



Hawai'i Pacific University

www.hpu.edu/exchange

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

Dear Incoming Exchange Student,

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

Bernard Chong
Hawai'i Pacific University
Office of International Exchange and Study Abroad Programs
1164 Bishop St., Suite 1100
Honolulu, Hawaii 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 copy of your passport information page must be included with your application.

After your complete application and documents are received, HPU will 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 <http://www.ice.gov/docli/sevispdf/1-901.pdf> and print a copy of the receipt.

You will also receive with your acceptance documents an information packet telling you about arrival dates, orientation and other matters.

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

Application check list:

- Completed Exchange Student Application Form
- Proof of Financial Sponsorship
- Academic Transcript(s)
- Course Selections
- Exchange Student Status Verification
- Passport copy
- Health Insurance
- Measles, Mumps, Rubella (MMR) verification—
may be submitted later

Application Deadlines:

For Fall-June 1

For Spring-November 1

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

Dr. Jon Davidann • Director, International Exchange Programs
Hawai'i Pacific University
E-mail: j davidann@hpu.edu • Web site: www.hpu.edu/exchange

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

Student Data

HPU internal only: SEVIS#: _____ Visa Type: J-1

Last Name: _____
(print name as it appears on your passport)

First Name: _____

Middle Name: _____

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

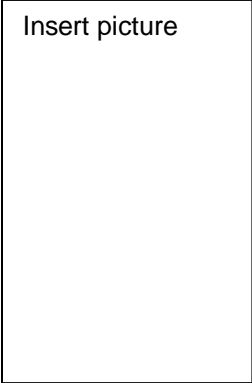
Country of Birth: _____

City of Birth: _____

Country of Citizenship: _____

Native Language: _____

Country of Legal Permanent Residency: _____



Current Mailing Address: _____
Number and Street

City: _____ Postal Code: _____ Country: _____

Phone: _____ Fax: _____

E-mail: _____

Emergency Contact Information (Required)

Name: _____ Relation: _____

Phone: _____ Email: _____

Work Phone: _____

Current Address: _____
Number and Street

City: _____ Postal Code: _____ Country: _____

Student Signature: _____ Date: _____

Academic Information

Application Deadline: Fall Semester June 1 Spring Semester November 1

Year applying for: _____ Terms you will study at HPU: _____ Major at HPU: _____

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

- | | |
|---|---|
| <input type="checkbox"/> Fall Semester (September – December) | <input type="checkbox"/> Summer Session I (May – June) |
| <input type="checkbox"/> Winter Session (mid-Dec – mid-Jan) | <input type="checkbox"/> Summer Session II (June – August) |
| <input type="checkbox"/> Spring Semester (January – May) | <input type="checkbox"/> Summer Session III (June – August) |

Note: Exact dates are available at: <http://www.hpu.edu/schedule> *You must have a completed a Bachelors degree to be eligible for courses at the graduate level.

Level of Studies: Undergraduate (bachelors degree) Graduate (masters degree)*

HPU Academic Information and Course Selection

Academic Background

Name of University You are Currently Enrolled in: _____

University Address: _____

Name of Exchange Coordinator: _____

Coordinator's E-mail: _____

Name of Program (major) You are Currently Studying: _____

Length of Program (Years): _____ Years Completed: _____

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 Courses: _____

English Requirements

If your first language is not English, you are required to produce written proof of your English proficiency. HPU accepts a variety of English language tests that are listed at www.hpu.edu/english/test. Please note that test scores expire after two years.

I have not taken an English proficiency test within the past two years:

I have taken an English proficiency test in the past two years:

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

My course work at my home university is taken in English and therefore I am proficient in English:

HPU Course Selection

As an international student, you are required by U.S. regulations to be enrolled full-time. For fall and spring semesters, undergraduate students must enroll in a minimum of four (3-credit) courses and graduate students in at least three (3-credit) graduate courses. Students cannot register for more than 16 credits (5 courses) of undergraduate or more than 12 credits (4 courses) of graduate level of study.

HPU offers a variety of courses that are available at <http://www.hpu.edu/courses>. Courses are posted approximately 4-5 months prior to the start of each semester/term. Browse through the schedule and identify courses you may want to take during your studies at HPU. Please pay attention to class times (to prevent time conflicts) and prerequisites. Undergraduate courses are numbered 1XXX to 4XXX . Graduate courses are numbered 5XXX to 7XXX .

It is not necessary to submit your course preferences when you apply for admission to HPU. Courses should be listed in order of priority, with number one being your most desired course selection. Depending upon course availability, you will be preregistered in your preferred courses prior to arrival.

Note: as an exchange student you may take only one on-line Internet course. Also, undergraduate applicants may take only undergraduate classes and graduate applicants may take only graduate classes. Please do not mix up the levels of classes!

Students from certain designated Universities who will be studying English only as an Exchange Student will be given an English proficiency test after arrival and then be placed in the appropriate ESL classes. Therefore students of English do not complete this Course Selection portion.

Please list the courses you wish to enroll in using the tables provided below.

EXAMPLE:

CRN	Course	Selection	Title
2685	MKTG 3420	C	International Marketing

HPU prerequisite for this course (see HPU Web site): MKTG 3400 or its equivalent

Home university course, which satisfies the HPU prerequisite: Completed course in "Principles of Marketing" spring 2001, at my home university; see transcripts.

#1

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

#2

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU pre-requisite:

#3

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

HPU course selection continued...

#4

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

#5 (undergraduate students may take up to five courses)

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

Please indicate two alternative courses in case the courses are closed or there is a time conflict:

#1 Alternative Course

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

#2 Alternative Course

CRN	Course	Selection	Title

HPU prerequisite for this course:

Home university course which satisfies the HPU prerequisite:

Statement of Financial Sponsorship (valid May 2011-April 2012)

U.S. Immigration Law requires you to have sufficient funds available for your living expenses so you can apply for a J-1 visa. Below are the estimated funds, based upon the 2011-2012 school year expenses.

	<input type="checkbox"/> Fall <u>or</u> Spring Semester	<input type="checkbox"/> Fall and Spring Semesters
Tuition and Fees	waived	waived
Housing and Living Expenses	\$6,115	\$12230
Other Expenses*	\$1595	\$3190
Total	\$7710	\$15420

*Includes books, supplies, and health insurance.

Student Statement

I understand that I am required by U.S. Immigration Law to provide the university with adequate documentation indicating that I will have sufficient funds to cover my studies in the United States.

Name of Student:: _____
Last/Family
First/Given
Middle

Signature of Student:: _____ Date: _____

Sponsor must Complete Sections 1 and 2 below:

1. Sponsor's Statement

I am aware of the costs of an HPU education and assume financial responsibility for the sponsored student's expenses.

Sponsor's Signature: _____ Date: _____

Sponsor's Name: _____ Relationship to Student: _____

Sponsor's Address: _____ Phone: _____

_____ Fax: _____

2. Financial Support Documentation (you must provide at least one of the following, showing at least the amount listed above for the estimated total cost of your program)

- A. Submit an original scholarship letter (government, private, company), or your own original bank statement, or your sponsor's original bank statement showing at least the amount for your other expenses.
- B. Submit an original letter from your bank stating that you or your sponsor has sufficient funds to support your expenses at HPU.
- C. Bank Official's Statement:

To the best of our knowledge the above-named sponsor has sufficient income and assets to support the sponsored student to attend Hawai'i Pacific University. (This statement in no way obligates neither the bank nor its officials to any financial liability.)

Bank Official's Signature _____

Bank Official's Name _____

Bank Official's Title _____

Name of _____

Bank/Telephone _____

Bank Seal or Stamp Here

Exchange Student Status Verification (To be completed by the Student Exchange Coordinator)

Name of University: _____

Mailing Address: _____
Street and Number

City: _____ Postal Code: _____ Country: _____

Phone: _____ Fax: _____

Exchange Coordinator Information

First Name: _____ Last: _____

Title or Position: _____

E-mail: _____

Signature: _____

Certification for Student Exchange

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 applying for: _____

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

- | | |
|---|---|
| <input type="checkbox"/> Fall Semester (September – December) | <input type="checkbox"/> Summer Session I (May – June) |
| <input type="checkbox"/> Winter Session (mid-Dec – mid-Jan) | <input type="checkbox"/> Summer Session II (June – August) |
| <input type="checkbox"/> Spring Semester (January – May) | <input type="checkbox"/> Summer Session III (June – August) |

Health Insurance and Medical Information

International students who want to study in the USA are required to have [health insurance](#) coverage, and need to fulfill certain [medical requirements](#). Please carefully read the information outlined below.

Health Insurance

Please provide English documentation verifying that you have health insurance with the following coverage:

- a. medical benefits of at least \$100,000 per accident or illness
- b. repatriation of remains in the amount of \$7,500
- c. expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000
- d. a deductible not to exceed \$500 per accident or illness

Students who choose to purchase insurance in Hawai'i may sign up and pay for the Kaiser Permanente or HMSA insurance plans *after* arrival at HPU.

By my signature below, I certify that I will either provide Hawai'i Pacific University proof at time of registration that I have health insurance from my own country, including the above coverage, or I will purchase one of the medical plans offered through Hawai'i Pacific University.

Signature: _____

Date: Year _____ Month _____ Day _____

Measles, Mumps, and Rubella (MMR)

Students must have received *two* doses of measles or MMR shots in their own country (written proof - such as an official vaccination record - is required). Alternatively, students may receive their measles shots at their own cost upon arrival at HPU.

Tuberculosis (TB)

Hawai'i State Law requires that students take a TB test in Hawai'i which, is offered free of charge. HPU will provide arriving students with information on how and where to get tested. Note: this TB test must be taken in Hawaii, after arrival, according to State of Hawaii law.