



PUBLIC HEALTH APPLICATION INSTRUCTIONS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND KEEP INSTRUCTIONS FOR YOUR FILES

Refer to the Public Health Program Information or website for more information on the curriculum, admission criteria, and tuition and fees.

Fall Application Deadline for In-Person Programs: December 1
Fall Application Deadline for MPH-DE: March 1
 All application materials must be received by the deadline.

Only *complete* application packets will be reviewed by the Admissions Committee. It is the applicant's responsibility to compile and submit all required materials to the appropriate offices by the application deadline. Final processing and review of an application will be held until all materials are received. Applications are not considered to be complete until *both* the Graduate Admissions and Office of Public Health Studies application materials are received.

Applicants must submit two (2) separate applications:

(1) Application to the University of Hawai'i at Mānoa Graduate Division for admission to the University.

Questions regarding the Graduate Admissions application should be directed to the Graduate Division Student Services Office at (808) 956-8544.

Required application materials include:

- Completed Graduate Admissions Application (available at <https://go.hawaii.edu/ycj>)
- Application fee
- Transcript from each post-secondary institution attended, excluding UH system campuses
- Other required materials (if any - see <http://manoa.hawaii.edu/graduate/prospective-students>)
- Official GRE general test score (use UHM Institutional Code: 4867; Department Code: 0616); **GRE is optional for Fall 2024 applicants unless it is required by the Graduate Division.**

You do not need to submit the Graduate Admissions "Statement of Objectives" form to the Graduate Division.

For complete Graduate Admissions application, requirements, and instructions, see <http://manoa.hawaii.edu/graduate/prospective-students> or contact the Graduate Division at (808) 956-8544 or email gradss@hawaii.edu.

Submit above materials to:

Graduate Division
 University of Hawai'i at Mānoa
 2540 Maile Way, Spalding 354
 Honolulu, HI 96822

International applicants:

Please refer to <http://manoa.hawaii.edu/graduate/international-students> for any additional requirements. The "Confidential Financial Statement for International Applicants" must be completed and submitted to the Graduate Division. TOEFL or IELTS scores must also be submitted directly to the Graduate Division. **Public Health minimum TOEFL score for master's degree applicants is 550 (79-80 on the internet-based test) and 600 (100 on the internet-based test) for doctoral degree applicants. An IELTS overall score of 6 or higher is required for master's degree applicants and a score of 7 or higher is required for doctoral degree applicants.** Test scores cannot be more than two years old. Note: International applicants are not eligible to apply for the MPH-DE option.

(2) **Application to the Office of Public Health Studies for admission to the *MPH, MS, PhD programs.***

Be sure that your full name is on each document.

- **Public Health application**

- **Statement of Objectives - be as specific as possible as this information is used in evaluating your application and judging whether the programs we offer are suited to your needs.**

MPH/MS Applicants should address the following issues: (1) your professional interests in the selected area of specialization (epidemiology, health policy & management, Native Hawaiian & Indigenous health, or social & behavioral health sciences), (2) the public health relevance of your past and present academic/employment background and its applicability to your career goals, (3) your reasons for seeking enrollment at the University of Hawai'i public health program, and (4) your future career plans.

PhD Public Health Applicants should address the following issues: (1) your reasons for pursuing the PhD at the University of Hawai'i, (2) current knowledge about and experience with health disparities, translational research, and community-based participatory research, (3) how your background, experience, and/or ideas will contribute to the program's diversity, and (4) possible areas for dissertation research in health disparities, translational research, or community-based participatory research.

PhD Epidemiology Applicants should address the following issues: (1) your research interest in epidemiology, (2) the epidemiology relevance of your past and present academic/employment background and its applicability to your doctoral goals, (3) your reasons for seeking enrollment at the University of Hawai'i, (4) possible areas for dissertation research, and (5) your future career plans.

- **Three (3) completed letter of recommendation forms and a separate recommendation letter with a more detailed assessment.** Applicants with three or more years of work experience may submit two letters of recommendation and two recommendation forms. Please note: Letters received without a completed reference form and/or unsigned will be considered **invalid** for admission purposes. Important: **Your recommender must sign the seal of the envelope if mailing.**

Native Hawaiian & Indigenous Health Applicants must provide one letter from Indigenous community in which the applicant has an established history of service. This letter serves as an opportunity to demonstrate established relationships and/or service in communities. Examples include, but are not limited to a letter from an Indigenous community member or leader who can write on your ability to 1) engage in community and/or cultural events or activities, 2) perform service activities in the community or through organizational work, and/or 3) engage in community and/or cultural protocol, etiquette, and/or practices. NHIH applicants must still submit three letter of recommendations and three letter of recommendation forms.

PhD Public Health Applicants should provide letters from individuals with a doctoral degree.

- **Writing sample** required for PhD Public Health applicants only and should demonstrate aptitude for scholarly writing, e.g., a literature review, a report of a needs assessment or evaluation project, a master's thesis, or a published article on a public health topic. If no examples of your academic or scholarly writing are currently available, please write a scholarly paper as though you would submit it for publication in a professional journal. Your writing sample should:
 - Demonstrate conceptual and analytic skills
 - Use appropriate and consistent citation and reference format
 - Demonstrate writing ability
- **Official Graduate Record Examination (GRE) General Test scores** is optional for all Fall 2024 applicants unless it is required by the Graduate Division. If you will be submitting GRE scores, please include a note with your Public Health application and direct ETS to forward official scores to the university - Institution Code: 4867; Department Code: 0616. Test scores over five years old will not be accepted.

Submit completed Office of Public Health Studies application and required materials to:

**Office of Public Health Studies
University of Hawai'i at Mānoa
1960 East West Road, Biomed D-204
Honolulu, HI 96822**

NOTE: We do not accept application materials submitted utilizing the Graduate Admission Supplemental Documents Upload website. Public Health application materials must be mailed to our office or submitted via UH FileDrop. We suggest that you retain copies of all documents submitted. Ask your recommenders to retain a copy of their letter of recommendation as well. Our office will notify you via email once your application is complete. **It is the applicant's responsibility to check on the status of their application.**

PUBLIC HEALTH APPLICATION INSTRUCTIONS

I. APPLICANT INFORMATION

Email address: Please provide a valid email address. Our office will send an initial email once we receive your public health application and another email once all application materials, including application materials submitted to the UHM Graduate Division have been received and your application is complete. **If you do not receive an email from us, please contact our office.**

Ethnicity and Race: The ethnic background and race of each applicant is collected for data-gathering and state and federal report purposes. This information does not affect the determination of admission.

Official notification of your admission status is sent from the UHM Graduate Division.

II. DEGREE OBJECTIVE AND AREA OF SPECIALIZATION

Degree Objective: Select one of the available degree programs.

Area of Specialization: Select only one of the available areas of specialization.

If you wish to apply for more than one specialization area, you must complete another public health application and statement of objectives.

III. LETTERS OF RECOMMENDATION

Three (3) letters of recommendation are required. Please list your recommender's name, title, and email. Download the Letter of Recommendation form from <http://go.hawaii.edu/6h2> and have your recommender complete the form and submit a detailed recommendation letter to our office. Applicants with three or more years of work experience may submit two (2) letters of recommendation and two (2) letter of recommendation forms.

Native Hawaiian & Indigenous Health applicants must provide one letter from Indigenous community in which the applicant has an established history of service. This letter serves as an opportunity to demonstrate established relationships and/or service in communities. Examples include, but are not limited to a letter from an Indigenous community member or leader who can write on your ability to 1) engage in community and/or cultural events or activities, 2) perform service activities in the community or through organizational work, and/or 3) engage in community and/or cultural protocol, etiquette, and/or practices. NHIH applicants are required to submit three (3) recommendation letters and three (3) letter of recommendation forms.

PhD Public Health applicants should provide letters from individuals with a doctoral degree.

We strongly suggest that your recommenders retain a copy of their letter of recommendation form and recommendation letter for their records.

IV. OTHER INFORMATION

Student reported income for last federal tax submission

A.	less than \$19,846
B.	\$19,846 - \$33,705
C.	\$33,706 - \$40,635
D.	\$40,636 - \$54,495
E.	\$54,496 - \$61,425
F.	\$61,426 - \$68,355
G.	more than \$68,355

APPLICANT CHECKLIST

Please use this checklist to verify that you have submitted all application materials.

Application materials to be submitted to the Graduate Division (for admission to the University):

- ***Graduate Admissions Application.** (available at <https://go.hawaii.edu/yc>)
- Application fee.**
- Transcript from each college/university attended.**
- GRE General Test score.** UHM Institution Code: 4867; Department Code: 0616. GRE is optional for Fall 2024 applicants unless it is required by the Graduate Division.

International applicants must also submit:

- TOEFL score.** UHM Institution Code: 4867; Department Code: 50.
- Complete information on financial status.**

*The Graduate Division will forward an applicant's file to the Program once the above application materials have been received and evaluated by their office. Should you have questions as to which application materials have been received, please contact the Graduate Division directly at 808-956-8544, gradss@hawaii.edu.

Mail the above application materials to:

Graduate Division
University of Hawai'i at Mānoa
2540 Maile Way, Spalding 354
Honolulu, HI 96822

Application materials to be submitted to the Office of Public Health Studies (for admission to the Program):

- Public Health Application.**
- Statement of Objectives.**
- Three (3) letters of recommendation.** Applicants with three or more years of work experience may submit two (2) recommendation letters and two (2) letter of recommendation forms. NHIH applicants are required to submit three (3) letters of recommendation and three (3) letter of recommendation forms. Download the Letter of Recommendation Form from <http://go.hawaii.edu/6h2>. Your recommender should sign the seal of the envelope if mailing.

PhD in Public Health applicants must also submit:

- Writing sample.** Your writing sample should demonstrate aptitude for scholarly writing, e.g., a literature review, a report of a needs assessment or evaluation project, a master's thesis, or a published article on a public health topic. If no examples of your academic or scholarly writing are currently available, please write a paper as though you would submit it for publication in a professional journal. Your writing sample should:
 - Demonstrate conceptual and analytic skills
 - Use appropriate and consistent citation and referencing format
 - Demonstrate writing ability

Mail your application packet to:

Office of Public Health Student Academic Services
University of Hawai'i at Mānoa
1960 East West Road, Biomed D-204
Honolulu, HI 96822

You may also submit your Public Health application materials via UH FileDrop <https://www.hawaii.edu/filedrop/>, **recipient: phapp** and set the expiration timer to 14 days. Note: **materials must be in PDF format only** (no other formats accepted) and zipped into one file [Public Health application, statement of objectives, resume (optional), and writing sample (PhD Public Health applicants)]. Prior to uploading to FileDrop, confirm that your documents are readable, clear, and completed correctly. If materials are unreadable, you must mail a hard-copy of your application materials. **We will not accept emailed application materials.**

According to our policy, reference letters and all evaluative documents, except the public health application, statement of objectives, and transcripts will be discarded upon completion of the selection process.



PLEASE TYPE OR PRINT CLEARLY IN INK

I. APPLICANT INFORMATION

Applying for: Fall 2024

Full Legal Name Family/Last, First, Middle Name			UH ID Number (if known)
Other Names Used on Transcripts, Test Scores, etc.		Current Profession	Email Address
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (Mo/Date/Yr)	Place of Birth - State/Country	Citizenship <input type="checkbox"/> United States <input type="checkbox"/> Other; specify:
Current Mailing Address			Home Phone: Mobile Phone:
City/Province	State/Country	Zip/Postal Code	Current Address Valid Until
Permanent Mailing Address			Emergency Contact/Relationship
City/Province	State/Country	Zip/Postal Code	Emergency Contact Phone
Ethnicity (check one) <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic or Latino	Race (check all that apply) <input type="checkbox"/> AA African American or Black <input type="checkbox"/> AI American Indian or Alaskan Native <input type="checkbox"/> CA Caucasian <input type="checkbox"/> CH Chinese <input type="checkbox"/> FI Filipino <input type="checkbox"/> GC Guamanian or Chamorro	<input type="checkbox"/> HW Native Hawaiian or Part-Hawaiian <input type="checkbox"/> IN Asian Indian <input type="checkbox"/> JP Japanese <input type="checkbox"/> KO Korean <input type="checkbox"/> LA Laotian <input type="checkbox"/> MC Micronesian (not GC)	<input type="checkbox"/> OA Other Asian <input type="checkbox"/> OP Other Pacific Islander <input type="checkbox"/> SA Samoan <input type="checkbox"/> TH Thai <input type="checkbox"/> TO Tongan <input type="checkbox"/> VI Vietnamese

II. DEGREE OBJECTIVE AND AREA OF SPECIALIZATION

Please indicate your degree objective (select one) <input type="checkbox"/> Master of Public Health (MPH) <input type="checkbox"/> Master of Public Health (MPH) - DE (HPM only) <input type="checkbox"/> Master of Science (MS) <input type="checkbox"/> Doctor of Philosophy (PhD)	Please indicate your intended specialization area (select one) <input type="checkbox"/> Epidemiology (MPH, MS, PhD) <input type="checkbox"/> Social & Behavioral Health Sciences (MPH) <input type="checkbox"/> Health Policy & Management (MPH) <input type="checkbox"/> Native Hawaiian & Indigenous Health (MPH) <input type="checkbox"/> Community-Based & Translational Research (PhD in Public Health)
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III. LETTERS OF RECOMMENDATION

Name	Title	Email

IV. OTHER INFORMATION

Are you currently enrolled in a UHM Graduate Program? <input type="checkbox"/> No <input type="checkbox"/> Yes - Specify Degree and Program:	Intended enrollment status <input type="checkbox"/> part-time <input type="checkbox"/> full-time (at least 8 credits per semester)
List other graduate programs to which you have applied	List academic or professional honors, scholarship, fellowships, or grants
Are you a first generation college student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is your hometown urban or rural <input type="checkbox"/> Urban <input type="checkbox"/> Rural
Size of student family unit (including spouse and dependents if applicable):	What is your family income level? (refer to instructions and indicate letter)

