

# International Student Pre-Arrival Handbook 2025-2026 Academic Year



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## **Aloha and Welcome to HPU!**

The Office of International Students and Scholars (OISS) extends a warm welcome as you begin your journey at Hawai'i Pacific University. We look forward to meeting you during your immigration reporting and are committed to supporting you throughout your academic career at HPU.

OISS will serve as a key resource during your time here, offering guidance on immigration regulations, cross-cultural adjustment, and academic success. We also coordinate a variety of programs and events—including cultural celebrations, immigration seminars, and informal gatherings—to help you transition smoothly into life at HPU.

To keep you informed, we will provide a monthly newsletter with important updates from OISS and the university.

Please know that our team is here to assist you, and we are dedicated to ensuring your experience at HPU is both successful and fulfilling.

Warm regards, Office of International Students and Scholars

# **CHECKLISTS**

Pre-A	rrival Checklist
	Activate your MyHPU Portal (my.hpu.edu)
	Access your HPU student email address via the MyHPU Portal
	Pay the <u>I-901 SEVIS Fee</u> .
	Apply for your student visa (exception: Canadian citizens)
	<ul> <li>Canadian citizens do not require a student visa but <u>must</u> pay the I-901 SEVIS fee and present the Form I-20, I-901 receipt, and passport to a U.S Port of Entry officer.</li> </ul>
	Register for classes.
	Arrange your flight tickets.
	Arrange for housing <b>prior to arrival</b> .
	Arrange transportation from Honolulu (HNL) Airport to your accommodation.
	Secure health insurance per the listed <u>requirements</u> .
	Complete <u>Health Insurance Waiver Form</u> and submit it to OISS.
	$Complete \ \underline{required\ vaccinations\ paperwork}, then\ \underline{upload\ documents\ to\ Med+Proctor}\ in\ your\ MyHPU\ Portal.$
	<u>Upload a picture</u> for your student ID
	Sign-up for priority check-in session (if applicable)
Post-	Arrival Checklist
	Check into your arranged housing.
	Report to the Office of International Students and Scholars (500 Ala Moana Blvd, Ste 5A) within 3 business days of arriving in Honolulu.
	Bring your passport, original Form I-20 or DS-2019, Hawaii address, and your I-94 travel record.
	<ul> <li>NOTE: The I-94 may take 24-48 hours to update after you arrive in the U.S.</li> </ul>
	Students must report to our office by the end of the first week of school to avoid status violations.
	Attend the New Student Orientation
	Pay your tuition fees.
	Get your tuberculosis test (only if you will be in the U.S. for more than 5 months)
Optio	nal, but Recommended
	Get a U.S phone number.
	Set up a local bank account.
	Set up a local bank account.  Get a state ID/driver's license.
	Get a state ID/driver's license.
	Get a state ID/driver's license.

## YOUR IMMIGRATION STATUS

## F-1 Visa: Short-Term Visiting and Degree-Seeking Students

An F-1 student is a nonimmigrant who is pursuing a full course of study at a U.S. academic institution designated by the Department of Homeland Security (DHS) and enrolled in the Student and Exchange Visitor Information System (SEVIS). Upon completion of their educational or professional objectives, F-1 students are expected by the U.S. Government to return to their home country.

## J-1 Visa: Exchange Visitors

The J-1 Exchange Visitor Program aims to foster mutual understanding between the U.S. and other countries through educational and cultural exchanges. Students attending HPU on a J-1 visa participate through an exchange agreement with their home university.

#### To maintain F-1 and J-1 status, students are required to enroll full-time each semester:

- Undergraduate students: A minimum of 12 credits per semester
- Graduate students: A minimum of 9 credits per semester

Click here to read about Registration Requirements.

## SEVIS Record Transfer for students already studying in the U.S.

If you are currently studying at a university in the U.S. on an F-1 or J-1 visa, and you are planning to transfer to Hawai'i Pacific University (HPU), you must transfer your SEVIS immigration record to HPU. After the transfer, we will create a new I-20 or DS-2019 for you. For assistance, please contact the Office of International Students and Scholars (OISS) at i20@hpu.edu.

As a transfer student, you must start classes in the next available term without any break between institutions.

## **Immigration Regulations**

Immigration regulations can change with little or no prior notice. For any questions or concerns, please consult the OISS staff. Do not rely on advice from sources outside of OISS or a qualified immigration attorney.

## **BEFORE YOUR ARRIVAL**

## Access your MyHPU Portal Account

The MyHPU Portal provides information about your student status, transfer credits (if applicable), and the portal to submit your intent to enroll. To access the portal, click here and log in with the details sent to you by email.

For assistance or more information, please review the instructions for MyHPU Portal First-Time Sign-In.

All official university communications are sent to your HPU email. It is essential to check this regularly. You can also forward your HPU email to your personal account for convenience.

#### SEVIS Forms and Fees

#### Pay the SEVIS Fee

Before applying for your student visa, you must pay the SEVIS fee. SEVIS is a U.S. government database that tracks the immigration concerns of students and exchange visitors.

The quickest way to pay is online. You will find the SEVIS fee Form 901 <u>here</u>. After paying, include the receipt with your visa application. Please note, this fee is non-refundable if your visa application is denied.

#### Apply for Your Visa

Please carefully review your Form I-20/DS-2019 for accuracy and ensure you understand your visa requirements before signing the document.

#### 1. Determine Your Visa Type

- a. If you received the Form I-20 from HPU, apply for an F-1 visa.
- b. If you received the DS-2019 from HPU or another U.S. agency, apply for a J-1 visa.

Do not apply for a B-1/B-2 (tourist) visa, as it does not authorize study in the U.S. Additionally, the Visa Waiver Program should not be used for this purpose.

#### 2. Find a U.S. Embassy or Consulate

Locate the nearest U.S. embassy or consulate to your location. You can find this information <u>here</u>. For updates on non-immigrant visas, visit the Office of Visa Services <u>here</u>.

#### 3. Schedule Your Visa Interview

Schedule an interview with the embassy or consulate. Note that waiting times can vary, especially during peak seasons. We recommend scheduling as soon as you receive your I-20/DS-2019. You may apply for your student visa within less than 365 days before your program start date. If your visa lists another university but you wish to attend HPU, you may be denied entry. \*\*Make sure your visa lists Hawai'i Pacific University.

\*Canadian citizens are exempt from the student visa requirement; but must pay the I-901 SEVIS fee. Upon arrival at a U.S. Port of Entry, they must present the I-20, I-901 receipt, and passport to the immigration officer.

\*\*If you are already studying in the U.S. on an F-1 visa, see below for more info.

## Going to the Embassy: Required Documents

For your visa appointment, bring your Form I-20/DS-2019 (all pages printed), valid passport, proof of financial support (same as submitted for your I-20/DS-2019), SEVIS fee payment receipt, and any additional documents required by your country for a U.S. visa.

If applying for an **F-1 visa**, bring a copy of your HPU acceptance letter.

If applying for a J-1 visa, provide proof that you are part of an approved exchange program.

You must demonstrate your intent to return to your home country when applying for a visa. Examples of proof include strong family ties, business or property ownership, or ongoing professional commitments. Also, be ready to explain your study plan to show you are a serious student.

\*Note: The visa allows you to enter the U.S., but the I-20/DS-2019 forms allow you to stay. If you lose your form, contact the OISS immediately.

## Transfer Students who are currently in the United States

\*\*Transfer students do not have to apply for a new visa if your U.S. F-1 visa from your current institution is still valid. If you plan to leave the U.S. during the transfer process, please notify us so we can sign your new I-20 for re-entry. You can use your valid U.S. visa to re-enter the country. For any questions, contact us at <a href="mailto:i20@hpu.edu">i20@hpu.edu</a>.

## **POST ARRIVAL**

## Entry into the United States: Customs and Border Protection

Upon arrival at a U.S. port of entry, you must present your original **Form I-20** or **DS-2019** and passport. **Do not check these documents with your baggage.** Copies, digital versions, and screenshots will NOT be accepted and will lead to denied entry or deportation.

If arriving by air or sea, you no longer need to complete a paper Customs and Border Protection (CBP) Form **I-94** or **I-94W**. CBP will automatically collect your arrival/departure information. You can retrieve your I-94 form online within 24 hours of arrival here.

\*If you were admitted incorrectly, (your I-94 *Class of Admission* shows anything other than F-1/J-1), you must visit the CBP Office at the Honolulu International Airport to have your classification corrected.

U.S. immigration laws allow you to enter *no earlier than 30 days before the program start date on your Form I-20 or DS-2019*. We recommend arriving at least one week early to complete the required immigration check-in, attend orientation, and settle in - such as finding housing, opening a bank account, and getting to know the campus and area.

## Transportation from Honolulu International Airport (HNL) to HPU

Honolulu International Airport (HNL) is 10 miles from Waikiki and 6 miles from downtown Honolulu. It is accessible by car, taxi, bus, and shuttle. The H-1 Interstate Freeway has direct exits to the airport. More details are available on this webpage.

#### **Honolulu Airport Pickup**

HPU has partnered with VIP Transportation for affordable rides to/from Waikiki and to the Downtown campus. Reservations must be made 24 hours in advance. For more information, click <a href="here">here</a>.

#### By Taxi

Taxis are available on the first level, in the center median in front of the terminal baggage claim area.

#### The Bus

The City & County of Honolulu operates an island-wide bus system that serves the airport. For routes and fees, click <u>here</u>.

#### Ride Sharing Apps

Ride-sharing services like Uber and Lyft are available at the airport. You can download the apps before arriving, but you will need Wi-Fi or mobile data to use them once in Honolulu.

## Immigration Reporting

As an F-1 or J-1 student, immigration regulations require you to check in with the Office of International Students and Scholars (OISS) upon arrival in the U.S.

Please complete the following steps as soon as possible to register your I-20/DS-2019 in the SEVIS system. We recommend checking in within 1-3 business days of arrival (see our website for business hours), or you may register for a priority check-in session. Priority sign-ups will be sent to qualified students via email. If you arrive more than one week before the semester begins, please complete a walk-in check-in session instead of a priority appointment.

For all reporting sessions, bring the following documents to OISS:

- Passport with visa and stamp
- Original Form I-20 or DS-2019 (all pages printed Copies, digital versions, and screenshots are NOT acceptable)
- Local address (including room/unit number)
- Phone number
- I-94 Record (emailed to <u>iss@hpu.edu</u> or physical copy)

\*If you have dependents (your spouse and/or children), provide the same documents for each dependent.

<sup>\*\*</sup>Failure to complete these steps will result in termination of your immigration visa status.

#### 'Ohana Check-In

Our 'Ohana Check-Ins provide essential information for your family and answer any questions about starting at HPU before entering the U.S. Students and families should attend one session from each 'Ohana Check-In series (1–8).

## Register for Classes

Degree-seeking undergraduate and graduate students must first consult the <u>website</u> to find their assigned academic advisor by major. Meeting with your advisor is mandatory before registering for classes.

- Visiting Short-Term Students should have received the Course Request Form from Mihaela Panayotova.
- Exchange Students (J-1) should have received the Course Request Form from Melissa Matsubara or Kristina Paleafei.

NOTE: International students must finalize their class schedules before departing for the U.S., as many courses may reach full capacity as semester approaches.

## **Pay Tuition**

HPU offers several ways to pay tuition and fees. Tuition must be paid <u>before</u> the start of each semester. Students are responsible for paying the balance after accounting for any scholarships, loans, or financial aid. Payments must be made by the due date, or students must enroll in a payment plan.

Failure to pay on time may result in late fees or administrative removal from courses.

Payment options include:

- Online Payment via Student Payment Portal:
  - o Credit Card (4.25% non-refundable fee for international cards)
  - Flywire (Easily and securely make payments in your own currency. Flywire has a <u>Best Price</u>
     <u>Guarantee</u> so you can always be sure that you are receiving the best transfer price. If you find a
     cheaper way to transfer funds, explore the Best Price Guarantee. HPU does not accept wire
     payments from any domestic or international bank account.)
  - ACH/eCheck (US checking accounts only)
- In-person at the Business Office (Student Services Center, 500 Ala Moana Blvd, Suite 5A):
  - Check (in US currency)
  - o Cashier's Check
  - Money Order
  - Cash (exact change only)
- Mailing a check (US currency) to:
  - HPU Business Office, ATTN: Student Accounts 500 Ala Moana Blvd., Suite 6-420, Honolulu, HI 96813
  - Include your student ID on the memo line to confirm the check is applied to the correct account.

For more information, please click here.

## Health Regulations

#### **Health Insurance**

Medical expenses in the U.S. are extremely high, so federal and institutional policies require **all international students** to have health insurance coverage while in the country. As an international student at HPU, you and any dependents must have insurance that meets <u>HPU standards</u>.

You are required to submit the <u>International Student Health Insurance</u> Waiver at least 2 weeks before your program start date. Failure to submit the waiver correctly and on time will result in a \$100 late fee being charged to your account.

J-1 Exchange Visitors must also submit proof of health insurance coverage to OISS. For more details, visit the Study Abroad website.

#### **Immunization**

HPU requires all incoming full-time undergraduate, graduate, and international students to complete immunization requirements. Details can be found <a href="here">here</a>.

Per State of Hawaii regulations, students studying in Hawaii are required to provide proof of the following to attend classes:

- 1. Measles, Mumps, and Rubella (MMR) Immunization 2 doses
- 2. Tuberculosis (TB) Test (only for students studying more than 5 months)
- 3. Varicella (Chicken pox) vaccine 2 doses
- 4. Meningococcal conjugate (MCV) vaccine 1 dose
- 5. Tetanus-Diphtheria-Acellular Pertussis (TDAP) vaccine 1 dose

**ATTENTION:** International students (F and J students) must submit the health insurance waiver only to the OISS office. You can drop it off at our office (500 Ala Moana Blvd, Suite 5A) or via email to <a href="mailto:iss@hpu.edu">iss@hpu.edu</a>.

## **HOUSING**

## **Temporary Accommodations**

If you arrive in Hawai'i before your on-campus housing is available or need time to find off-campus housing, you may need temporary accommodation. There are several affordable hotels and housing options near HPU. For more details, click <a href="here">here</a>. Students on a limited budget might consider staying at a hostel or the local YMCA for a short-term stay.

## **On-Campus Housing**

Living on campus offers a fantastic opportunity for students. HPU's residence halls are located at the Executive Center and the Aloha Tower Marketplace. For more information about on-campus housing, visit <a href="Housing and Residence Life">Housing and Residence Life</a>.

#### **Executive Centre**

The Executive Centre, located at 1088 Bishop Street in downtown Honolulu, is just blocks from HPU's downtown campus. It offers 57 furnished double-occupancy apartments for continuing, transfer, and graduate students. Each unit includes a full kitchen, with an optional Pier Nine meal plan available.

#### **Harbor Lofts**

The <u>Harbor Lofts</u>, located on the downtown Honolulu waterfront at Piers 8 and 9, are adjacent to the historic Aloha Tower, built in 1926. Since Hawai'i Pacific University acquired the Aloha Tower Marketplace (ATM) in 2013, it has been transformed into a vibrant, student-focused space.

The student residential community, located on the second floor of ATM, offers single, double, and triple-occupancy lofts, as well as double-occupancy studios. Lofts feature a living room, kitchenette, and bathroom, while studios include a bathroom and mini fridge. All rooms are furnished with essentials like an XL twin bed, desk, chair, and wardrobe. Residents have easy access to downtown amenities, activities, and public transportation.

#### Off-Campus Housing

If you choose to live off-campus, there are many housing options available, especially popular among graduate students and some undergraduates at HPU. You can find housing through student-focused companies in Waikiki, connect with potential roommates on the MyHPU Portal, or rent apartments or houses on your own or with others. Most rentals require a 12-month lease, though some offer month-to-month terms. Once you sign a lease, you're legally responsible for the rent - even if you move out early. Landlords typically require a security deposit equal to one month's rent, refundable if you meet the lease terms and avoid property damage. Always read your lease carefully and keep a signed copy. Click <a href="here">here</a> for tips on finding off-campus housing.

## **OTHER RESOURCES**

## Get a U.S Phone Number

Selecting a phone plan may require some research. It is best to ask around (other students or staff) for suggestions and recommendations. You can purchase a SIM card at stores like Walmart or Target or visit a phone provider directly. Here are some phone provider options available in Hawai'i:

- Verizon
- AT&T
- T-Mobile
- Mint Mobile

## Finances and Banking

Be prepared for extra expenses. Do not rely on receiving financial aid, scholarships, or assistantships after arriving. Educational loans are generally not available to international students unless you have a U.S. citizen co-signer.

We recommend bringing at least \$2,000–\$3,000 USD in addition to your tuition and living costs. This will help cover initial expenses like the first month's rent, housing deposits, temporary lodging, insurance, and household items.

Commonly overlooked expenses include:

- Temporary lodging when you arrive
- Tips for taxi drivers and restaurant servers
- Eating out before moving into your own place
- Clothing suitable for Honolulu's warm climate
- Basic household and personal items (even furnished apartments often need linens, kitchenware, etc.)
- Sales tax (about 4.5%) on most purchases

If you bring a large amount of money, use traveler's checks instead of cash and keep them with you at all times not in checked luggage. Note: If you bring more than \$10,000 in cash, it must be reported to <u>U.S. Customs</u> and Border Protection (CBP),

#### **Banking**

We recommend opening a U.S. bank account shortly after you arrive. Several banks near our campus offer account services and currency exchange. To open an account, you'll need valid identification, such as your passport.

U.S. banks offer similar services to those in other countries, but some terms may be different. For example, savings accounts are for storing money and usually earn interest, but you cannot write checks from them. Checking accounts allow you to pay for goods and services more easily, often without using cash. Bank services and fees vary, so take time to compare options and choose one that best fits your needs and location.

#### **Currency Restrictions and Transfer of Funds to the United States**

Before finalizing your plans to study in the U.S., check your government's rules on currency restrictions and transferring money abroad. Some countries limit how much money you can take out or may require proof of enrollment - such as a letter from the University, which you can request from the Registrar's Office. Be sure to find out if any documents from Hawai'i Pacific University are needed to help authorize your fund transfer before you leave home.

## State ID, Driver's License and Social Security Number

#### State ID

We recommend getting a Hawai'i State ID while you're here. Some places may ask for photo ID to verify your age or identity, and a State ID is a safer option than carrying your passport. For more information, <a href="here">here</a> or visit the OISS website.

#### **Driver's License**

All full-time HPU students are charged a \$100 <u>Transportation fee</u>, which is mandatory and covers the cost of a UPass for unlimited use of TheBus throughout the semester. If you plan to own a car, you will need a Hawai'i Driver's License. Refer to the state of Hawai'i website here for more information.

#### **Social Security Number**

As a non-citizen, you can apply for a Social Security number only if you have employment authorization from OISS and the Department of Homeland Security. Click here for more information.

If you have a scholarship or assistantship with a stipend, you cannot receive your first payment until you provide your Social Security number. You must wait at least 10 days after arriving in the U.S. to apply for one, and it takes about 2-3 weeks to receive it after your application.

## **HPU Intercampus Shuttle**

The shuttle offers free transportation for students, faculty, and staff between campuses. Please board in numerical order as posted on the benches to ensure first-come, first-served seating. Have your HPU ID ready to show the driver when you board, and fasten your seatbelt once seated. You can find the shuttle schedule here.

## **Employment**

Employment in the U.S. is very strictly controlled and limited. Permission to be employed is available only in very certain circumstances. While part-time, on-campus jobs at HPU are allowed, there are only a few positions available. **Do not plan on earning money while working on campus to even partially pay for your expenses**. If the funds for Form I-20/DS-2019 purposes are not available to you, the University cannot assist you in obtaining alternative funding.

Undergraduate and graduate students with J-1 status may be eligible for academic training during and/or after completion of studies. For more information, speak with a representative of the U.S. Department of State at the U.S. embassy or consulate in your country before you leave. You are permitted to work either on-campus or off-campus with permission from your J-1 sponsor.

The OISS offers a variety of workshops throughout the academic year regarding F-1 and J-1 off-campus employment. You are strongly encouraged to attend them. For more information, please click <a href="https://exampus.com/here/">https://exampus.com/here/</a>.

## Student Organizations and Activities

HPU has many active student organizations. Joining a club is a great way to meet people from around the world who share your interests and to enhance your overall experience at HPU. You can find a list of student clubs and organizations <u>here</u>, and other student activities <u>here</u>.

#### **International Club**

The International Club (IC), or International Student Organization (ISO), fosters global friendships and cultural understanding at HPU. The club hosts events like Hawaiian Night, Latin Night, and Asia & Pacific Night, encouraging students to engage in cultural and social activities.

IC is student-led and celebrates cultural exchange through voluntary participation. Contact <u>iss@hpu.edu</u> for more info.

#### Information for Parents

All student education records are protected under Hawai'i Pacific University's FERPA (Family Educational Rights and Privacy Act) policy. For detailed information, click <a href="here">here</a>. <a href="This website">This website</a> outlines what information may or may not be disclosed to parents or other individuals, and how you can authorize access by completing the FERPA waiver form.

## RESOURCES FOR STUDENTS AROUND OAHU

## **Grocery Stores/Supermarkets**

#### Downtown Campus (Honolulu, HI)

- Chinatown
- Down to Earth (Organic Products)
- Farmer's Markets
- H-Mart (Korean)
- Longs Drugs (Pharmacy)
- Safeway
- Walmart
- Whole Foods (Organic Products)

## Waikiki/Ala Moana (Honolulu, HI)

- ABC Stores
- Don Quijote
- Down to Earth (Organic Products)
- Safeway
- Foodland
- Sam's Club
- Target

#### Activities to do outside of HPU

Hawai'i offers a wonderful opportunity to connect with nature and enjoy outdoor activities. Whatever your interests, the island has something to offer. Take the time to try new activities, relax, and embrace the spirit of aloha.

#### Hiking

Oahu offers a variety of hikes suitable for all experience levels. Popular trails include Diamond Head, Koko Crater, Makapu'u Lighthouse, Manoa Falls, Lanikai Pillboxes, and Waimano Falls. Explore the island and enjoy its natural beauty! Apps like AllTrails, Meetups, and Facebook groups (not affiliated with HPU) provide detailed trail information.

NOTE: Some hikes, such as the shorter route to Stairway to Heaven, are illegal or closed for safety reasons. Students should avoid these trails, as there may be serious consequences for ignoring these warnings.

#### Museums

Oahu is home to some of Hawai'i's largest museums, showcasing art, artifacts, and history from Hawai'i and the Pacific. Notable museums to explore include the Bishop Museum, Honolulu Museum of Art, Iolani Palace, Hawai'i Plantation Village, and Pearl Harbor.

## **Nightlife**

Oahu is the hub of nightlife in Hawai'i, offering local food, live music, and dancing every night. You can find a variety of restaurants, bars, and lounges in Waikiki, Downtown Honolulu, and Chinatown.

#### **Outdoors**

Hawai'i offers many sights to explore, and Oahu has something for everyone. Enjoy natural wonders like Hanauma Bay and the Ko`olua Mountain Range. If you love the water, try surfing or bodyboarding at one of the island's many beaches - don't miss the more secluded spots outside of Waikiki. A visit to the North Shore to see the big waves at Pipeline is a must. For a deeper understanding of Hawai'i's rich history and culture, attend a luau and visit the Polynesian Cultural Center (PCC).

## **HELPFUL TIPS ABOUT HAWAI'I AND AMERICA**

- 1. Only people with Hawaiian ancestry are called Hawaiians. Those born on the islands but not of Hawaiian ancestry are referred to as locals.
- 2. It is customary to remove your shoes when visiting someone's home.
- 3. The younger generation typically addresses the elderly as "Aunty" or "Uncle" instead of first names.
- 4. Some people prefer to be addressed by their first names or nicknames, but it's always polite to ask how someone would like to be addressed.
- 5. "How are you?" is simply a greeting and not a question about your health.
- 6. In America, it's common for men and women to hug when meeting, even if they're not close friends.
- 7. When dining out and the service is good, tipping 15-20% of the bill for good service is expected.
- 8. When dining with friends, it's typical for each person to pay their share (known as going Dutch).
- 9. Avoid making negative or discriminatory remarks about someone's religion, background, or personal preferences.
- 10. You must be over the age of 21 and must have a valid photo ID on you to buy or drink alcohol.
- 11. In most states, it is illegal to buy cigarettes if you are under 18 and smoking is usually restricted to designated areas.
- 12. Pedestrians have the right of way. Please cross only at a crosswalk or unmarked intersection. Crossing in the middle of the road is against the law. In Hawai'i, it is also <u>illegal to jaywalk</u>. Pedestrians who are caught jaywalking is punishable by a fine of \$130 or more.
- 13. If you do not have an UPass, TheBus requires the exact amount of money and cannot take change.
- 14. Special seats in the front of buses are reserved for the elderly or disabled. Please be courteous to offer your seat to them.
- 15. When driving, you must have your driver's license, car registration, and proof of insurance with you.
- 16. If a police officer signals you to stop, pull over and stay in the car unless instructed otherwise.
- 17. Be mindful of class etiquette: avoid using your phone, and some professors may not allow eating in class. Refer to the course syllabus for details.
- 18. Punctuality is important be on time for classes, appointments, and events.
- 19. Students are expected to participate in class discussions and ask questions.
- 20. Do your own work. Do not copy work from a classmate, book, or internet. If you would like to use a resource from a book, be sure to cite accurately and reference the resource in your work otherwise it is called <u>plagiarism</u>.
- 21. Cheating and plagiarism are punishable by law and institutional policies. You may receive an 'F', be dropped from the course or expelled from the institution.
- 22. Rent must be paid on time to avoid a late fee. Payments are typically made by cash or check, as outlined in your lease agreement.

# **CONTACT OISS**

For more information and further assistance, please contact us at the Office of International Students and Scholars.

Office Location:	Student Services Center Waterfront Plaza 500 Ala Moana Blvd, Ste 5A Honolulu, HI 96813
Phone:	+ 1 (808) 356-5299
Email:	iss@hpu.edu or i20@hpu.edu
Website:	www.hpu.edu/OISS



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