NEW LOOK. NEW ADDRESS. NEW YOU.

WWW.HPU.EDU/OISS
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Greetings,

The Office of International Students and Scholars (OISS) would like to take this opportunity to wish you a warm aloha and welcome you to Hawaii Pacific University (HPU). We look forward to meeting you when you come for document check-in and orientation. OISS will be partners in your education, assisting you in achieving your personal and academic goals here on campus. Our office will advise you on immigration regulations, cross-cultural adjustment, and your academic success. Additionally, we plan special educational and cultural programs including cultural events, immigration seminars, and informal gatherings to help you get acclimated to your new life at HPU. News and updates will be sent automatically to your HPU e-mail. It’s important to check your HPU e-mail once a day.

Please know that all of us at the OISS have the expertise and experience to ensure that your time at HPU is enjoyable and successful.

Warm mahalo,

Office of International Students and Scholars
Hawaii Pacific University
1164 Bishop Street
Suite 200
Honolulu, HI 96813

Contact Information
T: +1-808-356-5299
E: iss@hpu.edu
W: www.hpu.edu/oiss

Office Hours
Monday - Friday
8:00am – 4:45pm
* OISS observes all university and state holidays.
CHECKLISTS

Pre-Arrival Checklist

- Activate HPU Pipeline
- Pay your SEVIS fee
- Apply for your Visa
  - Canadian citizens do not require a student visa but must still pay the I-901 SEVIS fee along with presenting the I-20, I-901 receipt, and passport to a U.S. Port of Entry official.
- Arrange flight tickets
- Arrange for housing prior to arrival
- Arrange for transportation from Daniel K. Inouye International Airport (HNL) to accommodation
- Secure health Insurance
- Complete HPU Health Insurance Waiver Request form for check-in at OISS
- Complete required vaccinations such as MMR and submit to Registrar’s Office upon arrival

Post-Arrival Checklist

- Check into your arranged housing
- Check-in at the Office of International Students and Scholars
  - Required documents to bring during check-in:
    - Passport (with visa and visa entry stamp)
    - I-20 or DS-2019
    - Health Insurance Waiver Request form
- Attend orientation
- Register for classes
- Pay your tuition fees
- Get your TB vaccination (only if you will be in the U.S. for more than 5 months)

Optional but Recommended Checklist

- Get a U.S. Phone number
- Set up a local bank account
- State I.D./Driver’s License/Social Security Number
- Join a student organization and get involved
- Follow/like our social media sites for news and updates
- Attend welcome reception/open house

NOTE: IMPORTANT! IF YOU DO NOT HAVE ALL OF THE FOLLOWING DOCUMENTS PRIOR TO CHECK-IN, WE WILL NOT CHECK YOU IN.
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" to achieve a specific educational or professional objective; at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students; And has been enrolled in SEVIS (Student and Exchange Visitor Information System). Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to his or her residence abroad. Under the F-1 visa, a student must be a full-time student each semester.

- To maintain full-time status, undergraduates must register for at least 12-credits each semester. Graduate students must register for at least 9-credits each semester.

Registration Requirements and Restrictions

J-1 Visa: Exchange Visitors
The J-Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall objective of the Exchange Visitor category is "To increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." Under the J-1 Visa, a student must be a full-time student each semester.

- To maintain full-time status, undergraduates must register for at least 12-credits each semester. Graduate students must register for at least 9-credits each semester.

Registration Requirements and Restrictions

SEVIS Record Transfer for Those Already Studying in the United States
If you are already studying at another university in the U.S. on an F-1 or J-1 visa and are planning to transfer into HPU, you must transfer your SEVIS record to HPU.

- As a transfer student, you have to begin classes during the next available term. A student cannot have a break in between institutions.

F-1 Immigration Transfer-In Form
**Immigration Regulations**

Immigration regulations may change with little or no advanced notification. Students can educate themselves on immigration regulations through the government website and refer to OISS with any questions.
BEFORE YOUR ARRIVAL

Access Your HPU Pipeline Account
All official university correspondence is sent through your HPU email. It is extremely important that you check this often. You can arrange to have your HPU email forwarded to your personal email account if you choose.

HPU’s intranet called “Campus Pipeline”, which includes information about housing and registration, links to information about your transfer credit (should you have any), and access to the portal you’ll use to submit your intent to enroll. To access Pipeline, click the link below and provide your log-in details, which you should have received by e-mail.

HPU Pipeline Log-In

Paying SEVIS Forms and Fees
Before applying for your student visa, you must pay the Student and Exchange Information System (SEVIS) fee. SEVIS is a U.S. government database that tracks the immigration concerns of students and exchange visitors. The fastest and easiest way to pay the fee is online. You will find the SEVIS fee form 901 in the link below. Once you pay the SEVIS fee, include the payment receipt with your visa application.

- Please be aware that this fee will not be refunded if your visa application is denied.

Request I-901 Fee Transfer

Apply for Your Visa
Please read your I-20/DS-2019 form carefully for accuracy and make sure you understand your visa obligations before you sign the form.

You need to determine the type of entry visa that you will need. If you have received an “I-20” document from HPU, you will apply for an F-1 Visa. If you have received a “DS-2019” document from HPU or another U.S agency, you will apply for a J-1 Visa.

- Do not apply for a B-1/B-2 (tourist) visa. B-1/B-2 visa holders are not permitted to study in the U.S. Also, do not enter on the Visa Waiver program.

To apply for a U.S. visa, you will need to locate a U.S. embassy or consulate nearest to where you live. To find the nearest U.S. Embassy or Consulate please check the link below. You can also learn more about news regarding the non-immigrant visa by vising the Office of Visa Services with the following link.

U.S. Embassy or Consulate
Schedule an interview with the U.S. embassy or consulate. Each embassy or consulate will have specific instructions on how to schedule an appointment. Appointment availability varies per location, expect longer waiting times during the busy season. We recommend that you schedule an appointment with them as soon as you receive your I-20/DS-2019 from us.

You cannot apply for your student visa more than 120 days before the program start date listed on your I-20/DS-2019. If you are not a SEVIS Transfer student and arrive in the U.S. with a visa noted with another university’s name, but wish to attend HPU, you may be denied admission to the U.S. Be sure to get a visa that lists Hawaii Pacific University.

- Canadian citizens do not require a student visa but must still pay the I-901 SEVIS fee along with presenting the I-20, I-901 receipt, and passport to a U.S. Port of Entry official.

**Going to the Embassy: What Documents to Take with You**

Take your I-20/DS-2019, a valid passport, the same proof of financial support that you provided for your I-20/DS-2019 form, SEVIS fee payment receipt, and any additional documentation that is required in your country for a U.S. visa. If you are applying for an F-1 visa, also take a copy of your HPU acceptance letter. If you are to receive a J-1 visa, be sure to also provide proof that you are part of an approved exchange program. Make sure to read all of the information on your I-20/DS-2019 and sign the bottom part of Page 1.

When you apply for a visa, you must prove your intent to return to your country. These are some examples of intent: Close family ties in home country; Business or real estate owned by you or your family; and continuation of your professional career. It is also important for you to prepare your study plan so that the visa officer knows that you are a serious student.

- The visa in your passport only allows you to arrive at a U.S. Port of Entry (for example, an airport). The Form I-20 or DS-2019 provide evidence of your reason to stay in the U.S. If you lose your Form I-20 or DS-2019, please contact 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 on leaving the country during the transfer process, please notify us so that we can sign your new I-20 for re-entry purposes. This is also known as a “Travel Signature.” You may use your current valid U.S visa to re-enter into the United States.

**F-1 Transfer-In Form**

**Transportation from Daniel K. Inouye International Airport (HNL) to HPU**

There are a number of ways to get to and from HNL. The airport is located 10-miles from Waikiki, and 6-miles from downtown Honolulu. HNL is accessible by car, taxi, bus, and shuttle.
The H-1 Interstate freeway has both eastbound and westbound exits that bring you directly to the airport. More information can also be found in the link below.

Daniel K. Inouye International Airport

International Airport Pick-Up

- HPU has negotiated a reasonable rate for students, staff and faculty to use VIP Transportation to/from Waikiki, Downtown campus or Hawai‘i Loa campus. The cost is $10 per person for Downtown campus and Waikiki. You will need to make a reservation 24 hours in advance.

Getting To and From Campus

By Taxi

- Taxi Service is available on the first level at the center median in front of the terminal baggage claim areas.

The Cab Hawaii

The Bus

- The City & County of Honolulu provides an island-wide bus transportation system that serves HNL. For more information including bus routes and fees.

The Bus: City and County of Honolulu
AFTER YOUR ARRIVAL

Entry into the United States: Customs and Border Patrol (CBP)

When you arrive at a Port of Entry in the U.S., you will be required to present your form I-20/DS-2019, along with your passport and financial documents.

- Do not check-in these documents with your baggage. Your passport and I-20/DS-2019 should be easily accessible during your travels.

If you are arriving via air or sea, you are no longer required to complete paper Customs and Border Protection (CBP) Form I-94 or I-94W. CBP will gather your arrival/departure information automatically. You can retrieve your I-94 by visiting I-94’s website. This will be available 24-hours after your arrival in the U.S. If you have trouble retrieving your I-94 or if the information on the form is incorrect, visit the link below.

I-94 Website
I-94 Fact Sheet

Immigration laws allows you to enter the U.S. up to 30-days before the program start date listed on your Form I-20 or DS-2019. We encourage you to arrange your travel schedules so that you can arrive at least one week before classes begin and attend the mandatory check-in, mandatory immigration session, and international student welcome reception/open house. Additionally, this will also give you time to find suitable housing, open a bank account and become acquainted with the campus, local neighborhoods and the city.

I-20/DS-2019 Document Check-In

According to immigration regulations, as an F-1 or J-1 student, you are required to check-in with OISS upon arrival into the U.S. You are expected to complete the following steps within 30-days in order to have your I-20/DS-2019 registered in the SEVIS immigration system. Please bring the required items below for your document check in at OISS:

- Passport with visa and visa entry stamp
- Original I-20/DS-2019
- Local address and phone number

- If you have dependents, please include the above documents for each dependent.
- Failure to complete any of the above-mentioned steps will result in termination of your immigration visa status.

Immigration Session/Orientation

OISS will hold a mandatory immigration session for all new international students before classes begin each term. You will meet other incoming international students, office staff, and
become acquainted with HPU. The immigration session will also introduce you to immigration regulations, cross-cultural adjustment issues and academic expectations of students. Additionally, it will familiarize you with important university departments, procedures, and policies.

Register for Classes
If you are an undergraduate or graduate student, you must find your designated advisor. Refer to the link below. All students are assigned to an advisor according to their major. It is mandatory to speak with your academic advisor before registering for classes. If you are a visiting student, a Visiting & International Student Specialist should be in touch with you regarding registration of your courses.

For exchange students (J-1 visa), Melissa Matsubara or Elizabeth Mulkey should have sent you the HPU Course Request Form to complete. Once they have received your form and 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 before hitting ‘submit’ as it may be difficult to change your schedule.

Paying Tuition
At HPU, there are a number of ways students can use to pay their tuition fees. HPU recommends that students pay their tuition prior to the beginning of the term. Subsequent tuition payments are due at the beginning of each term or semester.

- Pay in person at HPU’s Business Office (1164 Bishop St, Suite 1200) via cash, check, money order, and cashier’s check.
  - Check must be payable to "Hawaii Pacific University" and you must include your Name and Student I.D. number (beginning with the ‘@’ symbol) on the check.
- Mailing Payment via checks to:
  
  Hawaii Pacific University  
  1164 Bishop St, Suite 1200  
  Honolulu, HI 96813
- Payment through the eBill system on your Pipeline account: electronic check, credit card via Paypath, or an ATM debit card.
- Flywire
  - HPU recommends payment through Flywire because students can eliminate hidden bank fees, save on exchange rates, access 24-hour multilingual customer support, and track your payment through the bank transfer process.

Academic Advising

Payment Methods
Health Regulations

Health Insurance

- Medical expenses in the United States are extremely expensive. Therefore, federal and institutional laws and policies require all international students to have health insurance coverage while being in the United States. As an international student at HPU, you (and your accompanying dependents) are required to have health insurance coverage that meets HPU standards.

    [Student Health Insurance]

- All international students will be automatically charged a $100 medical insurance verification fee. To remove this fee from their bill, students must either enroll in an HPU Medical Plan or demonstrate comparable health insurance coverage and submit the required Health Insurance Waiver Request form.

    [HPU Medical Plan]
    [Health Insurance Waiver Request]

*J-1 Exchange Visitors must submit a copy of detailed health insurance coverages to OISS as well.

Immunization

- HPU requires all incoming full-time undergraduate and graduate students and all international students to complete the immunization requirements. Requirements can be found with the link below. Per State of Hawaii regulations, students studying in Hawaii are required to demonstrate certain medical clearances in order to be enrolled in coursework:

  - Proof of Measles, Mumps, and Rubella (MMR) Immunization
  - Tuberculosis (TB) Test (Only for students coming for study lasting longer than five months)

    [State of Hawaii Health Clearance Requirements]

HPU Student Health Services

- Open Mondays (8am - 12pm), Thursdays (9am - 1pm) and Fridays (9am - 1pm). Common health concerns will be addressed (no TB testing, MMR immunizations or flu shots provided). A $100 fee is accessed on all newly admitted full-time students. (Students who pay this fee have unlimited access throughout the semester for general services only). Lab work fee varies. Questions? Call 808-544-9361 during office hours. Services are funded by Student Activity Fees.

    [Health and Wellness]
HOUSING

Temporary Accommodations
If you arrive in Hawaii prior to the move-in date for your on-campus housing or plan on looking for off-campus housing when you arrive, you may need to find temporary accommodations. There are several reasonably priced hotels and temporary housing facilities close to HPU. Students arriving on a limited budget might consider a hostel or the local YMCA for a short-term stay.

On-Campus Housing
Choosing to live on campus is an important opportunity for students. The residence halls at Hawaii Pacific University are located on the Hawaii Loa Campus (HLC) and Waterfront Lofts. Our halls house between approximately thirty students in each hall, suite style with one Resident Advisor in each residence hall. All rooms are either double-occupancy or triple-occupancy rooms.

Hawaii Loa Campus
HLC is situated on 135-acres of lush, tropical landscape at the foot of the majestic Ko‘olau Mountain Range in Kaneohe. The on-campus housing complex provides full academic year accommodations (fall, winter, and spring semesters) for students in six residence halls. Each hall is coed (men and women). Primarily, first-year (traditional freshmen) students choose to live in the residence halls because of the convenient meal plan, quick access to the Downtown Campus from HLC by using the university’s Intercampus Shuttle Service, and strong community atmosphere. For more information about the HPU on-campus residence halls, visit the provided link.

Hawaii Loa Residence Halls

Waterfront Lofts
The Waterfront Lofts is located on the Downtown Honolulu waterfront, Piers 8 and 9, and borders the iconic Aloha Tower that was built in 1926 to welcome passenger ship arrivals. With its inception in 1994, the Aloha Tower Marketplace (ATM) evolved over the years as a mix-use commercial marketplace. In 2013, Hawaii Pacific University purchased ATM to develop an inviting and vibrant environment that supports student success and welcomes local residents and visitors of all ages.

The student residential community, is located on the second floor of the ATM. There are single-, double- and triple-occupancy bedroom options in a loft unit and a double- occupancy option in a studio unit. The lofts have a living room, kitchenette, and bathroom; studios have a bathroom and mini-fridge. Each bedroom is equipped with basic furniture, including an extra-long twin bed, bed frame, desk, chair, and wardrobe dresser. Living at the Waterfront Lofts means easy access to many amenities, activities, and public transportation in Downtown Honolulu. For more information about HPU’s residential community at the ATM, visit the
Off-Campus Housing

Depending on your age, life circumstances, life experience or personal circumstances, you may be more interested in finding your own place off campus. Most of our graduate students live off campus and many of our undergraduate students have this life-expanding experience as well when they come to HPU. There are many options for off-campus living including an independent company which focuses on student housing in Waikiki, meeting new HPU friends (and potential roommates) on HPU Pipeline, renting houses, apartments as individuals or together.

Most housing is rented on a contract or lease basis, meaning you agree to live in the unit for a stated period of time, usually 12-months. Some landlords will allow month-to-month renting. When you sign a lease you are legally responsible for all rent payments, whether you live there or not. When you rent an apartment, a deposit (often called a security deposit) equal to at least one month’s rent is almost always required, in addition to the first month’s rent. Be prepared to have money available for this. Usually, your deposit is returned to you as long as you have given your landlord sufficient notice and have not damaged the apartment. Read the lease or contract carefully and understand all of its rules and obligations before signing it. Keep a signed copy of the lease for your records.

Off-Campus Housing Checklist:

- Decide What You Are Looking For
  - Do you want to live by yourself or with roommates? How much are you able to pay? How far are you willing to travel? Think about these kinds of things early to narrow your search down.

- Research Cost
  - Check current rental listings to get an idea of what you should expect to pay. You can check rental cost ranges and averages with the link provided. Budget additionally for utilities, household supplies, and transportation costs.

- Create A Rental Application Packet
  - A rental packet is a great tool to promote yourself and become a better prospect to landlords. It should include a cover letter, rental application, and references. If you are applying as a group, include each person in the packet.

- Search Rentals
  - A good place to start is HPU’s internal classifieds service, E-Ads, which is accessible through Pipeline. In addition, Commuter Services’ Off-Campus Housing

Waterfront Lofts
Resources page has links to housing search websites, property managers, and temporary accommodations

- **Make The Call**
  - Call the landlord or property manager of the rentals you are interested in. You should be trying to make a good impression, so be professional and polite. Set up a time to view the property.

- **View The Property**
  - Be sure to ask questions and give the place a good look.

- **Submit Your Application Packet**
  - Have a copy with you. Let the manager know your confidential information is available for the credit check as soon as you are being considered seriously as a tenant.

- **Sign Rental Agreement And Pay Your Deposit**
  - Get a copy of all paperwork you sign and a receipt for all financial transactions. Keep a rental file.

**Off-Campus Housing**
DINING

Housing and Meal Rates

All residents are required to purchase a meal plan. There are 192-bed spaces available on the Hawaii Loa Campus divided between double and triple occupancy rooms. All students living on the Hawaii Loa campus are required to purchase either a 10 or 14 meal plan. These meals are served buffet style in the Dining Commons.

Sharks Bucks

Sharks Bucks are the student debit meal program at HPU that launched in Fall 2016. This meal program is a cash-free alternative that will allow students to use their HPU UniCard like a debit card at participating merchants listed on the website throughout the valid terms. Students must adhere to the terms and conditions noted in the HPU UniCard Agreement.

Participating Merchants

- **Domino’s Pizza**
  Pizza, pasta, wings
  841 Bishop Street
  Dine in or carry out only: 808-427-2222

- **BIC Tacos**
  Street tacos, burritos and more
  841 Bishop Street
  Dine in or Take Out: 808-260-4040
- **Aloha Tortilla Factory**  
  Mexican cuisine  
  Aloha Tower Marketplace (Kiosk next to the Tower)

- **Honolulu Coffee**  
  Local coffee and baked goods  
  1001 Bishop Street  
  Dine in or Take Out: 808-521-4400

- **Hooters**  
  American grilled food famous for their chicken wings  
  1 Aloha Tower Drive #110  
  Dine in or Take Out: 808-524-4668

- **La Creperie**  
  Sweet and savory crepes, paninis, pasta, coffee, and more  
  1160 Fort Street Mall  
  Dine in or take out: 808-859-3555

- **La Mision Taqueria**  
  Authentic Mexican food  
  1148 Fort Street Mall  
  Dine in or Take Out: 808-532-8226

- **Long's Drug (CVS)**  
  Food items only  
  1088 Bishop Street  
  808-536-5706

- **Palama Express**  
  Food items only  
  3 Aloha Tower Drive (next to Barnes and Noble Bookstore)
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 get a sim card from stores like Walmart and Target, or purchase a phone plan directly from a service provider:

- Verizon
- AT&T
- T-Mobile

The service you choose depends on what features are most important to you. You want to consider whether you are using your own phone, or features such as contract versus no contract, amount of available data, price, coverage, etc. OISS also provides start-up sim cards while supplies last.

Finances
Always be prepared for additional expenses. Do not count on receiving financial aid, scholarships, or assistantships once you are here. Educational loans are not available for international students unless you have a U.S. citizen who will co-sign for the loan. We suggest that you bring a minimum of $2,000-3,000 USD (in addition to tuition and living expenses for the year) to cover additional expenses such as: first month’s rent and security deposit (or other initial housing fees), temporary accommodations, household expenses, insurance payments, etc.

The following expenses are often overlooked:

- Overnight temporary lodging when you first arrive
- Tips for taxis and servers in restaurants
- Eating meals in restaurants until you get your own apartment
- Clothing for warm weather in Honolulu
- Personal and household items. Even if you rent a furnished apartment, you will have to buy linens, towels, kitchen utensils, etc.
- State and local sales taxes of 4.712% added to the price of everything you purchase
- Entertainment

If you choose to bring large amounts of money with you, we recommend that you carry traveler’s checks rather than cash. Keep the money with you at all times and do not put it in your baggage. According to U.S. Customs and Border Protection, if you bring in more than $10,000 in cash or traveler’s check, you will need to report it to CBP.

Money and Other Monetary Instruments
Banking
We recommend that you open a bank account in the United States soon after your arrival. There are several banks that are close to both of the HPU campuses where you can open accounts and exchange money. In order to open an account, you must present proof of identification such as your passport.

Services provided by U.S. banks are similar to those in other countries, but the terms used may differ from those with which you are familiar. One of the most common confusions are the difference between a savings and a checking account. A savings account encourages you to save money, and interest is paid on the balance of your account. Different banks pay different rates of interest and have different terms or conditions to grant interest. Some savings account have a withdrawal or transfer out limit. For example, if you have a savings account with a limit, you can only remove money from the account a certain number of times per month.

You can request to obtain a debit card connected to your checking account, though it is often issued to you automatically. Most stores in Hawaii accept checks for purchases. However, it is not a common retail payment method. In order to use a check to pay at a retail location you must provide the identification the store requests from you. You may want to spend some time shopping for the bank that will provide you the most services at the most convenient location. Bank services and costs vary considerably.

Currency Restrictions and Transfer of Funds to the United States
Before finalizing your plans to study in the U.S., you should become familiar with your government’s regulations regarding currency restrictions and the transfer of funds out of the country. Some governments restrict the amount of money that can be taken out of the country. Others may restrict funds until a letter from the university has been received confirming enrollment (this letter can be obtained through the HPU Registrar’s Office). Also, find out before leaving home if any letters are required from Hawai’i Pacific University that will facilitate the authorization of the transfer of funds.

State I.D., Transportation, Driver’s License, and Social Security Number

State I.D.
We recommend that you obtain a State Identification (I.D.) to use while you are here. There are certain places and services that may require you to show a picture I.D. to verify your birthdate and identity. A State I.D. will satisfy this purpose without having to carry your passport around.

State Identification Card

Transportation
Undergraduate and graduate students who are enrolled full-time and who take classes at the Hawaii Loa Campus and/or Downtown Campus are charged the Transportation Fee (UPass) via their student account. The Transportation Fee (UPass) is a mandatory fee like the Student Activity Fee and Technology Fee which help provide activities and services for HPU students. The
Transporation Fee (UPass) is $75 each fall and spring semesters during the 2017-2018 and 2018-2019 academic years. Students who are assessed the Transportation Fee (UPass) can pick up a UPass (discounted bus pass) which is a decal that is affixed to the HPU Student I.D. The UPass entitles the student to unlimited use of the The Bus (Oahu’s public transportation system) at a fraction of the cost for the whole semester, a savings of more than 80% over the regular rate.

Driver’s License
However, if you choose to own a car while you are here, you will need a driver’s license. Here are the steps to obtaining a Hawaii Driver’s License.

Social Security Number
As a noncitizen, you will only be eligible to apply for a Social Security Number if you have permission for employment from us and the Department of Homeland Security.

If you have been awarded a scholarship or an assistantship that includes a stipend, you will not be able to receive your first stipend check until you document that you have been awarded a Social Security Number. You cannot apply for a social security number until you have been in the U.S. for at least 10-days. It takes approximately 2-3 weeks to receive a Social Security Number after you submit the application.

HPU Intercampus Shuttle
Hawaii Pacific University provides transportation across its three campuses: Downtown Campus, Hawaii Loa Campus and the Oceanic Institute. Students are permitted unlimited use of this service at no charge.

The shuttle provides free transportation for students, faculty, and staff between the Hawaii Loa Campus and Downtown Campus. The shuttle departs from the Hawaii Loa campus at the shuttle stop shelter and from the Downtown Campus at the corner of Beretania and Fort Street (in front of Kukui Plaza). When boarding the shuttle from either shuttle stop, please be sure to board in numerical seating order as posted on the benches to ensure that the persons who arrived first to the shuttle stop are seated first. Please be ready to show the driver your HPU identification upon boarding. Upon seating, we recommend you fasten your seatbelt.

Employment and Volunteering
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/HPU employment is permissible, there are a limited number of jobs available on campus. You should not plan on earning money while working on campus to even partially pay for your expenses. If the funds for the 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.

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.

Students and Employment

Student Organizations and Activities

There are many student organizations that are active on HPU campus. Being a member for a student organization is an excellent way to meet new people from around the world who have similar interests as you, as well as to enrich your experience at HPU.

The International Club

The International Student Organization (ISO), or also known as the International Club, provides a forum between international and local students to appreciate all cultures and traditions that are represented on campus. General meetings are held three times a semester, with exciting events including: Mystery Country Night, International Resume Writing Workshop, Graduation Lei Making, International Tea Party, and participation in university affiliated events including: Club Carnival, Halloween Fun Fest and Intercultural Day. E-mails are often sent to club members with updates to upcoming meetings and events.

Interested in joining? Contact us and we’ll add you to our eBlast list! Follow us on social media to see what’s currently happening with the club!

| ☀️ iso.hpu@my.hpu.edu |
| ☝️ www.facebook.com/HPUinternationalclub |
| 🌐 www.instagram.com/HPUinternationalclub |

Student Clubs and Organizations
Information for Parents
All education records related to students is protected under the HPU’s FERPA (Family Educational Rights and Privacy Act) policy. To learn more about this policy, click the link provided. You can review the information on this website to study what type of information is or is not granted to be viewed by your parents, and how you may grant FERPA authorization rights to individuals by filling out the FERPA waiver form.

HPU Forms and Policies
Family Educational Rights and Privacy Act (FERPA)

Counseling and Behavioral Health
The Counseling and Behavioral Health Services (CBHS) department provides FREE and CONFIDENTIAL counseling services to current registered HPU students.

The CBHS staff provides the following counseling services

- Individual
- Couples
- Family
- Group
- Grief & Loss
- Crisis Intervention
- Consultation Services for students, parents, faculty and staff
- Referral Services
- Outreach Services

To schedule an appointment or for more information, please contact the Behavioral Health office at the following: (808) 687-7076 or counseling@hpu.edu.

A message from CBHS:

We are unable to take appointments online or through email. All appointments must be scheduled by calling the number listed above or at our Downtown Office located at UB 905. If you’re experiencing an emergency or crisis and we are unavailable during business hours, or if it is after business hours or the weekend, please call the Mobile Crisis Hotline at (808)832-3100, or call 911, or go to the nearest Hospital Emergency Room for assistance.

Title IX
Any complaint of sex discrimination, sexual harassment, and sexual assault can be made to the Title IX Coordinator, who is responsible for overall administration of discrimination-related grievance procedures for faculty, staff, students, and other members of the University community.
Resources for Students Around Honolulu

Downtown
- Safeway
- Longs Drugs
- Walmart
- Foodland
- Walgreens
- Costco
- Sam’s Club
- Farmer’s Market on Fort Street Mall every Tuesday and Friday
- Farmer’s Market at Aloha Tower Marketplace every Friday
- Asian Food Trading Co.
- Keeaumoku Supermarket (Korean)
- Palama Supermarket (Korean)
- Indian Grocer

Waikiki
- ABS Store
- Down to Earth (Organic Products) Foodland
- Food Pantry Safeway
- Sam’s Club
- Whole Foods (Organic Products)
- Whalers General

Popular Activities To Do on Oahu

Hikes/Trials
- Diamond Head
- Koko Crater
- Makapu’u Lighthouse Trail
- Manoa Falls
- Lanikai Pillboxes
- Waimano Falls

Museums
- Bishop Museum
- Honolulu Museum of Art
- Iolani Palace
- Hawaii Plantation Village
- Pearl Harbor

Nightlife
- Waikiki
- Downtown Honolulu
- Chinatown.

**Sights**
- Hanauma Bay Nature Preserve
- Koʻolua Mountain Range

**Water**
- Surfing
- Body boarding
- North Shore
- Pipeline

Hawaii is a great place to spend time with nature and enjoy being outdoors. Whatever it is you enjoy doing, Hawaii will be able to accommodate. While you’re here don’t hesitate to try new activities and enjoy the island. This is the perfect place to slow down, relax and live aloha.

**Helpful Tips about Hawaii and America**

1. Only people with Hawaiian ancestry are called Hawaiians. For those who are born on the island – who aren’t of Hawaiian ancestry are called locals.
2. The majority of the population in Hawaii are Asians. Thus, it is customary to take off your shoes when you visit other people’s homes.
3. Because the majority of the population in Hawaii are Asians, the younger generation would typically address the older generation as “Aunty” or “Uncle” instead of first names.
4. Although there are some people in Hawaii who would like to be addressed as an elder, there are some Americans who are informal and would like to be called by their first name or nickname. It does not hurt to ask during introduction “How would you like me to address you?”
5. “How are you?” is simply a greeting and not a question about your health.
6. Some Americans hug a lot. It is okay for men and women to hug when they meet even if they are not close friends. A simple “cheek-to-cheek” is appropriate as a greeting here.
7. When dining out and the service is good, it is expected that you tip 15- 20% of the bill total.
8. Usually, when you are having a meal with friends, they will each pay their share of the bill. It is called going Dutch.
9. Do not make racist or negative remarks about someone else’s religion, family background, or sexual preferences.
10. You must be over the age of 21 and must have a valid photo I.D. on you to buy or drink alcohol.
11. In most states, it is illegal to buy cigarettes if you are under 18. Often, you can only smoke in designated areas.

12. Pedestrians have the right of way. Please cross only at a cross walk or unmarked intersection. Crossing in the middle of the road is against the law. In Hawaii, it is also illegal to jaywalk. Pedestrians who are caught jaywalking is punishable by a fine of $130.

13. If you do not have a UPass, The Bus requires the exact amount of money and cannot make change.

14. There are special seats in the front of buses reserved for and older or disabled person. Please be courteous and offer your seat to them.

15. When you drive, you must have your driver’s license, car registration, and proof of insurance with you.

16. If the police put the lights on to tell you to stop the car, pull over to the side of the road. Do not get out of the car unless asked by a police officer.

17. There are certain class etiquettes that students should follow. For example: do not use your phone in class, some professors do not like if you eat in class. This is addressed in the course syllabus.

18. Time is money. Never be late to classes, employment interviews, appointments, parties, etc.

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 plagiarism.

21. Cheating and plagiarism is 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. Typically, your rent is paid via cash or check. Your landlord should have specified this when you signed a lease contract.
CONTACT OISS

For more information and further assistance, please contact us at the Office of International Students and Scholars. We look forward to meeting you!

Regards,

Office of International Students and Scholars
Hawaii Pacific University
1164 Bishop Street
Suite 200
Honolulu, HI 96813

Contact Information
T: +1-808-356-5299
E: iss@hpu.edu
W: www.hpu.edu/oiss

Office Hours
Monday - Friday
8:00am – 4:45pm
* OISS observes all university and state holidays.

Social Media

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HAWAII PACIFIC UNIVERSITY
Office of International Students and Scholars
OISS