master's Degree program.
  - a. **UHM Responsibilities for Visa Arrangements.** UHM will submit to the applicable governmental agencies and/or provide IPI Master's Students with the documentation necessary for the IPI Master's Students to apply for the applicable student visas. UHM shall bear no responsibility for those IPI Master's Students who fail to obtain and/or maintain any visas and/or permits or who fail to comply with the visa/immigration requirements, laws, and regulations of the USA.
  - b. **Changes in Immigration Status.** Each IPI Master's Student shall keep UHM informed of any changes in his/her immigration status.
- C. **Spouses and Dependents.** It is not anticipated that spouses and dependents will accompany an IPI Master's Student. Such an arrangement is subject to the approval of UHM with the understanding that the IPI Master's Student will be responsible for all additional expenses of the spouse and dependents. Facility access, student services and other privileges of a full-time student will not apply to the IPI Master's Student's spouse or dependents.

#### 4.3 **Scholarship**

- A. **Eligibility to apply for scholarships.** IPI Master's Students shall be considered UHM graduate students who are eligible to apply for any scholarships that are available to UHM graduate students.
- B. **GEIP Scholarship.** IPI Master's Students will be eligible to apply for and possibly be awarded a UHM Graduate Education International Partnership Scholarship ("GEIP Scholarship") by UHM Graduate Division. To be eligible for a GEIP Scholarship, the IPI Master's Student must demonstrate satisfactory academic performance in the UHM Master's Degree Program and be in good academic standing. The amount of the GEIP Scholarship will be no more than \$2,000 per semester and any GEIP Scholarship awards will be subject to the availability of funding. IPI Master's Students could be eligible for the award of the GEIP Scholarship for a total of only two academic years (summer sessions are excluded). The UHM Graduate Division reserves the right to allocate and administer all scholarship

awards at the UHM Graduate Division's discretion, including the award of any GEIP Scholarships.

## **ARTICLE FIVE TERM OF AGREEMENT; TERMINATION**

- 5.1 Term.** The Term of this Agreement shall be five (5) years, starting from the Effective Date herein, unless said term is sooner terminated in writing in accordance with this Agreement.
- 5.2 Termination.** This Agreement may be terminated by either party upon ninety (90) days prior written notice to the other party, with or without cause, provided that each party will be responsible for any incidents or events that were caused by such party and that occurred prior to such termination. IPI Master's Students already participating in a UHM Master's Degree program at the time of termination will be allowed to complete the UHM Master's Degree Program in accordance with the terms of the Agreement in effect prior to such termination.

## **ARTICLE SIX GENERAL PROVISIONS**

- 6.1 Governing Language.** This Agreement is written in English and in the IPI's primary language (Name of the Language). These two versions are equally valid after each version is certified as correct and accurate by each party and are signed by the legal representatives of the respective parties.
- 6.2 Goodwill visits.** Administrators and faculty of UHM and the IPI will make reasonable efforts to make goodwill visits to each other's institutions.
- 6.3 Compliance with U.S laws.** Both Institutions agree to comply with all applicable laws, statutes, ordinances, rules, regulations, and executive orders of the United States, State of Hawai'i, and City and County of Honolulu governments. The IPI represents and warrants that it is in current compliance with all U.S. laws, statutes, rules, regulations, and executive orders, including, without limitation, any export control laws.
- 6.4 Jurisdiction.** The IPI shall advise and inform each 3+2 Student that any disputes or incidents that occur while the 3+2 Student is enrolled in a UHM Master's Degree program or attending UHM, shall be resolved in the courts of the State of Hawai'i in Honolulu, Hawai'i, if such disputes or incidents are not otherwise resolved before requiring court action.
- 6.5 Modification of Agreement.** Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Agreement shall be made only by written amendment to this Agreement, signed by both parties.
- 6.6 Renewal requires consent.** This Agreement may not be renewed by either party without the prior written approval of the other party.
- 6.7 Binding effect.** The terms and conditions of this Agreement will be binding upon and inure to the benefit of the parties and their successors and permitted assigns.
- 6.8 Assignment.** One party may not assign, convey, grant, or transfer to any other person or entity any of its rights and/or obligations under this Agreement without obtaining the other party's prior written approval. Any attempted assignment, conveyance, grant, or transfer without obtaining each party's prior written approval shall be null and void and of no force or effect.
- 6.9 Counterpart signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and said counterparts shall together constitute one and the same agreement, binding all of the parties hereto, notwithstanding all of the parties are not signatory to



the original or the same counterparts. For all purposes, including, without limitation, recordation, filing, and delivery of this instrument, duplicate unexecuted pages of the counterparts may be discarded and the remaining pages assembled as one document. The submission of a signature page transmitted by email or facsimile (or similar electronic transmission facility) shall be considered as an “original” signature page for purposes of this Agreement.

- 6.10 Institutional Representations.** Each Institution represents to the other Institution as of the earlier of the Execution Date or the Effective Date of this Agreement that:
- A. Duly organized. Such Institution is duly organized, validly existing, and in good standing in the jurisdiction of its organization.
  - B. Full right and authority. Such Institution has the full right and authority and has taken all requisite corporate or other action to enter into, execute, deliver, and perform its obligations under this Agreement.
  - C. Has obtained all requisite approvals. Such Institution has obtained all approvals and consents that are necessary to fully authorize and empower such Institution to validly enter into this Agreement and has obtained or shall timely obtain all approvals and consents that are necessary to perform all of its obligations under this Agreement.
  - D. Agreement is a binding obligation. This Agreement constitutes a legal, valid, and binding obligation enforceable against such Institution in accordance with its terms, except as may be limited by applicable bankruptcy, insolvency, reorganization, moratorium, and other similar laws now or hereafter in effect relating to creditors' rights generally.
  - E. No litigation or investigation. There is no litigation, action, proceeding or investigation pending or, to the best of such Institution’s knowledge, threatened before any court or other governmental authority by, against, or involving any of such Institution’s business or assets that would affect such Institution’s ability to carry out its obligations under this Agreement.
  - F. No other breach. Neither the execution and delivery of this Agreement by such Institution nor such Institution’s compliance with any of the terms and conditions of this Agreement will result or results in a condition or event that would constitute (or that upon notice or lapse of time or both would constitute) an event of default under any material contractual obligation of such Institution in any other agreement to which such Institution is a party.
- 6.11 Severability.** If any provision of this Agreement or the application thereof to any person, entity, or circumstance shall, to any extent, be deemed invalid, void, or unenforceable by a court of competent jurisdiction, the remainder of this Agreement, or the application of such provision to persons, entities, or circumstances other than those as to which it is invalid, void, or unenforceable, shall not be affected thereby, and each other provision of this Agreement shall be valid and enforceable to the full extent permitted by law.
- 6.12 Waiver.** Any waiver of the terms, conditions, or provisions of this Agreement or a party’s rights or remedies under this Agreement must be in writing to be effective. Failure, neglect, or delay by a party to enforce the terms, conditions, or provisions of this Agreement or such party’s rights or remedies at any time, will not be construed as a waiver of such party’s rights under this

Agreement and will not in any way affect the validity of the whole or any part of this Agreement or prejudice such party's right to take any subsequent action. No exercise or enforcement by any party of that party's rights or remedies under this Agreement will preclude the enforcement by such party of any of its other rights or remedies that are available under this Agreement or by law.

**6.13 Notice.** Any notice required or permitted to be given under this Agreement shall be in writing and shall be (i) mailed by certified mail, postage prepaid, return receipt requested, (ii) sent by overnight air courier service, (iii) personally delivered to a representative of the receiving party, (iv) sent by facsimile (provided an identical notice is also sent simultaneously by mail, overnight courier, or personal delivery as otherwise provided in this Section 6.13), or (v) sent by email (provided receipt thereof is confirmed via email or in writing by the recipient) and any such notice shall be deemed given (A) when received if personally delivered or sent by overnight air courier service, (B) on the date of transmission if sent by facsimile transmission, (C) three business days after being deposited in the USA's mail, certified, postage prepaid and return receipt requested, or (D) when received if sent in an email, the receipt of which has been confirmed by the recipient. All such communications shall be mailed, sent or delivered, addressed to the party for whom it is intended, using the contact information provided below. A party may change its address for notices by giving written notice of any such change to the other party.

UHM Contact	IPI Contact
<p>Xiaoxin Ivy Mu (Ms.)                      UHM 3+2 &amp; Intl. Program Coordinator                      2540 Maile Way, Spalding 360                      Honolulu, HI 96822, USA</p> <p>Phone: +1 808 3219070                      Fax: +1 808 9564261                      Email: <a href="mailto:xiaoxin@hawaii.edu">xiaoxin@hawaii.edu</a></p>	<p>[Insert Contact Name, Address, Phone, Fax, Email]</p>

**Signed and Dated:**

**UH:**

**University of Hawai'i**

**IPI:**

**International Partner Institution**

\_\_\_\_\_ Date \_\_\_\_\_

David Lassner  
President  
University of Hawai'i at Mānoa  
Honolulu, Hawai'i, USA

\_\_\_\_\_ Date \_\_\_\_\_

Name  
President  
International Partner University  
City, Country

\_\_\_\_\_ Date \_\_\_\_\_

Name  
Dean, School/College  
University of Hawai'i at Mānoa  
Honolulu, Hawai'i, USA

\_\_\_\_\_ Date \_\_\_\_\_

Name  
Title and Unit  
International Partner University  
City, Country

\_\_\_\_\_ Date \_\_\_\_\_

Name  
Dean, Graduate Division  
University of Hawai'i at Mānoa  
Honolulu, Hawai'i, USA