



MIX Application and UH Mānoa Application Guidelines for Undergraduates

Application #1: MIX Application

Please complete the MIX Application before completing the UH Mānoa Application. The link to the application can be found on the page [How to Apply: Undergraduate Students](#). Before you begin, 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

Application #2: UH Mānoa Application

Please complete this application only after you have completed the MIX Application. Completion of the UH Mānoa Application, which is managed by the Office of Admissions, is what will allow you to be admitted to UH Mānoa and be provided with a student ID number. UH Mānoa Application is designed for degree-seeking students, so some questions may not apply to your situation or may be confusing. Thus, as you work through the application, please refer to the guidelines below.

Please also note that the Admissions Office recently switched application platforms, so some of the information may have changed. If you encounter any issues in completing the application, you're welcome to email us at inbound@hawaii.edu.

Page	Guidance
Your Family	You can select "Not Applicable".
Your UH Mānoa Plans	For the question "Please indicate what type of Application you are going to complete" please select "Transfer".
Unofficial Transcript(s)	<p>DO NOT attach any transcripts here. You can simply click "Save & Continue" to move to the next page.</p> <p><i>Note: If you attach transcripts here, your application may be reviewed as a regular <u>degree-seeking international/transfer</u> application rather than as an exchange/visiting student application. If you accidentally did this, please email us at inbound@hawaii.edu so we can work with the Admissions Office to correct the issue.</i></p>
Personal Statement	Do not upload a personal statement. Simply click "Save & Continue" to move to the next page.
Achievements	Do not upload any portfolio pieces. Simply click "Save & Continue" to move to the next page.
Request an Application Fee Waiver	<p>If you are an Exchange Student:</p> <p>Check "Yes" for "Do you believe you qualify for a fee waiver?". Then, select "Other" for "Please indicate why you qualify...". A free form box will appear to provide the reason and you can simply write "MIX" as the reason. Then, you can go ahead and submit your application.</p> <p><i>Note: If you accidentally pay the application fee, you will <u>not</u> receive a refund, as the fee is paid to the third-party application platform and not the Admissions Office.</i></p> <p>If you are a Hoakipa Visiting Student or Independent Visiting Student:</p> <p>Check "No" for "Do you believe you qualify for a fee waiver?". You will be taken to the next page called "Final Step" where you can acknowledge that your responses to this point have been accurate and true, then you can submit your application. Once you submit your application a message box will appear stating that "Payment is Required". When you click on the "Pay" button, it will take you to the application fee payment page. Your application will not be processed until the application fee has been paid.</p> <p><i>Note: The application fee is not refundable, as the fee is paid to the third-party application platform and not the Admissions Office.</i></p>

After you have completed the UH Mānoa Application, you should receive an email from the Office of Admissions acknowledging that your application has been received. If your application was somehow coded incorrectly (i.e. the system thinks you are applying for a degree program), you may begin to receive automated email reminders from the Office of Admissions asking you to take certain actions that are unnecessary or different from what is stated on our [How to Apply: Undergraduates](#) page. For instance:

- If you are an **Exchange Student**, these emails may ask you to pay the application fee, which as noted above, is not necessary to process your application (and cannot be refunded if you accidentally pay).
- If you are an **Exchange Student, Hoakipa Visiting Student, or Independent Visiting Student** these emails may ask you to upload or send your transcripts and/or English proficiency test scores to the Office of Admissions. However, these documents should be sent to MIX only, unless otherwise instructed by MIX.
- If you are an **Exchange Student, Hoakipa Visiting Student, or Independent Visiting Student** these emails may ask you to submit other documents that are not listed on our [How to Apply: Undergraduates](#) page, such as a Supplemental Information Form for Undergraduate International Applicants or a Submittal Form for Permanent Residents. You do not need to complete either of these documents.

If you receive these types of emails and you believe they are incorrect, please let us know at inbound@hawaii.edu and we'll work with the Office of Admissions to correct the issue as soon as possible so you no longer receive these emails. And if you're ever unsure if a particular document or step is required, please refer back to our [How to Apply: Undergraduates](#) page. The steps on this page are the only steps that Exchange and Visiting Students need to follow.

Questions? Contact us at inbound@hawaii.edu