



Application Guide for Undergraduates

Application #1: UHM International Application OR Transfer Application

The UH Mānoa International and Transfer Applications are managed by the Office of Admissions. Completion of this application is what will allow you to be admitted to UH Mānoa and be provided with a student ID number.

- If you are NOT a U.S. citizen or U.S. permanent resident, please complete the [International Application](#).
- If you ARE a U.S. citizen or U.S. permanent resident, please complete the [Transfer Application](#).

These applications are designed for degree-seeking students, so some questions may not apply to your situation or may be confusing. As you work through the application, please refer to the appropriate guidelines below:

International Application FAQ:

Page	Question	Guidance
1	To whom should we send information?	You can leave this blank. You do not need to choose either option.
2	Enrollment Status	Select "Transfer".
	When do you plan to enroll?	Select the term you expect to begin your program. If the correct term is not available, please select whichever option that is available. The Admissions Office will change it to the correct term for you when reviewing your application (our office will confirm with them the term you are actually applying for).
	What is your planned course of study?	Select "Unclassified-Undergraduate-ND".
	Unofficial Transcript(s)	Leave this blank. You do not need to upload a transcript since we will be collecting them from you/your exchange coordinator directly.
	Test Scores	Leave this blank. You do not need to upload a transcript since we will be collecting them from you/your exchange coordinator directly.
	Additional Comments	Please write the word "MIX". This will help the Admissions Office identify your application as an exchange/visiting student application.

Transfer Application FAQ:

Page	Question	Guidance
1	To whom should we send information?	You can leave this blank. You do not need to choose either option.
2	When do you plan to enroll?	Select the term you expect to begin your program. If the correct term is not available, please select whichever option that is available. The Admissions Office will change it to the correct term for you when reviewing your application (our office will confirm with them the term you are actually applying for).
	How many credits do you expect to	You can leave this blank. The Admissions Office will calculate your credits

transfer to the University of Hawai'i at Mānoa?	based on the transcript(s) sent to us by your current institution (and past institution(s), if applicable).
What is your planned course of study?	Select "Unclassified-Undergraduate-ND".
Unofficial Transcript(s)	Leave this blank. You do not need to upload a transcript since we will be collecting them from you/your exchange coordinator directly.
Test Scores	Leave this blank. You do not need to upload a transcript since we will be collecting them from you/your exchange coordinator directly.

After you have finished answering all of the questions in the International or Transfer Application, hit the "Submit Application" button. You will then be taken to a screen that gives you the option to pay the application fee online. Please read the guidelines below before making any payment.

- If you are an **Exchange Student**, you can stop here and log out of your account. You do not need to pay the application fee. If you accidentally pay this fee, it cannot be refunded. Please email inbound@hawaii.edu to confirm that you have submitted your EAB application.
- If you are a **Hoakipa** or **Independent Visiting Student**, please follow the instructions on this screen to pay your \$70 application fee. Then, please email inbound@hawaii.edu to confirm that you have submitted your EAB application.

Note: 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 and any fees that are paid cannot be refunded!

After your EAB application has been processed by the Admissions Office, you will be sent an email acknowledging that your UHM application has been received. You may also receive emails that remind you to submit transcripts, English proficiency test scores, along with other forms (such as the Supplemental Information Form for Undergraduate International Applicants, and the Submittal Form for Permanent Residents), however, you can ignore these emails, as these are intended for degree-seeking students only. The only items you need to complete are listed in these application guidelines. If anything else is needed, our office will let you know.

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: Undergraduate 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"> • Name of Institution • Location • From (Month-Year) To (Month-Year) • Language of instruction
Secondary or middle schools	<ul style="list-style-type: none"> • Name of Institution • Location • From (Month-Year) To (Month-Year) • Language of instruction

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"> ● Name of Institution ● Location ● From (Month-Year) To (Month-Year) ● Type of Diploma or Certificate Received (if applicable) ● Language of instruction
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: http://manoa.hawaii.edu/academics/departments.html</p>
Which classes are you most interested in taking while at UHM?	<p>Review the UHM Class Availability 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"> ● Full name ● Email address
Emergency contact information #1 Emergency contact information #2	<ul style="list-style-type: none"> ● Full name ● Relation to the contact ● Phone number ● Email address

Questions? Contact us at inbound@hawaii.edu