



Hawai'i Pacific University

www.hpu.edu/exchange

Application Guide for the Student Exchange Program at Hawai'i Pacific University

Dear Incoming Exchange Student Applicant,

Thank you for applying to the Student Exchange Program at Hawai'i Pacific University (HPU). Please complete this application and **mail** this and the requested documents to:

Melissa Matsubara
Hawai'i Pacific University
Office of International Exchange and Study Abroad Programs
1164 Bishop St., Suite 200
Honolulu, Hawai'i 96813 USA

You may save this application guide on your computer and complete it by typing the information in the sections marked in gray. Hand written applications will not be accepted.

A color scan of your passport information page **must** be included with your application.

After we receive your complete application with all required documents, we will send you the items due on the June 1st deadline. HPU will then mail you your acceptance letter and DS-2019 Certificate of Eligibility for Exchange Visitor J-1 Status. After you receive the DS-2019, pay the SEVIS fee at <https://www.fmjfee.com> and print a copy of the receipt.

The Fall 2015 mandatory immigration check-in/ orientation for incoming exchange students will be on **Monday, August 24, 2015** at HPU. Please plan flights accordingly.

Note: Off-campus housing for exchange students is available via: www.campushousing.com/hawaii and must be arranged by the student.

Application Checklist:

<input type="checkbox"/>	Completed Exchange Student Application Form
<input type="checkbox"/>	Color passport copy
<input type="checkbox"/>	Exchange Student Status Verification. (To be completed by the Student Exchange Coordinator)
<input type="checkbox"/>	English Test Score (Original), if applicable Undergraduate English requirements , Graduate English requirements
<input type="checkbox"/>	Academic Transcript(s) (Original)
<input type="checkbox"/>	Graduate students only: Conferral of Undergraduate degree
<input type="checkbox"/>	Proof of Financial Sponsorship/Bank Statement (Original)
<input type="checkbox"/>	Health Clearance Form 1B for MMR Immunization Verification <i>*Please note that the Hawai'i State Department of Health has recently proposed adding more routinely recommended vaccinations to the list of required immunizations. Students planning to attend classes in Fall 2015 and beyond may need to provide proof of the following vaccinations: Meningococcal, Tetanus/Diphtheria/Pertussis and Varicella. We will share information as soon as it is made available to us by the Hawaii State Department of Health.</i>
*All items above need to be submitted with the application.	

Application Deadlines:

Fall 2015 Admission Deadlines	
May 1	<ul style="list-style-type: none"> • Application • Health Clearance Form 1B for MMR Immunization Verification
June 1	<ul style="list-style-type: none"> • Course Request Form • *Immunization Verification for Meningococcal, Tetanus/Diphtheria/Pertussis and Varicella
Upon Arrival	<ul style="list-style-type: none"> • International Health Insurance Waiver Form • Health Clearance Form 2: Tuberculosis Clearance (required if studying in Hawaii for 5 months or longer)

If you have any general questions about the Student Exchange Program, please contact:

Melissa Matsubara, Director, International Exchange Programs
Hawai'i Pacific University
E-mail: studyabroad@hpu.edu • Website: www.hpu.edu/exchange

Application for Admission to the Student Exchange Program at Hawai'i Pacific University

Student Data

(Please print data exactly as it appears on your passport)

Last Name

(Family Name): _____

First Name

(Given Name): _____

Middle Name: _____

Gender: Male Female **Date of Birth:**
(month/Day/Year) M: _____ D: _____ Y: _____

Country of Birth: _____

City of Birth: _____

Country of Citizenship: _____

Native Language: _____

**Country of Legal
Permanent Residency:** _____

Permanent Address: _____
Number and Street

City: _____ **Postal Code:** _____ **Country:** _____

Phone (including country code): _____

E-mail: _____

Emergency Contact Information (Required)

Name: _____ **Relation:** _____

Phone: _____ **Email:** _____

Work Phone: _____

Current Address: _____
Number and Street

City: _____ **Postal Code:** _____ **Country:** _____

Exchange Student Status Verification

(To be completed by the home university Student Exchange Coordinator)

First/Given Name: _____ Last/Family Name: _____
Title or Position: _____ Email: _____
Name of University: _____ Phone: _____
Mailing Address: _____ City: _____ Country: _____
_____ Postal Code: _____

This is to certify that: _____

Student's First and Last Name

has been selected to be an official exchange student at Hawai'i Pacific University for the following exchange term(s):

Year student is applying for: _____

Semester(s) or Session(s) applying for:

Fall Semester (August – December)

Spring Semester (January – May)

Level of Study: Undergraduate (Bachelor degree) Graduate (Master degree)

Home University Exchange

Coordinator Signature: _____

English Requirements

If your first language is not English, you are required to produce proof of your English proficiency. HPU accepts a variety of English language tests. **Undergraduate:** www.hpu.edu/english/test, **Graduate:** http://www.hpu.edu/grad/admissions/info/intl_apps.html. Please note that we do not accept test scores older than two years.

I have taken an English proficiency test in the past two years: YES NO

Name of test: _____ **Score:** _____ **Year taken:** _____

HPU Academic Information

Academic Information

*Check the major that most closely resembles your home university program of study.

(PLEASE ONLY CHOOSE ONE MAJOR)

Field of Study (Mandatory):

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Hospitality Tourism Management |
| <input type="checkbox"/> Advertising and Public Relations | <input type="checkbox"/> Human Resource Management |
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Humanities |
| <input type="checkbox"/> Asian Studies | <input type="checkbox"/> Integrated Multimedia |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> International Business |
| <input type="checkbox"/> Biology | <input type="checkbox"/> International Studies |
| <input type="checkbox"/> Business Economics | <input type="checkbox"/> Journalism |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Justice Administration |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Management |
| <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Marine Biology |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Diplomacy and Military Studies | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Multimedia Cinematic Production |
| <input type="checkbox"/> Elementary Education | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> English | <input type="checkbox"/> Oceanography |
| <input type="checkbox"/> Entrepreneurial Studies | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> General Business | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Health Science | <input type="checkbox"/> TESOL |
| <input type="checkbox"/> History | |

University Transcripts

Please attach certified copies of your transcripts (these must be translated into English). Additionally, please list courses in which you are currently enrolled that are not listed on your university transcript.

Current program of study at home university: _____

Current Courses: _____



HAWAI'I PACIFIC
UNIVERSITY

Office of Admission

1164 Bishop Street
Honolulu, Hawai'i 96813
Phone: (808) 544-0238

www.hpu.edu/admissions

Exchange Students Statement of Financial Sponsorship

	One Semester	Two Semesters
Housing and Living Expenses	\$6,665	\$13,330
Related Expenses	\$2,450	\$4,900
Total	\$9,115	\$18,230

The United States Immigration Services requires that Hawai'i Pacific University verifies the financial resources of all international student applicants. This form is for that purpose. You are required to certify that you will have funds available for the costs listed. The *estimated* costs don't include transportation costs to and from the United States. The *estimated* costs don't represent the total expenses of your program if longer than nine months.

All sections of this Statement of Financial Sponsorship Form must be completed along with the required documentation before a DS-2019 Form can be issued. -5% increase is expected for AY 2015-2016 **estimated expenses**. We may ask for additional financial documents once the new amount is available if the difference is not represented in the original bank letter provided with this form.

Applicants Must Complete ALL Sections Below:

Student Information

Last Name

First Name

Middle Initial

By signing, I understand that I am required by U.S. Immigration law to provide HPU with adequate documentation indicating that I will have sufficient funds to cover my studies in the United States.

Student Signature

Date (mm/dd/yy)

To be completed by parent, family member, guarantor, or applicant even if support is personal funds.

I am aware of the costs of an education at Hawai'i Pacific University and I assume financial responsibility for the sponsored student's expenses.

My relationship to this student is

Address of Sponsor

Telephone

*Documentation of financial resources in the form of a bank letter must accompany this affidavit of support.

Statement of Financial Responsibility

Financial Resources

Qualifications and Required

Amount In U.S. dollars

1. Personal/Family/Sponsor Savings

Submit official financial statement on bank letterhead Including a current balance of the account. The letter should be dated no earlier than six months before the term you intend to enroll at HPU.

\$ _____

2. Government or Sponsoring Agency

Submit your award letter.

\$ _____

Additional Costs to Show For Dependents

Will you be bringing any dependents with you to the United States?

Spouse: __ Yes __ No

Additional cost to show for spouse: \$5,000

Children: __ Yes __ No If yes, how many children? ____

Additional cost to show per child: \$2,500

Sponsor's Signature

Print Name

Date (mm/dd/yy)



HAWAI'I PACIFIC UNIVERSITY

Admission Office

1164 Bishop Street
Honolulu, Hawai'i 96813
Phone: (808) 544-0239 Fax:
(808) 544-1168
admission@hpu.edu

Health Clearance Form 1B

MEASLES, MUMPS, RUBELLA (MMR) IMMUNIZATION VERIFICATION

The State of Hawai'i requires written evidence of health clearance from measles, mumps and rubella. Students must comply with these health clearance requirements by completing this form and returning it to HPU.

Please use this form if necessary to submit the second result of MMR.

Student Information

Last Name/Surname		First Name		Middle Initial	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Address					
Street Address	<input type="text"/>	City/Town	<input type="text"/>	Country	<input type="text"/>
				ZIP Code	<input type="text"/>
Telephone		Date of Birth (mm/dd/yyyy)		HPU Student ID Number	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

This form has been completed to the best of my knowledge, and I freely consent to this information being used for my registration at Hawai'i Pacific University.

Student Signature	Date
<input type="text"/>	<input type="text"/>

Measles, Mumps, and Rubella Immunity Waiver Form

The following clearance is to be filled out and signed or stamped by any of the listed medical personnel: medical doctor (MD), doctor of osteopathy (DO), advanced practice registered nurse (APRN), physician's assistant or clinic.

MMR immunization may be waived if student meets ONE of the following criteria AND can submit the proper verifying documents:

1. Student was born before 1957 (mail official copy of birth certificate)
2. A physician has confirmed diagnosis in the past
3. A laboratory report of immunity (such as the "Titer Test") is signed by Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA) only and written on official stationery.
4. Documents from another Post Secondary Institution.

Physician or Authorizing Signature	Date	License Number or Office Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Physician Name	U.S. State of License
<input type="text"/>	<input type="text"/>



Incoming Exchange Student
COURSE REQUEST FORM

Please read the back of this form, where instructions are given on how to find courses and complete this form correctly.

Family/Last Name	Given/First Name	Country of Citizenship	HPU Student ID#
			@

PRIMARY COURSE REQUESTS

Please list 4 or 5 courses, depending on the number of credits you need.

	Advisor Approval	Course Title	Course Alpha <i>(i.e. WRI1100)</i>	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								

Remarks:

ALTERNATE COURSE REQUESTS

Please list 5 alternate courses, in case your primary choices are not available.

	Advisor Approval	Course Title	Course Alpha <i>(i.e. WRI1100)</i>	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								

Remarks:

Examined by:	Date and Time:
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HPU Course Request Form

Fall due date: June 1st
Spring due date: November 1st

For past course syllabi: <http://apps.hpu.edu/cis/web/index.php/search>






For instructions on how to find course options for HPU below:

1. Open this link:
https://bweb.hpu.edu:4443/hpud/bwckschd.p_disp_dyn_sched
2. Select 'Spring 2015'
3. Select the subject you are interested in
4. Under course level, select '**Undergraduate***' or '**Graduate***'
5. Hit 'class search' button
6. Select course
7. Once you click on the course, please pay attention to the 'Remaining' section. If it says '0,' that course is full and we will not be able to register you for it.

Please note: Fall course schedules will not be available until mid-March and Spring course schedules will not be available until Mid-October.

IMPORTANT (please read carefully!):

- Once we register you for a full course load, you will only be able to make changes to your schedule in person with an HPU academic advisor. By that time many courses may be full, so please review the courses carefully as it may be difficult to change your schedule.
- All international students are required by U.S. regulations to be enrolled full-time.
 - **Undergraduate* minimum: 12 credits**
 - **Graduate* minimum: 9 credits**
- Students may not register for more than 16 credits (5 courses) of undergraduate or more than 12 credits (4 courses) of graduate level of study
- All programs offered by HPU are open to exchange student enrollment as long as student meets all course prerequisites, which will be determined by an HPU academic advisor and the appropriate academic department.
- In addition to any online classes, undergraduates must take at least 3 courses in class (not online) and graduates must take at least 2 courses in-class (not online).
- Undergraduate* applicants may take only undergraduate classes and graduate* applicants may take only graduate classes. Please do not mix up the levels of classes!
- There is a fee each time you add or drop a class once the semester begins.
- Pay attention to the location of the class! We have several campuses: Downtown, Hawaii Loa Campus, the Oceanic Institute, and Online. There is an HPU shuttle available between Downtown and HLC, however please give yourself at least 30 minutes to commute between the different campuses when selecting classes.

Title	CRN	Course	Section
			
Introduction to Visual Arts - 1650 - ARTS 1000 - A			
Associated Term: Fall 2014			
Registration Dates: Apr 07, 2014 to Sep 08, 2014			
Levels: Graduate, Undergraduate			
Attributes: Lower-Level Satellite, Undergraduate			
Dwntwn/HI Loa/Ocean Inst Class Campus			
Lecture Schedule Type			
3.000 Credits			
View Catalog Entry			
			Class Location
			
Scheduled Meeting Times			
Type	Time	Days	Where
Class	9:10 am - 10:35 am	TR	Model Progress 315

Please note the class locations for each campus.

DOWNTOWN

MP = Model Progress building
FC = Frear Center
FS = Hawaii Pacific University building
LB = Lower Bishop
UB = Upper Bishop
KK = Kukui Plaza

HAWAI'I LOA CAMPUS

AC = Academic Center
NA1 = Nursing Annex 1

OCEANIC INSTITUTE

OI= Learning Center

For questions, please email studyabroad@hpu.edu

***Undergraduate**= Bachelor level courses

***Graduate**= Master level courses