

# UNIVERSITY OF HAWAII AT MĀNOA • OFFICE OF GRADUATE EDUCATION

Student Services • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822 • Tel: 808.956.8544 • V/T:808.956.4257

Email: [graduate.education@hawaii.edu](mailto:graduate.education@hawaii.edu) • Web: <http://manoa.hawaii.edu/graduate/>

## **General Information and Admissions Application Instructions**

### **Disclaimer**

Information contained herein is subject to change without notice and supersedes information contained in the UHM Catalog. For current information on graduate studies, please visit the UHM Office of Graduate Education Web site for prospective students as listed above.

### **Documentation**

Applications and documents submitted in support of an application to UH Mānoa are deemed the property of UH Mānoa 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.

### **Application Process**

The Office of Graduate Education-Student Services begins processing of admissions applications starting **August 1** for the Fall semester and **May 1** for the Spring semester. Applicants are advised to apply well in advance of application deadlines.

Use this admissions application if you are applying to:

- **Masters, Doctoral or Graduate Certificate programs (New, Returning or Concurrent degree student status)**
  - a. Readmissions Applicant – See additional instructions on page 2.
  - b. Concurrent Degree Applicant (master or doctoral) – Complete and submit the “Petition to Apply for Concurrent Degree Status” form found at <http://manoa.hawaii.edu/graduate/content/forms>. Final approval to apply for concurrent degree status rests with the Office of Graduate Education. Submit the graduate admissions application if you receive OGE approval to apply for concurrent admissions consideration.
  - c. Use the “Concurrent Graduate Certificate Application” if you are currently enrolled as a UHM graduate student and seeking admissions into a graduate certificate.
  - d. Use the “Petition for Admission to a Doctorate in Same Discipline” application if you are a current UHM master’s student applying for a doctorate in same discipline without a break in enrollment.
  
- **Post-Baccalaureate Unclassified (PBU) Student Status** – See additional instructions on page 2.

### **Priority Consideration Deadlines**

Some graduate programs have set priority consideration deadlines in addition to application deadlines. You are advised to contact the intended graduate program for the priority dates. In many cases, graduate programs make offers of financial support well in advance of application deadlines. Funding is limited and often awarded on a first-come, first served basis to the most qualified applicants.

### **Application Deadlines**

Deadlines are found at: <http://manoa.hawaii.edu/graduate/content/graduate-programs>. Deadlines that fall on a weekend or a holiday will default to the next work day. You are responsible for insuring that all required documents have been received by the appropriate deadline as an incomplete application may cause delays in reaching an admissions decision. Once submitted, application materials are not released except for the purpose of admission and cannot be returned to the applicant.

### **Summer Applicants**

Please write in your semester of application if you are applying to a graduate program with summer admission. Consult directly with the graduate program regarding deadlines for summer admissions.

### **Notification**

You will be notified of your application receipt and status by email. Please provide an email address where listed on the application form. If you do not receive notification within 30 days of submitting your application, contact the Office of Graduate Education-Student Services. **NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**

### **Multiple Applications**

You may apply to more than one graduate program at a time but may enroll in only one program initially, except in the case of dual degrees (see below), or in the case of a graduate degree program and a graduate certificate program.

### **Dual Degree Programs**

- |  |   |
|--|---|
| ▪ Business Administration & Civil Engineering        | ▪ Library and Information Science & Educational Technology  |
| ▪ Business Administration & Nursing                  | ▪ Library and Information Science & Hawaiian                |
| ▪ Library and Information Science & American Studies | ▪ Library and Information Science & Hawaiian Studies        |
| ▪ Library and Information Science & Asian Studies    | ▪ Library and Information Science & History                 |
| ▪ Library and Information Science & Computer Science | ▪ Library and Information Science & Pacific Islands Studies |

## Note to Applicants for the Following Programs of Study

The Office of Graduate Education does **NOT** administer admissions to the programs listed below. Prospective students should contact the appropriate offices directly for admissions information.

Program of Study	Contact
Business (All programs except International Management)	Shidler College of Business Tel:808.956.8377, Fax:808.956.9640, Web: <a href="http://www.shidler.hawaii.edu/">http://www.shidler.hawaii.edu/</a>
Law	William S. Richardson School of Law Tel: 808.956-7966, Web: <a href="https://www.law.hawaii.edu/">https://www.law.hawaii.edu/</a>
Medicine	John A. Burns School of Medicine Tel: 808.692.1000, Web: <a href="http://jabsom.hawaii.edu/">http://jabsom.hawaii.edu/</a>
Summer Session Only	Outreach College, Tel:808.956.7221 (V/T) Email: <a href="mailto:ochelp@hawaii.edu">ochelp@hawaii.edu</a> , Web: <a href="http://www.outreach.hawaii.edu/summer/">http://www.outreach.hawaii.edu/summer/</a>
East-West Center Programs	East-West Center (EWC) Tel:808.944.7111, Web: <a href="http://www.eastwestcenter.org">http://www.eastwestcenter.org</a>
Undergraduate Programs	Office of Admissions Tel:808.956.8975, 800.823.9771 (Toll-Free), 808.956-7943 (Text V/T) Email: <a href="mailto:uhmanoa.admissions@hawaii.edu">uhmanoa.admissions@hawaii.edu</a> , Web: <a href="http://manoa.hawaii.edu/admissions/undergrad/">http://manoa.hawaii.edu/admissions/undergrad/</a>

## Additional Instructions for Readmissions and Post-Baccalaureate Unclassified Applicants

You must also follow the documentation requirements listed under “Graduate Admissions Documentation Requirements”.

Readmissions Applicant
Readmissions Deadline: Fall – <b>April 1</b> Spring – <b>October 1</b> Summer – <b>March 1</b>
You are a readmission applicant if you are seeking readmission into the same graduate program and degree you were last enrolled in at UHM. If five years or more has passed since your last enrollment, follow the standard admissions procedures for prospective students. If you wish to be considered for funding opportunities, contact your graduate program for priority consideration deadlines.  <i>International Readmissions Applicants:</i> Please submit applications at least one month before the deadlines listed above to allow for the processing of visa documents.
Post-Baccalaureate Unclassified (PBU) Applicant
Admissions Deadline: Fall semester – <b>July 15</b> Spring semester – <b>December 15</b>
If you wish to apply for post-baccalaureate unclassified student status you must possess a bachelor’s or advanced degree from a regionally accredited U.S. college or university or an equivalent degree from a recognized non-U.S. institution of higher education.  <i>International applicants seeking PBU status:</i> Students holding F-1 status and currently in approved “Optional Practical Training” (OPT), F2*, M2*, H-1, H-4 and J-2 visa holders residing in Hawai‘i may apply for post-baccalaureate unclassified student status. Contact the Office of Graduate Education-Student Services for admissions eligibility of other visa holders not mentioned above. *F2 and M2 visa holders may engage in part-time study only.  You need special registration approval to take 500-800 level courses at UH Mānoa. Contact the individual UH-Mānoa campus office for additional information.  Post-Baccalaureate Unclassified students (PBU) may not qualify for certain benefits and services such as Federal Financial Aid, Social Security benefits and Veterans Affairs benefits. PBU student status does not guarantee admission as a classified graduate student. Follow the standard admissions procedures for prospective students if you wish to be considered for classified student status.

## Graduate Admissions Documentation Requirements

Submit your completed graduate admissions application form and the following items to the Office of Graduate Education-Student Services. Please note that the following are the Office of Graduate Education requirements. Individual graduate programs have additional admissions criteria and requirements. For program specific criteria and requirements, visit <http://manoa.hawaii.edu/graduate/content/graduate-programs> and contact your intended graduate program(s).

### Application Fee - US\$100.00

Use the payment form found on page 3 of the application form if paying by credit card. No application fee waivers or deferments are granted. Do NOT send cash. Application fees are non-refundable and may not be used for an application submitted at a later date. Payment by check or money order must be in U.S. dollars drawn on a U.S. bank and made payable to the “University of Hawai‘i.” Include your full name and date of birth on the payment.

All tuition and fee charges at the University of Hawai‘i campuses are subject to change in accordance with requirements of State law and/or action by the Board of Regents or university administration.

## Transcripts

Submit one current transcript from each post-secondary institution attended (except UH, see below), including any study abroad or exchange programs, summer programs, and non-degree work and extension programs. You may submit unofficial copies of transcripts while applying for admissions. However, admitted students are required to submit official transcripts in order to enroll at UHM.

PBU Applicants – Submit one current transcript from where you earned your bachelor's or advanced degree.

Readmission Applicants - Returning UHM graduate students applying for readmission to the same graduate program for the same degree objective should contact the Office of Graduate Education-Student Services for transcript requirements.

Official transcripts must be sent to the Office of Graduate Education-Student Services directly from the issuing institution(s), or be received in sealed institutional envelopes if submitted with the application. The Office of Graduate Education-Student Services also accepts transcripts submitted through Interfolio.

### UH Transcripts

Transcripts are **NOT** required for course work completed at any of the UH campuses. The Office of Graduate Education-Student Services will obtain UH transcripts on behalf of applicants.

### Non-traditional Grades

Applicants who have more than 25 percent of undergraduate course work at a U.S. institution evaluated under a non-traditional grading system are required to submit official scores for the appropriate standardized exam. Non-traditional grades include pass/fail, credit/no credit, no grades, etc. The exam required depends on the intended graduate program:

1. Applicants to the graduate program in travel industry management submit either GRE or GMAT scores.
2. All other applicants submit GRE General test scores.

### International Transcripts and Academic Records

All international applicants are required to submit one current official transcript or academic record from each institution of higher education attended, including any study abroad or exchange programs, summer programs, and non-degree work and extension programs. You may submit unofficial copies of transcripts while applying for admissions. However, admitted students are required to submit official transcripts in order to enroll at UHM.

Official transcripts or academic records must be sent directly to the Office of Graduate Education-Student Services directly from the issuing institution(s), or in sealed institutional envelopes if submitted with the application. For applicants from certain regions (see below), the Office of Graduate Education-Student Services accepts only official academic records sent directly from the issuing institution(s).

Please note the following:

1. Non-English transcripts or academic records must be issued in the original language and be accompanied by English translations. English translations must be exact word for word translations of the original document. Translations issued by the institution must bear the official institution seal or stamp and be attached to the official transcript or academic record. Translations by professional translators must bear the translator's original signature AND be accompanied by a copy of the original language document.
2. Transcripts or academic records must indicate all dates of attendance, courses, course titles, credits or hours, and grades received. If any course title is not descriptive in terms of content, attach a course syllabus to the transcript or academic records.
3. Do NOT convert numerical grades to letter grades. A complete grading scale or system of evaluation sent by the institution is required if it is not indicated on the transcript or academic record.
4. Transcripts or academic records must indicate any degree, diploma, professional title, and certificate of study or other academic credentials received. If not, submit official copies and English translations of all academic credentials.
5. Applicants from institutions in Bangladesh, India, Myanmar, Nepal and Pakistan must submit properly attested mark sheets for each year of study showing the subject included in each exam, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. All academic records are accepted if attested by the registrar, assistant registrar, head of department, dean of student affairs, controller of exam, USEFI student advisor, or professor-in-charge or principal.
6. Applicants from institutions in the **Russian Federation** and **former Soviet Union**: The Office of Graduate Education-Student Services will accept ONLY academic certificates, supplements to the diploma, archival certificates and degree certificates sent directly from the issuing institution.

### **Evidence of English Language Proficiency**

Most applicants whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Academic Modules Test. See Standardized Exam for additional information.

**Exemption:** You are exempt from the test, if you have earned a bachelor's or an advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, Ireland, New Zealand, Singapore or United Kingdom.

The Educational Testing Service (ETS) code for UHM is **4867**. Test scores cannot be more than two years old. Individual graduate programs may require higher scores. Please check with your intended graduate program.

English Language Proficiency Test	Office of Graduate Education Minimum Language Proficiency Scores for Admission	Minimum Scores Required for Assistantship with Teaching Duties
Paper-based TOEFL	500	600
Internet-based TOEFL  Minimum speaking and listening sub-scores required for assistantship with teaching duties.	61	100  Speaking sub-score of 25  Listening sub-score of 25
IELTS Academic Modules	Overall band score of 6.00	Overall band score of 7.00

### International Applicants Requiring Visa Documents

Upon admission to UHM, only international applicants with proof of funding will receive visa documents. Copies of your and your dependents (if any) passport bio-data page are required. Applicants need to show proof of sufficient funding to cover all educational and living expenses, including expenses for any accompanying spouse or children by submitting the completed *Confidential Financial Statement form for International Applicants* found at: <http://manoa.hawaii.edu/graduate/content/forms>.

### Distance Education Restrictions for International Students:

International students are restricted in the number of on-line courses they can enroll in while in the U.S. on a student visa. Visit <http://www.hawaii.edu/issmanoa> (International Student Services Office website) for additional information on restrictions.

### Residency Declaration Form

If you are claiming Hawai'i residency or Board of Regents exemptions, complete and submit the Residency Declaration Form with the proper supporting documents.

### U.S. Permanent Resident

Submit a front and back copy of your "green" card.

### Standardized Exams for Degree Seeking Applicants

Applicants are required to take standardized exams in the following cases:

The Office of Graduate Education requires standardized exam scores from applicants whose transcripts include more than 25 percent of undergraduate course work completed at a U.S. institution with non-traditional grades. See Transcripts with Non-Traditional Grades for the specific exam required. (page 3)

Many graduate programs require or recommend applicants to take standardized exams. For program specific criteria and requirements, visit <http://manoa.hawaii.edu/graduate/content/graduate-programs> and contact your intended graduate program(s).

Applicants should make arrangements to take the appropriate standardized exams several months prior to the admissions application deadline.

For information about the various standardized exams, visit the Websites for the GMAT, the GRE, the IELTS, the MCAT, the PRAXIS Series and the TOEFL. Applicants who reside on O'ahu may visit the Testing Office at the UHM Counseling and Student Development Center. The center administers a number of standardized exams throughout the year.

University of Hawai'i at Mānoa  
Testing Office, Queen Lili'uokalani Center for Student Services, Room 307  
2600 Campus Road  
Tel: (808) 956-3454, Website: [http://manoa.hawaii.edu/counseling/testing\\_office/](http://manoa.hawaii.edu/counseling/testing_office/)

TOEFL and IELTS Academic Modules test scores cannot be more than two years old.  
The Educational Testing Service (ETS) code for UHM is **4867**.

GMAT Website: <a href="http://www.mba.com/us">http://www.mba.com/us</a>	MCAT Website: <a href="https://www.aamc.org/">https://www.aamc.org/</a>
GRE Website: <a href="http://www.gre.org">http://www.gre.org</a>  Official GRE scores must be sent directly to the Office of Graduate Education-Student Services. In general, test scores cannot be more than five years old.	PRAXIS Series Website: <a href="http://www.ets.org/">http://www.ets.org/</a>  ETS-The PRAXIS Series P.O. Box 6051 Princeton, N.J. 08541-6051
IELTS Academic Modules Test Web: <a href="http://www.ielts.org">http://www.ielts.org</a>	TOEFL Web: <a href="http://www.toefl.org">http://www.toefl.org</a>

# **Instructions for Completing the Graduate Admissions Application Form**

## **Summer Applicants**

Please write in your semester of application if you are applying to a graduate program offering summer admission.

1. **Ethnicity and Race** - The ethnic background and race of each applicant is collected for data-gathering and state and federal report purposes. This information does not affect the determination of admission.

**Ethnicity:** Check the appropriate box on the application.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race.

<b>RACE CATEGORY</b>	<b>CODE</b>	<b>RACE CATEGORY</b>	<b>CODE</b>
African American or Black	AA	Korean	KO
American Indian or Alaskan Native	AI	Laotian	LA
Caucasian or White	CA	Micronesian (except Guamanian or Chamorro)	MC
Chinese	CH	Other Asian	OA
Filipino	FI	Other Pacific Islander	OP
Guamanian or Chamorro	GC	Samoaan	SA
Native Hawaiian or Part-Hawaiian	HW	Thai	TH
Asian Indian	IN	Tongan	TO
Japanese	JP	Vietnamese	VI

2. **Full Legal Name** - Do not use nicknames. International applicants: Use name as listed on your passport.
3. **Other Names** – List other names under which your test scores, transcripts or other documents may be issued.
4. **Country of Citizenship** - Check the appropriate box. See citizenship definitions below.
  - o **U.S. Citizen** - any individual born in the U.S., Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands; or individuals granted citizenship status by U.S. CIS; or born abroad to a U.S. parent.
  - o **Non-U.S. Citizen** - any individual who is a citizen of a non-U.S. country or non-U.S. territory; or has obtained asylee, refugee, or parolee status from the U.S. CIS; or whose status in the U.S. has not been documented. Attach a copy of your passport bio-data page, if available.
  - o **U.S. National or CoFA Citizen** - any individual born in American Samoa or Swains Island ; or citizens of the Compact of Free Association countries (Republic of Marshall Islands, Republic of Palau, and Federated States of Micronesia, which is comprised of 4 states: Chuuk, Kosrae, Pohnpei, and Yap).
  - o **U.S. Permanent Resident** - any individual who resides in the U.S. as a lawful permanent resident with a valid U.S. green card obtained from U.S. CIS. Attach a copy of your "green" card to the admissions application.
5. **Email Address** - Provide an email address to receive notification of the status of your application.
6. **Intended Graduate Program and Degree Objective**  
Visit <http://manoa.hawaii.edu/graduate/content/graduate-programs> for a list of program names and degrees. Use of unauthorized names and degrees will delay the processing of your application. Post-baccalaureate Unclassified (PBU) applicants, please check box in item 7.
7. **Post-Baccalaureate Unclassified Applicant**– Check this box if you are applying for PBU student status.
8. **Change of Graduate Program**  
For current UHM graduate students, check this box if you wish to apply for a change in your graduate program.
9. **Readmission** - Check this box if you are applying for readmission to the same graduate program and degree you were last enrolled in at UHM.
10. **Dual Degree Program** - Check this box if you are applying to a dual degree program. See page 1 for programs.
11. **Authorization for Release of Information**  
If you wish, provide the name of a friend or family member authorized by you to access information regarding your application status. **NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**
12. **Applicant's Certification**  
Read and sign the certification. Falsification, withholding of information, or failure to list all schools attended may result in rejection of your application or disciplinary action if discovered after enrollment.