



# Application Guide for Postgraduates

## Application #1: 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 UHM 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.

<p><b>Exchange Students</b></p>	<ul style="list-style-type: none"> <li>Go to <a href="https://apply.hawaii.edu/">https://apply.hawaii.edu/</a></li> <li>Select <a href="#">Mānoa Graduate</a></li> <li>Click on Create a Login ID and Pin</li> <li>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.</li> <li>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 <a href="mailto:inbound@hawaii.edu">inbound@hawaii.edu</a> 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.</li> </ul>
<p><b>Hoakipa Visiting Students</b></p> <p><b>&amp;</b></p> <p><b>Independent Visiting Students</b></p>	<ul style="list-style-type: none"> <li>Go to <a href="https://apply.hawaii.edu/">https://apply.hawaii.edu/</a></li> <li>Select <a href="#">Mānoa Graduate</a></li> <li>Click on Create a Login ID and Pin</li> <li>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.</li> <li>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.</li> </ul>

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!*

## Application #2: Mānoa International Exchange (MIX) Online Application

This application is managed by Mānoa International Exchange (MIX). Completion of this application is what will allow you to be accepted into the Exchange, Hoakipa, or Independent Visiting Student program. The link to the application can be found on the page [How to Apply: Postgraduate Students](#). Before you begin the application, you are advised to prepare information on the following.

Question	Information to prepare and/or guidance
Primary schools attended (starting from grade 1)	<ul style="list-style-type: none"> <li>● Name of Institution</li> <li>● Location</li> <li>● From (Month-Year) To (Month-Year)</li> <li>● Language of instruction</li> </ul>
Secondary or middle schools	<ul style="list-style-type: none"> <li>● Name of Institution</li> <li>● Location</li> <li>● From (Month-Year) To (Month-Year)</li> <li>● Language of instruction</li> </ul>
Tertiary institutions, not including your current institution (i.e. other universities you have attended for a degree or short-term program, if any)	<ul style="list-style-type: none"> <li>● Name of Institution</li> <li>● Location</li> <li>● From (Month-Year) To (Month-Year)</li> <li>● Type of Diploma or Certificate Received (if applicable)</li> <li>● Language of instruction</li> </ul>
Host department preference #1 Host department preference #2	<p>Exchange and visiting students do not have an official major at UH Mānoa. Instead, students are assigned a department or school that will serve as their "host department" for academic advising and course registration assistance purposes. Though we cannot guarantee your assignment to a specific host department, your answers to this question will help us to determine which host department is the best fit for you. Your major at your home institution and the courses you're interested in at UHM will also be taken into consideration.</p> <p>Browse Academic Department webpages from here:  <a href="http://manoa.hawaii.edu/academics/departments.html">http://manoa.hawaii.edu/academics/departments.html</a></p>
Which classes are you most interested in taking while at UHM?	<p>Review the UHM <a href="#">Class Availability</a> page. 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. Please note that this is only for us to get a better sense of your academic plan while at UHM and to help us connect you with a host department at UHM. <u>It does not guarantee placement in any courses.</u> You will still be required to register for courses on your own at a later date.</p>
Home university exchange office contact information	<ul style="list-style-type: none"> <li>● Full name</li> <li>● Email address</li> </ul>
Emergency contact information #1 Emergency contact information #2	<ul style="list-style-type: none"> <li>● Full name</li> <li>● Relation to the contact</li> <li>● Phone number</li> <li>● Email address</li> </ul>

**Questions? Contact us at [inbound@hawaii.edu](mailto:inbound@hawaii.edu)**