Application Guide for Postgraduates

**Mailing Address**  
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**Contact**  
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### 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>

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<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can my home university or I send transcripts or degree certificates by email?</td>
<td>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: 1. Mailed to the MIX Office directly by the home institution. 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. 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>
</tr>
<tr>
<td>Are notarized copies accepted?</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>What if English is not the primary language of instruction at my current or previous institutions?</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>What if I have participated in a short-term study abroad program? Is the transcript from the institution I studied at required?</td>
<td>Generally speaking, it is best to submit transcripts from these institutions as well, particularly if any of the credits transferred back to your home institution from the institution you studied abroad at.</td>
</tr>
</tbody>
</table>

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

The list of eligible tests and exceptions 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.

**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.

**Exchange Students:**
- Go to [https://apply.hawaii.edu/](https://apply.hawaii.edu/)
- Select [Mānoa Graduate](#)
- Click on Create a Login ID and Pin

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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 will not be possible to offer a refund.

Hoakipa Visiting Students & Independent Visiting Students:

- Go to 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. As noted above, you do not need to pay an application fee. Your application will be processed without it!

Step 5: MIX Financial Certification Form

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

The MIX Financial Certification Form 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:

- **Section I: Applicant Information** - This section is for students to fill out.
- **Section II: Family or Sponsor’s Affidavit of Support** - This section is for students or their sponsor to fill out. See table below for additional guidance.

<table>
<thead>
<tr>
<th>Name of sponsor</th>
<th>This is the name of the individual or organization that is funding your studies. If you are funding your own studies, you can enter your own name here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to applicant</td>
<td>If your father is funding your studies, for example, you would put “Father” here. If you are funding your own studies, you can write “Self”</td>
</tr>
<tr>
<td>Amount of support in U.S. $</td>
<td>This amount must be equal to or greater than what is written on pg. 2 of the form for your program and period of study, unless you have more than one sponsor. If you have more than one sponsor, please submit an additional MIX Financial Certification Form for each sponsor.</td>
</tr>
</tbody>
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· **Section III: Bank Verification for Visa Purposes** - This section is for the bank to fill out to provide proof of funding. However, in some cases Section III can be left blank. Please see below for more details.

   ❖ If you provide a bank statement (dated in the past 60 days) showing sufficient funds for your program, then you DO NOT need to complete Section III of this form. If you expect to receive funds from the government, such as a scholarship, an official letter may also be accepted. If the statement or form is in a language other than English, please also provide a translation.
   ❖ If you cannot provide a bank statement or official letter, please have your bank or your sponsor’s bank fill out Section III to confirm that you or your sponsor have access to the amount of funds listed in Section II next to “Amount of support in U.S. $”. The bank should sign AND provide a bank seal or stamp in the designated section of Section III, if possible.

**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. If your passport will expire during your expected program dates, your current passport can be used to process your application (unless your name is expected to change) and a copy of your renewed passport can be provided at a later date.

**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**