



DEGREE-SEEKING STUDENT

ONLINE APPLICATION INSTRUCTION MANUAL

ACCOUNT SETUP

- I. Go to the Sign-Up page for the Admissions Application: www.hpu.edu/app and fill out your information:

- **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”:** International schools do not appear in this section, so type in: “Unknown School”
- **reCAPTCHA:** (Checkmark) “I’m not a robot” Filling out all information should make a “Submit” button appear on the bottom-right corner; click it to continue.

Sign Up


First Name

Last Name

Email Address

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

Unknown School ▾

I'm not a robot  reCAPTCHA
Privacy • Terms

SUBMIT

- II. 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 passport, and click the link to do so:



Aloha

We are glad to learn of your interest in Hawai'i Pacific University, and look forward to reviewing your application for admission.

Your username is , and your next step is to create an application password by going [here](#).

If you have any additional questions at this time, [please let us know](#).

Mahalo,

Hawai'i Pacific University
Office of Admissions
hpu.edu



- By clicking the link, you will be redirected back to the Admissions Application website’s Create Password page.

Create Password

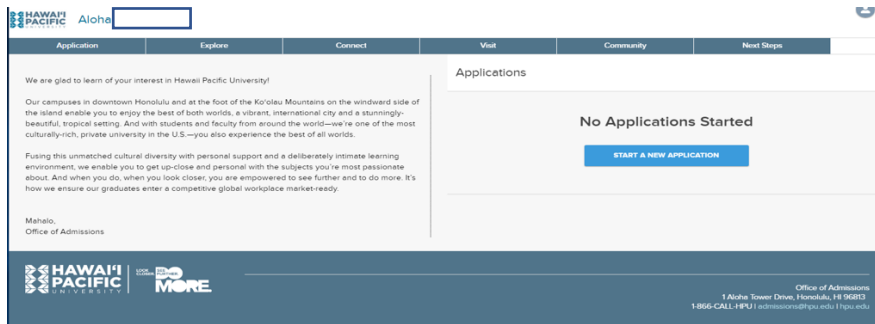
New Password

Confirm New Password

CREATE PASSWORD

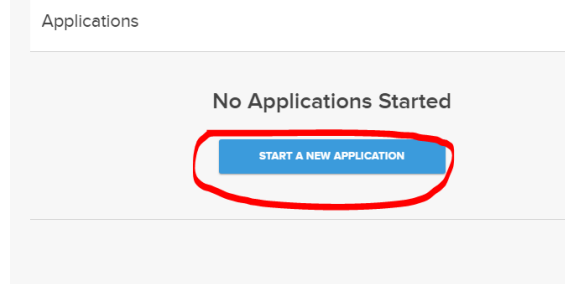
Your password must include letters and numbers.

- By clicking “Create Password”, you will be brought to the Admissions Application portal.

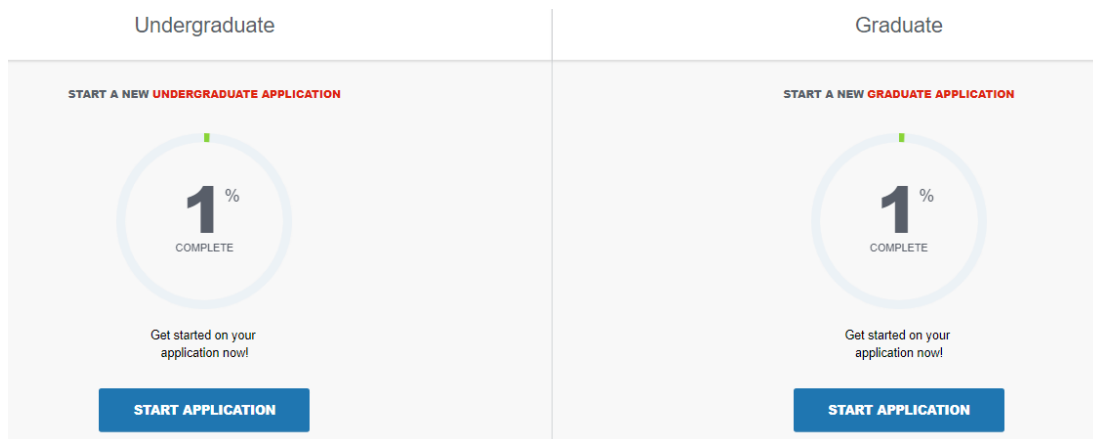


NEW APPLICATION

- I. Click the “Start a New Application” on the right-hand panel of the portal.



- II. Select your application type, you have two options: Undergraduate Application (for Bachelor’s-level students) or Graduate Application (for Master’s-level students).



- III. Click the “Start Application” for the appropriate application type; you want to attend on, while at HPU. A series of questions will be prompted:

New Application
I am applying to pursue a degree at HPU

I am a Freshman Applicant (all majors)

I plan to take courses on-campus

Term
Fall 2020

START APPLICATION

Degree applicants will always be:

- Applying **“to pursue a degree at HPU”**
- A **“Freshman applicant (all majors)”**
- And planning to take courses **“on-campus”**
- The term can be either **Spring** or **Fall**

1. Personal Information (compulsory fields):

- The student’s **First Name** and **Last Name** must match to the name listed on passport.
- Citizenship would be **“Other (Non-US)”**
- **Date of Birth**
- **Sex**
- **Country of Citizenship:** Select the country from a drop-down list
- **Is English your first language?** “No”
- **What is the primary language spoken at home?**

2. Mailing Address and Contact Information (compulsory fields):

- **Mailing Address:** Information like your I-20 packet will be sent to the address listed here
 - **Country:** Select the country from a drop-down list
 - **Street address**
 - **City**
 - **Postal Code**
- **Is your permanent address different from your mailing address?**
 - **Permanent Address:** Student’s permanent address
- **Phone Number & Cell Phone Number:** For international phone numbers, please enter + followed by the country code, city code and phone number

3. Application Information:

- **What is your intended major?:** Select the country from a drop-down list
 - If you are unsure about which program you want to choose, please pick **Undeclared.**
- **Have you previously applied to HPU?** “Yes” or “No”
- **Have you previously attended HPU?** “Yes” or “No”
- **Do you intend to enroll full-time or par-time?** “Full time”
- Do you plan to reside on campus? “Yes” or “No”
- Do you plan to apply for financial aid? “No” (Only available to US citizens. International students are considered for other merit-based scholarships.)
- **Have you either of your parent attended college?**
- **Are you working with an educational agent?:**
[select agency name in the drop-down, if any]
- **Agent/Coordinator Email Address:**
[type in the agent’s primary email, if any]
- **Have you ever been responsible for a disciplinary violation?**
- **Have you ever been adjudicated of a felony or other crime?**

4. Parent information

- **Parent or Guardian First name**
- **Parent or Guardian Last name**
- **Parent or Guardian Relationship**
- **Parent or Guardian Phone**
- **Parent or Guardian Email**

5. Citizenship

- **Country of Birth:** Select the country from a drop-down list
- **Upload Passport, ID Page:** [upload a passport copy, must be in PDF or Word form]

6. High School Information

- **High School Name**
- **We are unable to match your High School/Secondary School in our database.**
Please enter your school name, state/province, country.
- **Do you or do you anticipate graduating from high school? "Yes" or "No"**
- **"Upload an unofficial transcript, if available".**
[upload an unofficial transcript, must be in PDF form].

7. College Experience

8. Extracurricular Experience **(Optional)**

9. Self-Reported Test Scores

10. Letter of Recommendation **(Optional)**

11. Honours and Scholars Program **(Optional)**

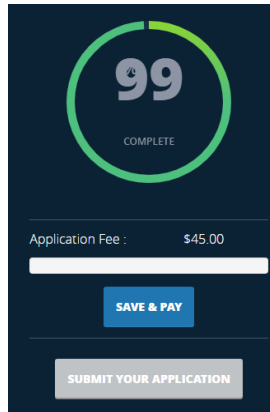
12. Essay **(Optional)**

13. Additional Information

- **Do you have a fee waiver code? "Yes" or "No"**

IV. 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.

V. Once you have reviewed your application. Click on the **"Save & Pay"** button on the right-hand panel.



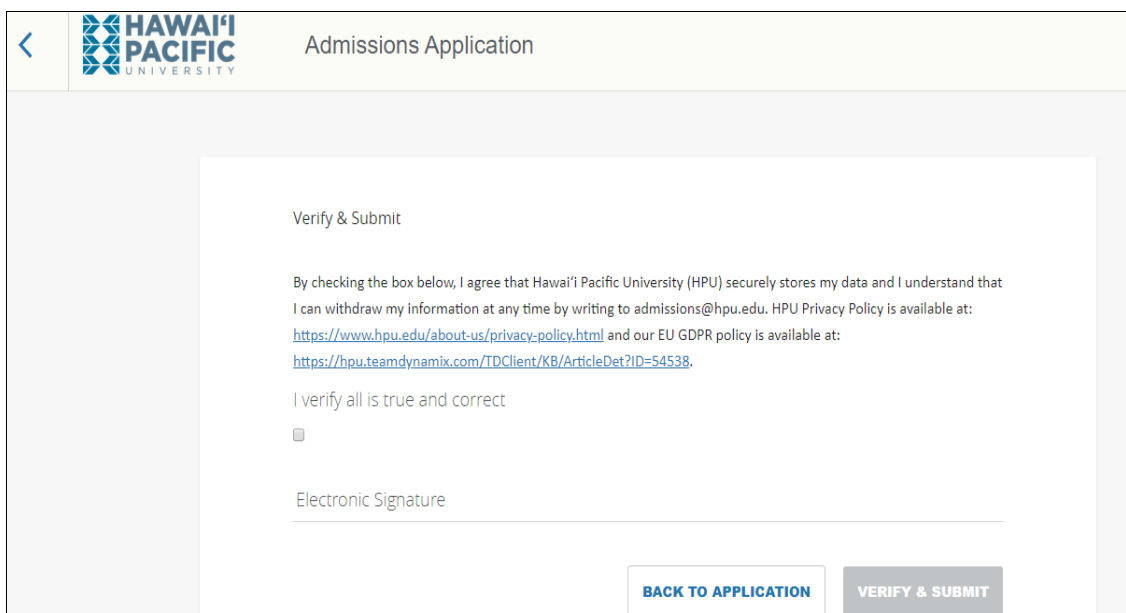
12. Next you will be redirected to pay the Application Fee. For **“Choose Payment Method”**, select **“Pay Online”**. Then click the **“Pay Now”** button at the bottom.

13. You will then be redirected to the TouchNet payment portal, fill out all credit card information and hit **“Continue”** at the bottom of the page to pay the Application Fee.

14. You should now be able to click **“Submit Your Application”**, once you are redirected back to the application page.

15. Verify & Submit

Select the box **‘I verify all is true and correct’** and **sign electronically** to agree that Hawaii Pacific University could securely store your data. Your personal information can be withdrawn at any time by writing to admissions@hpu.edu



16. If you have any supporting documents or any questions please send them to international@hpu.edu.