Application Guide for Postgraduates

Mailing Address  
Vinnie Burns, Mānoa International Exchange (MIX)  
University of Hawai‘i at Mānoa, 2600 Campus Road, QLC 206, Honolulu, HI 96822, USA

Contact  
Phone: +1-808-956-4728  
Email: inbound@hawaii.edu

Step 1: MIX Online Application

The MIX Online Application is managed by the Manoa International Exchange (MIX) Office. Completion of this application is what will allow you to be accepted into the Exchange, Hoakipa, or Independent Visiting Student program, which is coordinated by the MIX Office. The link to the application can be found on the page How to Apply: Postgraduate Students. It may take between 15-30 minutes to complete the entire application.

Before you start, prepare the following items, as you will need to provide some information from these:

- Passport
- Information about your previous schools (primary, secondary, and tertiary)
- English proficiency test score
- Emergency contact information (for at least two individuals)

Although you will not choose your courses via this application, it will ask you to provide a list of courses you are interested in taking, as well as choose a potential host department while at UHM. So, please make sure to review the UHM Class Availability page prior to starting this application. If the class list is not available for your prospective period of study, please look at the classes in the prior year to get an idea of what might be offered.

Some of the questions may require you to write a short paragraph. You may want to first write your answers to these questions in a separate document (i.e. Microsoft Word) and then paste them into the Google Form when ready, just in case you run into any technical issues while filling out the form and are required to refresh the page, which may require you to restart the application from the beginning.

Step 2: Have your transcript(s) and degree certificate(s) sent to the MIX Office

All postgraduate applicants, including Exchange Students, Hoakipa Visiting Students, and Independent Visiting Students, are required to provide official transcripts and degree certificates from every college or university they have attended at both the undergraduate and postgraduate level as part of their application. Please note that there are minimum requirements for admission to UH Manoa and no exceptions can be made for Exchange/Visiting Students. Your transcript will help the Admissions Office to identify if you meet these requirements. Please see the table below for more information.

<table>
<thead>
<tr>
<th>Where should my transcripts and degree certificates be sent?</th>
<th>They can be sent to the following address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vinnie Burns, Mānoa International Exchange (MIX), University of Hawai‘i at Mānoa, 2600 Campus Road, QLC 206, Honolulu, HI 96822, USA</td>
</tr>
</tbody>
</table>

Last updated 9/15/2021
<table>
<thead>
<tr>
<th><strong>Can my home university or I send transcripts or degree certificates by email?</strong></th>
<th>No. The Graduate Division does not accept emailed copies of transcripts or degree certificates, even if they are sent by your home institution. Only the following methods are acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mailed to the MIX Office directly by the home institution.</td>
<td></td>
</tr>
<tr>
<td>2. Mailed to the MIX Office by the student, but only if the documents are kept in their original, sealed envelopes from the issuing institution. These envelopes cannot be opened, otherwise, they will not be considered valid.</td>
<td></td>
</tr>
<tr>
<td>3. Issued digitally via a certified digital platform such as eQuals in a format that would allow the MIX Office to download the transcript from an online portal.</td>
<td></td>
</tr>
<tr>
<td><strong>Are notarized copies accepted?</strong></td>
<td>Yes. If you are unable to obtain your official transcripts or degree certificates, the home university exchange coordinator or Registrar may instead notarize copies of these documents. These notarized copies will be accepted as certified documents only if they are notarized by the institution that originally issued these documents and sent to us directly by the institution. Documents will not be accepted if they are notarized by the incorrect institution (i.e., documents from Tohoku University that have been notarized by the University of Leeds).</td>
</tr>
<tr>
<td><strong>What if English is not the primary language of instruction at my current or previous institutions?</strong></td>
<td>If English is not the primary language of instruction, then you will be required to provide an official copy of the documents in the native language AND an official translation in English.</td>
</tr>
<tr>
<td><strong>What if I have participated in a short-term study abroad program? Is the transcript from the institution I studied at required?</strong></td>
<td>Generally speaking, it is best to obtain transcripts from these institutions as well, even if you did not receive a degree from the institution.</td>
</tr>
</tbody>
</table>

**Step 3: English proficiency test score (if needed)**

If your first language is not English, you may need to provide evidence of your English proficiency. The list of eligible tests can be found on our English Language Requirements page. Applicants may submit unofficial scores while applying for admission. However, admitted students are required to submit official scores in order to enroll at UHM. Official scores should be sent directly to Graduate Division Student Services. The Educational Testing Service (ETS) code for UHM is 4867. Test scores cannot be more than two years old.

**Exceptions:** Graduate students who are citizens of the following countries may be exempt from the English language proficiency test requirement: USA, United Kingdom, Canada (exception: Quebec), New Zealand, Singapore, Australia, and Ireland. The English proficiency test requirement may also be waived for students that have completed a BA or higher within the last 5 years at an institution in one of the aforementioned countries.

**Step 4: UHM Graduate Admissions Online Application**

The UHM Graduate Admissions Online Application is managed by UHM's Graduate Division. Completion of this application is what will allow you to be admitted to UH Manoa and be provided with a student ID number. This form is intended for degree-seeking students, so some of the questions may not apply to your situation or may be confusing. Some additional guidelines for completing the form correctly have been provided below.

_Last updated 9/15/2021_
Exchange Students:

- Go to [https://apply.hawaii.edu/](https://apply.hawaii.edu/)
- Select Mānoa Graduate
- Click on Create a Login ID and Pin
- Proceed with completing checklist items 1 through 10 in the online application. Checklist item 7 is the Planned Course of Study. Please select “Manoa International Exchange-PBU-ND” from the alphabetical drop down menu.
- Once you hit the application fee payment screen, DO NOT pay the fee (this is not required for Exchange Students). Instead, please email the MIX Office at inbound@hawaii.edu to let us know that you have completed the UHM Graduate Admissions Online Application. Please also provide us with your Login ID. We will then share this information with the Graduate Division so they can process your application. Please note that if you accidentally pay the application, it may not be possible to offer a refund.

Hoakipa Visiting Students & Independent Visiting Students:

- Go to [https://apply.hawaii.edu/](https://apply.hawaii.edu/)
- Select Mānoa Graduate
- Click on Create a Login ID and Pin
- Proceed with completing checklist items 1 through 10 in the online application. Checklist item 7 is the Planned Course of Study. Please select “Manoa International Exchange-PBU-ND” from the alphabetical drop down menu.
- Once you hit the application fee payment screen, please pay the application fee. Hoakipa and Independent Visiting Students are required to pay this fee. Once you have paid this fee, your application will be processed by the UHM Graduate Division.

After your application has been processed by the Admissions Office, you should be sent an email acknowledging that your UHM application has been received. This email may also remind you to submit transcripts, English proficiency test scores, along with other forms. However, you can ignore this email and similar emails, as these are intended for degree-seeking students, NOT Exchange and Visiting students. The only items you need to complete are listed in the application guidelines for the Exchange/Visiting student program. If anything else is needed, we will let you know.

Note: Even if you are an Exchange Student, you may still receive automated email reminders from the Admissions Office to pay the application fee. You can ignore any email asking you to pay an application fee. You do not need to pay an application fee. Your application will be processed without it.

Step 5: Confidential Financial Statement Form for International Applicants

Note: This form is not required for U.S. Citizens or U.S. Permanent Residents.

The Confidential Financial Statement Form for International Applicants (which you can download [here](https://apply.hawaii.edu/)) demonstrates that you will have sufficient funding to study at UH Manoa. Please email it to inbound@hawaii.edu once it is complete. Some additional guidelines for completing the form correctly have been provided below:

<table>
<thead>
<tr>
<th>Page</th>
<th>Question</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intended Graduate Program</td>
<td>Please write “Manoa International Exchange”</td>
</tr>
<tr>
<td></td>
<td>Degree Objective</td>
<td>Please write N/A</td>
</tr>
<tr>
<td></td>
<td>Funds available for</td>
<td>Please write the following amount depending on your student type:</td>
</tr>
</tbody>
</table>

Last updated 9/15/2021
| first year of study | Exchange students: $10,021 (1 semester) or $20,041 (2 semesters)  
Hoakipa visiting students: $22,172 (1 semester) or $44,344 (2 semesters)  
Independent visiting students: $27,296 (1 semester) or $54,592 (2 semesters) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please make sure to check the appropriate boxes indicating who will be funding your program (i.e., self/applicant, 1st sponsor, 2nd sponsor, other), then sign and date.</td>
<td></td>
</tr>
</tbody>
</table>
| Bank verification for applicant (if any) | If you provide a personal bank statement (dated in the past 60 days) showing sufficient funds for your program, then you DO NOT need to complete this section. This document can be emailed to inbound@hawaii.edu along with this form.  
If you cannot provide a bank statement or official letter, please have your bank or your fill out this section to confirm that you have access to the amount of funds listed in this form. The bank should sign AND provide a bank seal or stamp in the designated section.  
If you are not funding your program and have one or more sponsors funding your program instead, you can skip this question (you will need to complete item C and/or D on page 2 instead). |
| 2 | GOVERNMENT SPONSOR; NON GOVERNMENTAL ORGANIZATION | If you will be receiving funding from a governmental sponsor or non governmental organization (NGO), please check the appropriate box and provide the name of the organization. You will also need to provide an original, signed award letter indicating the duration and amount of award. Please send this to inbound@hawaii.edu along with this form. |
| PRIMARY SPONSOR | If you will be receiving funding from a sponsor, please have your sponsor enter their information. They must sign and date this section as well. They will also need to provide a copy of their bank statement. If they cannot provide a bank statement, please have their bank fill out this section to confirm that they have access to the amount of funds listed in this form. The bank should sign AND provide a bank seal or stamp in the designated section. |
| SECONDARY SPONSOR | If you will be receiving funding from an additional sponsor, please have your sponsor enter their information. They must sign and date this section as well. They will also need to provide a copy of their bank statement. If they cannot provide a bank statement, please have their bank fill out this section to confirm that they have access to the amount of funds listed in this form. The bank should sign AND provide a bank seal or stamp in the designated section. |

**Step 6: Passport**

Email a scanned copy of your passport's biographical information page to inbound@hawaii.edu. Make sure that the entire page is scanned, including the code at the bottom.

**Step 7: Resume (MBA/Business students only)**

Please send a copy of your CV or resume to inbound@hawaii.edu. This will be shared with the Shidler College of Business. It is required only for students planning to take graduate-level courses with the Shidler College of Business.

**Questions? Contact us at inbound@hawaii.edu**

_Last updated 9/15/2021_