Aloha and E komo mai! (Welcome!)

Congratulations on your acceptance to the University of Hawaii at Manoa (UHM)! We hope that your upcoming studies will be successful and enjoyable. The materials enclosed in this packet will assist you in preparing to come to UHM. Please refer to these next steps below for detailed and very important information on setting up the essentials for life in Honolulu. As you’re reviewing these documents, please keep in mind the following dates:

**Fall Semester 2019:**
Recommended Arrival Date: Monday, August 19 (or earlier)
MIX Check-In Session: August 19-23 (you can choose one 1-hour session on one of these days)
Welcome Orientation for International Students: Friday, August 23 (TBD)
Classes Start: Monday, August 26
Classes End: Thursday, December 12
Examination Period: December 16-20

**Spring Semester 2020:**
Recommended Arrival Date: Monday, January 6 (or earlier)
MIX Check-In Session: January 6-10 (you can choose one 1-hour session on one of these days)
Welcome Orientation for International Students: Friday, January 10 (TBD)
Classes Start: Monday, January 13
Classes End: Thursday, May 7
Examination Period: May 11-15

It is mandatory that you participate in a MIX Check-In Session. If you are unable to attend, please let us know as soon as possible.

We look forward to meeting you soon!

Sincerely,

Vinnie Burns  
Director & Inbound Student Advisor  
Mānoa International Exchange, University of Hawai‘i at Mānoa  
+1 (808) 956-4728  
inbound@hawaii.edu  
https://manoa.hawaii.edu/mix/
# Next Steps & Preparing for Arrival

**For Exchange & Visiting Students**

## PRE-DEPARTURE:

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<th>Task</th>
<th>Details</th>
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<tr>
<td><strong>Set-up your UH username and email address</strong></td>
<td>You can obtain your UH username and email address at <a href="https://myuh.hawaii.edu">https://myuh.hawaii.edu</a>. You will need to provide your eight-digit UH student ID number and your full name as listed on your acceptance letter. If you have a middle name, for example, John (first name) Brian Phillip (middle name) Smith (last name), and you receive an error message when entering your name, try entering your first and middle names, i.e. “John Brian Phillip”, in the first name section and “Smith” in the last name section. That should fix the error. <strong>Once you have obtained your UH Username, please send an email to <a href="mailto:inbound@hawaii.edu">inbound@hawaii.edu</a> from your new UH email account.</strong></td>
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<tr>
<td><strong>Explore MyUH</strong></td>
<td>You can access MyUH at <a href="https://myuh.hawaii.edu">https://myuh.hawaii.edu</a>. Students use this online system for many aspects of student life, such as course registration, accessing course information, and paying course fees. To gain access to MyUH, you will first need to obtain your username.</td>
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<tr>
<td><strong>Obtain proof of health insurance</strong></td>
<td>The University of Hawai‘i (UH) requires F-1 and J-1 international students to have adequate health insurance coverage throughout their programs of study. F-1 and J-1 students must either enroll in a UH endorsed student health insurance plan or furnish proof of enrollment in a health insurance plan that provides the required minimum coverage. Proof of enrollment needs to be sent to <a href="mailto:issmanoa@hawaii.edu">issmanoa@hawaii.edu</a> by <strong>July 15 for Fall students</strong> and <strong>by November 15 for Spring students</strong>. See the “Health Insurance Guidelines” sheet included in this PDF for more details.</td>
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<td><strong>Read through pre-arrival resources on MIX website</strong></td>
<td>Pre-arrival resources for inbound exchange and visiting students can be found at <a href="http://manoa.hawaii.edu/mix/">http://manoa.hawaii.edu/mix/</a> &gt;&gt; “For International Students” &gt;&gt; “PREPARE”.</td>
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<td><strong>Make accommodation plans</strong></td>
<td>It is your responsibility to arrange on- or off-campus housing for the duration of your stay. You may wish to arrange temporary housing in a hostel, hotel, or homestay for your first week here, and search for more permanent housing after you arrive (if you are unable to confirm your housing prior to arrival). Review our “Housing &amp; Meals” page (<a href="http://manoa.hawaii.edu/mix/inbound/housing-meals/">http://manoa.hawaii.edu/mix/inbound/housing-meals/</a>) for more details. <strong>On-Campus Housing:</strong> If you are interested in applying for on-campus housing, you must submit a separate online application as soon as possible to UHM Student Housing Services. Exchange students apply as ‘non-freshmen’ and are required to pay a non-refundable $25 application fee. Please check UHM Student Housing Services website (<a href="https://manoa.hawaii.edu/housing/">https://manoa.hawaii.edu/housing/</a>) for application form(s) and deadlines. If you’re planning to study at UHM for Fall Semester only, you will need to apply for housing for the full academic year; after you have been placed, we will inform Housing Services that you will only require housing for one semester. <strong>Note:</strong> on-campus housing is not guaranteed for exchange students and students may not receive a housing placement until a few weeks before the semester begins. <strong>Off-Campus Housing:</strong> If you wish to live off-campus, you will need to arrange your own housing. Review our “Housing &amp; Meals” page (<a href="http://manoa.hawaii.edu/mix/inbound/housing-meals/">http://manoa.hawaii.edu/mix/inbound/housing-meals/</a>) for more details.</td>
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<td><strong>Complete online visa clearance</strong></td>
<td>All international students (in F-1 and J-1 status) are required to begin the mandatory online Visa Clearance provided by UHM International Student Services (ISS) (<a href="https://www.hawaii.edu/issmanoa/?page_id=2227">https://www.hawaii.edu/issmanoa/?page_id=2227</a>).</td>
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The online session is self-service and will take approximately 1 hour and 15 minutes to complete. Once you pass, download the certificate. The online visa clearance is only the first half of the process. To complete the visa clearance process, upon arriving in the US, you will need to sign up for a Visa Clearance Session, during which you will submit this certificate along with your passport, visa, DS-2019 or I-20, and J-1 Health Insurance Provider Form to the UHM International Student Services (ISS) Office for review. After your documents have been reviewed, you will be able to pick them up from the ISS Office. Failure to complete a Visa Clearance Session will result in a hold being placed on your MyUH course registration on the first day of instruction (but will not prevent you from registering in MyUH before the semester starts).

Register for a “MIX Check-In Session”
All new international exchange students are required to attend a MIX Check-In Session with MIX staff. Please sign up for one of these sessions via our MIX Check-In Session Sign-up Form, which will be emailed to you at a later date. The session will take approximately 1 hour and during this time you will meet with MIX staff to go over Health Clearance issues, removing your registration holds, finding your academic advisors on campus, course registration procedures, and housing issues - in short, everything that is important for incoming exchange/visiting students. This is also a time to meet some of your fellow exchange and visiting students.

Register for your classes
Your registration date, along with registration guidelines, will be sent to you by email. Log in to MyUH to register for your courses online (once all of your holds have been cleared). For more information, see the MIX page on Course Registration (http://manoa.hawaii.edu/mix/inbound/registration/). If you have any holds on your account preventing you from registering and you are unsure of how to clear these holds, contact us at inbound@hawaii.edu or you can try contacting the office responsible for placing the hold, i.e.:
- TB & MMR Health Clearance Hold: University Health Services [uhsm@hawaii.edu; (808) 956-8965]
- Visa Clearance Hold: International Student Services [issmanoa@hawaii.edu; (808) 956-8613]
- Health Insurance Hold: International Student Services [issmanoa@hawaii.edu; (808) 956-8613]
- ELI Placement Test Hold: English Language Institute [uhmeli@hawaii.edu; (808) 956-8479]

Register for the ELI Placement Test (if applicable)
You are required to take the English Language Institute (ELI) Placement Test if your TOEFL score was below 100, your IELTS score was below 7.0, or you do not qualify for an exemption. See the ELI website to register for the test: at https://www.hawaii.edu/eli/placement-test/. If you are required to take the test, failure to register for it will result in a HOLD placed on your MyUH course registration. If you feel that this hold has been incorrectly placed on your student account, please contact the English Language Institute [uhmeli@hawaii.edu; (808) 956-8479].

Make your travel arrangements
Your DS-2019 or I-20 will be mailed to your home university exchange coordinator along with your official acceptance letter. If you have questions about these documents, contact inbound@hawaii.edu. Please aim to arrive in Hawaii at least one week before the start of class. The week prior to the start of class we will have Welcome Week Activities and our Welcome Orientation. Arriving a week early will also allow you more time to settle in and clear any remaining registration holds you may have. Details about the Welcome Week Activities will be posted here. During the Welcome Week activities and the Welcome Orientation, you will meet the MIX and ISS staff members, who will orient you to the university. The Welcome Orientation is followed by a brief social event where you will be able to meet and get to know other new international students.

Airport pickup
If you would like to arrange free airport pick-up, contact the International Baptist Centre at uhairportwelcome@gmail.com with your arrival date, time, airline, flight number and local destination. To assist the volunteer/driver who will meet you at the airport, please also include your gender in the email. Please note that the International Baptist Centre is not affiliated with the MIX Office or UH Mānoa.
### AFTER ARRIVING IN HAWAII:

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<th>☐ Clear your TB and MMR Health Clearance Holds at University Health Services</th>
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<td>All incoming students must submit a Health Clearance form, which requires students to obtain tuberculosis (TB) clearance and provide documentation of immunity to measles, mumps, and rubella (MMR). Details about completing the Health Clearance form can be found here: <a href="https://www.hawaii.edu/shs/health_clearance/">https://www.hawaii.edu/shs/health_clearance/</a>.</td>
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<td>A TB skin test can be taken at University Health Services, which is located on campus at 1710 East-West Road. Clinic Hours are Mondays to Friday 8:00 AM - 4:00 PM, however, <strong>TB tests are NOT administered on Thursdays</strong>. You must visit the clinic <strong>two times</strong> to take your TB test. During the first visit, the TB skin test is administered. Then, 48-72 hours later, you must visit again to have your skin checked for results. After the second visit, your TB hold will be lifted if your test results are negative. If they are positive, you may be asked to have a follow-up chest x-ray examination. You may also want to request a chest x-ray initially rather than the skin test, especially if you have received the BCG vaccine in the past, which is common for those born in Japan and other parts of Asia. Sometimes the BCG vaccine results in a false positive skin test result.</td>
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<td>The MMR hold can be removed if you provide evidence of your MMR record. Part II of the Health Clearance Form does NOT need to be completed by a U.S.-licensed physician and can be completed by doing one of the following: (1) Have your health care provider complete and sign Part II; or (2) Submit a copy of your school or public health immunization record; or (3) submit a copy of a health care provider’s report.</td>
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<th>☐ Obtain your student ID card and pass for TheBus</th>
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<td>Once you have registered for at least one course, you may apply for your Student ID Card at Campus Center 211 (Ticket &amp; Information Window). Valid photo identification is required, so be sure to bring your passport. Once you have paid any fees that are due, your ID card can be validated. With a validated ID card, you can borrow library books, use the recreation center and pool, and get a U-Pass sticker that allows you to ride the bus for free.</td>
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<th>☐ Make sure you have cleared all of your holds</th>
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<td>Again, it is important that you clear all of your holds before the first day of class. Some holds will prevent you from registering or adding/dropping courses. <strong>The TB &amp; MMR Health Clearance holds in particular, if not cleared before the first day of class, may result in you being unenrolled from all courses you have registered for.</strong> It is your responsibility to make sure that these holds are cleared. If you have any questions or are unsure of how to clear these holds, contact the office responsible for placing the hold, i.e.:</td>
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<td>- TB &amp; MMR Health Clearance Hold: University Health Services [<a href="mailto:uhsm@hawaii.edu">uhsm@hawaii.edu</a>; (808) 956-8965]</td>
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<td>- Visa Clearance Hold: International Student Services [<a href="mailto:issmanoa@hawaii.edu">issmanoa@hawaii.edu</a>; (808) 956-8613]</td>
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<td>- Health Insurance Hold: International Student Services [<a href="mailto:issmanoa@hawaii.edu">issmanoa@hawaii.edu</a>; (808) 956-8613]</td>
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Health Insurance Guidelines
For Exchange & Visiting Students

Proof of enrollment needs to be sent to issmanoa@hawaii.edu by July 15 for students coming to UHM in the Fall and by November 15 for students coming to UHM in the Spring

The University of Hawai'i (UH) requires that all international students have adequate health insurance to help cover unexpected medical expenses that may arise throughout their programs of study. F-1 and J-1 students must either enroll in a UH pre-approved student health insurance plan (see here for FAQs and sponsored options: https://www.hawaii.edu/issmanoa/?page_id=39) or furnish proof of enrollment in a health insurance plan that provides the required minimum coverage.

If you do not wish to enroll in a UH endorsed student health insurance plan, you may choose an outside provider, however, you will need to have your provider complete one of the following (no other exceptions allowed):

(A) J-1 Student Health Insurance Provider form (or the F-1 version of the form for F-1 students) signed by a representative of the health insurance company; or

(B) Official letter printed on your health provider’s official letterhead that includes the following information:
   ● A statement certifying the health insurance plan meets the DOS requirements;
   ● Student’s name;
   ● Each dependent’s name, if applicable;
   ● Plan type; and
   ● Coverage start and end dates.

The U.S. Department of State Exchange Visitor Program requires that your health insurance plan offers the following specific levels of coverage. The following coverage amounts must be clearly stated in your provider form or official letter if you plan to use a non-UH-endorsed insurance provider:

- Medical Benefit - At least USD $100,000 per accident or illness
- Repatriation of Remains - At least USD $25,000
- Medical Evacuation - At least USD $50,000
- Deductible per accident or illness - At most USD $500

Please do not send the MIX or ISS office copies of prospective health insurance policies. Our offices will not review these for you to determine if they meet the minimum requirements. It is the responsibility of the insurance provider to prove that their plan meets the minimums by either completing option A or B listed above.

If your provider is unable to complete the provider form or provide a letter in the format listed above, then it may be in your best interest to purchase a pre-approved insurance policy. With one of these policies, you can be assured that the minimum requirements will be met.

We recognize that these requirements seem quite strict, however, please understand that we have little flexibility to make exceptions, as these policies have been set by the U.S. Department of State, not by UHM. The same standards are applied to all incoming F-1 or J-1 students. If you have any further questions, please contact the MIX Office at inbound@hawaii.edu.