STEP 3: HPU STUDENT APPLICATION FOR INCOMING EXCHANGE STUDENTS

ONLINE APPLICATION INSTRUCTION MANUAL

ACCOUNT SETUP

Click HERE to begin your application for admission. This will take you to the Sign-Up Page for the admissions application.

- **First Name:** Should match the "Given Name" section of your Passport
- **Last Name:** Should match the "Surname" section of your Passport
- **Email Address**
- **What is the last school you attended?** *If not listed, choose "Unknown School"*
- **reCAPTCHA:** (Checkmark) "I'm not a robot"

If you fill out all information correctly, a "Submit" button should appear on the bottom-right corner. Click the Submit button it to continue.
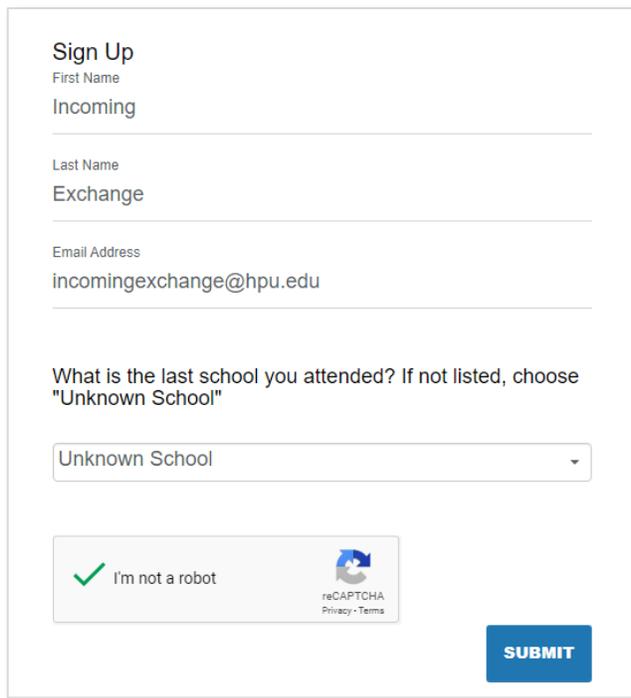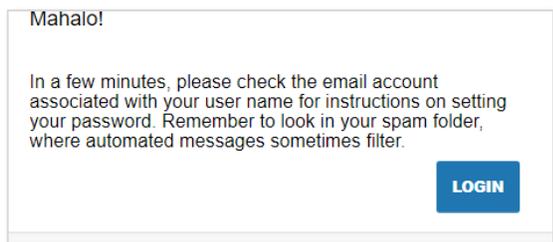
Sign Up

First Name
Incoming

Last Name
Exchange

Email Address
incomingexchange@hpu.edu

What is the last school you attended? If not listed, choose "Unknown School"

Unknown School ▾

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

SUBMIT

Email Verification:

- Once you have submitted your Sign Up details, you will receive the following prompt:

Mahalo!

In a few minutes, please check the email account associated with your user name for instructions on setting your password. Remember to look in your spam folder, where automated messages sometimes filter.

LOGIN

- Check your email inbox for an email from Hawaii Pacific University's Admissions Office to set-up your application password, and click the link to do so:
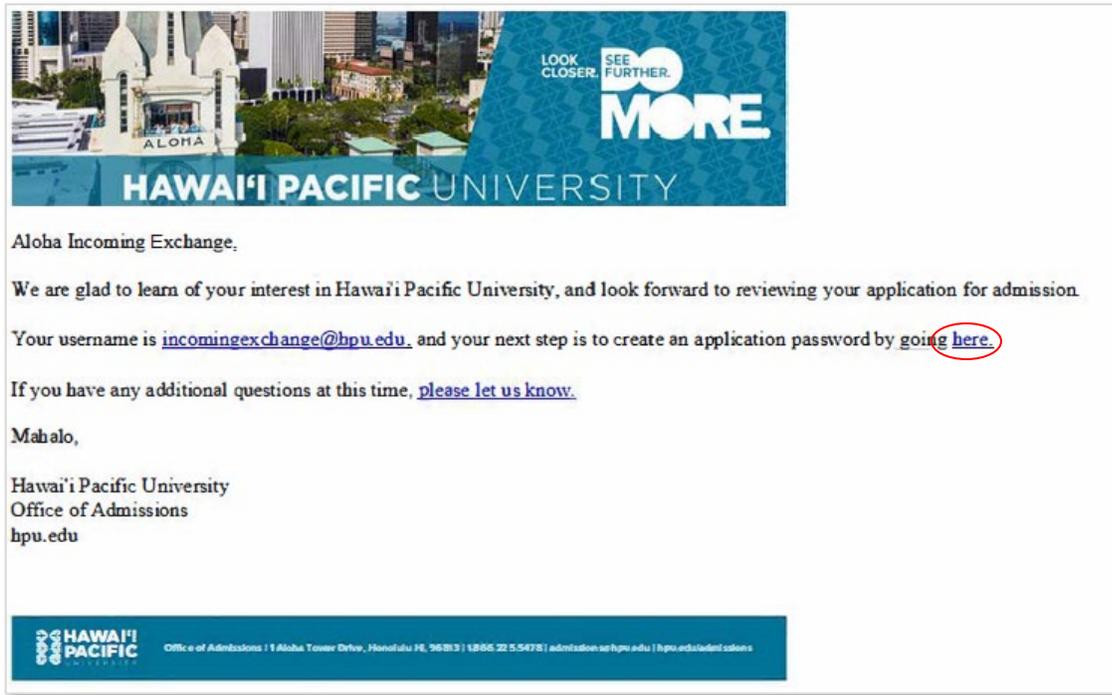
- By clicking the link, you will be redirected back to the Create Password page. *Your password must include letters and numbers.*

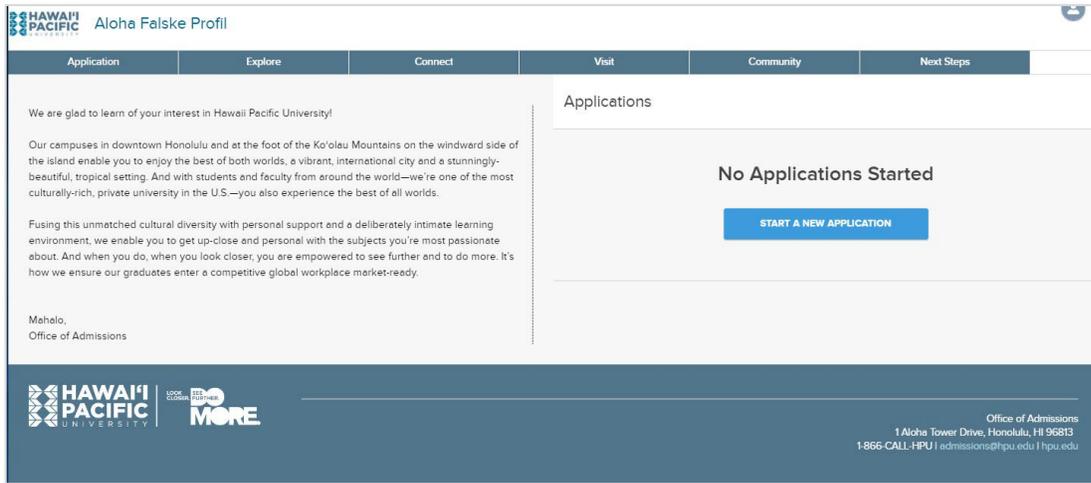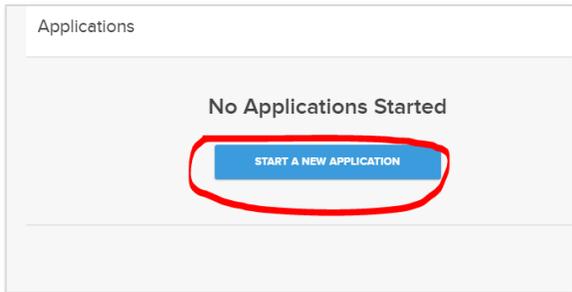- By clicking "Create Password" you will be brought to the Admissions Application portal.
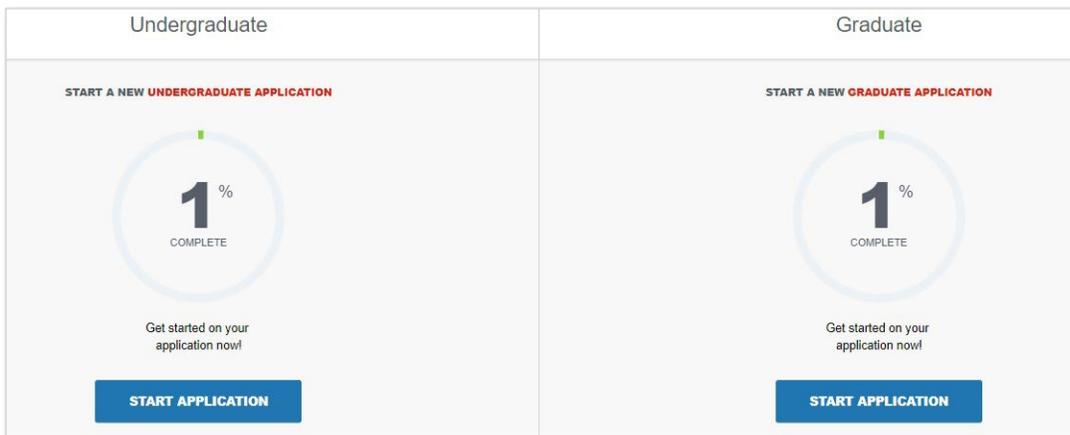

CREATE A NEW APPLICATION

1. Click the "Start a New Application" on the right-hand panel of the portal.

2. Select Undergraduate or Graduation Application

3. Click the "Start Application" button. A series of questions will be prompted:

New Application

I am applying
without the intention of pursuing a degree at HPU

I am a
Visiting or Exchange Applicant

I plan to take courses
A. on-campus

Term
Fall 2020

START APPLICATION

Exchange students will always be:
- Applying **"without the intention of pursuing a degree at HPU"**
- A **"Visiting or Exchange Applicant"**
- And planning to take courses **"on-campus"**
- Select the term you will attend HPU

PERSONAL INFORMATION

- The student's **First Name** and **Last Name** must match up to the name as listed on their passport.
- Personal Pronoun
- Preferred Name
- Suffix
- Former Last Name/Maiden Name
  - Do you have more than one former last name?
- Citizenship would be "**Other (Non-US)**"
- Date of Birth
- Legal Sex
- Share information on your gender identity (optional)
- *Information on your ethnic identity*
- Are you a first-generation college student?
- **Your Country of Citizenship**
- Is English your first language?
- **What is the primary language spoken at home?**

MAILING ADDRESS AND CONTACT INFORMATION

- **Mailing Address:** Your current address. It can be the same as your permanent address
- **Permanent Address:** Student's permanent address outside the United States
- **Phone Number & Cell Phone Number:** For international phone numbers, please enter + followed by the country code, city code and phone number Ex: +49 (12) 345 678
- **Do you wish to opt out of text messages?** Answer "Yes"

APPLICATION INFORMATION

- Have you previously applied to HPU? **Answer "No"**
- How long do you plan to study at HPU as a Visiting (Exchange) student?
- <mark>Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form? Answer "Yes"</mark>
    - *It is extremely important to answer "Yes" to this question. If you do not answer yes you will be charged the $200 registration deposit, which you do not need to pay as an exchange student.*
- Are you working with an educational agent? **Answer "None"**
- Have you ever been responsible for a disciplinary violation?
- Have you ever been adjudicated of a felony or other crime?

Have you previously applied to HPU?
- ○ Yes
- ● No

Are you an SAIE nominated student whose coordinator has completed the SAIE nomination form? If you are unsure, please answer no.
Yes ⌄

Are you working with an educational agent?
- None ⌄

Information provided below regarding the following two questions will be considered in the context of the rest of your application and does not necessarily prevent you from being admitted.

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.

Have you ever been found responsible for a disciplinary violation?
- ○ Yes
- ● No

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.

Have you ever been adjudicated of a felony or other crime?
- ○ Yes
- ● No

SELF-REPORTED TEST SCORES

- Would you like to report any test scores to HPU? **Answer "No" or skip**

Self Reported Test Scores

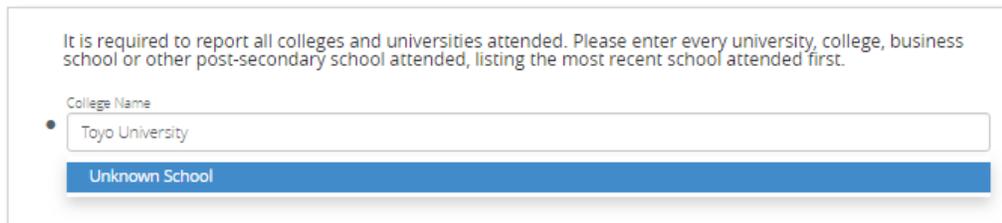Would you like to report any test scores to HPU?
No

CITIZENSHIP

- **Country of Birth:** Select the country from a drop-down list
- **Upload Passport, ID Page:** [upload a passport copy, must be in PDF form] - *This can be the same file you uploaded to the exchange application*

PREVIOUS COLLEGE INFORMATION

- **College Name:** [type out college name in this field] - Please only enter the name of your home university here
- If the name of the school does not automatically populate, it will default to **"Unknown School" - Please select "Unknown School"**
  - A second field will appear: **"We are unable to match your institution in our database. Please enter the institution name, state/province, country."** You can now type in the College Name properly.

It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first.

College Name
Toyo University

Unknown School

- **Start Term:** The term you started at your home university
- **End Term:** The term you hope to graduate from your home university
- **Have you or will you earn a degree from the institution listed above?**
- **"Upload an unofficial transcript, if available"** - *As an exchange student you are not required to upload a transcript. You may leave this blank*

See screenshot on the following page

It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first.

College Name
- Unknown School

We are unable to match your institution in our database. Please enter the institution name, state/province, country.
- Toyo University

Start Term/Year (eg: Fall/2016)
- Fall 2018

End Term/Year (eg: Spring/2018)
Spring 2022

Have you or will you earn a degree from the institution listed above?
No   ⌄

Upload an unofficial transcript, if available
No file selected

EMERGENCY CONTACT INFORMATION

- Fill out the information of the person you would like us to contact if there is an emergency while you're at HPU.

ADDITIONAL INFORMATION

- Do you have a fee waiver code? **Answer "Yes"**
- Enter your fee waiver code: **EXCHANGE**
- Is there any additional information you would like to share to support your application?

Once you have completed your application and all sections indicated in the left-hand panel are green, click on the "**Review Your Application**" button on the top right corner.

Once you have reviewed your application you will see the picture below. **You do not need to submit the $45 Application Fee**. *If it is asking you to submit the fee, please check that you marked yes to "are you an SAIE nominated student" under citizenship.*

Once it shows 99% Complete and $0 for the Amount Due, click on "Submit Your Application."

Almost done! Please verify and submit your application. To do so please click the box to verify that all of the information stated above is true and correct.

Note: If you click "return home" it will show that your transcript is not received. This is okay. We will submit the transcript for you, and there is nothing further you will need to do.

Please let us know if you have any questions, and we look forward to working with you throughout the application process!

Study Abroad and International Exchange Programs
Hawaii Pacific University
500 Ala Moana Blvd, WP 5A
Honolulu, HI 96813
incomingexchange@hpu.edu