



# UNDERGRADUATE VISITING STUDENT

ONLINE APPLICATION  
INSTRUCTION MANUAL

## I. CREATE AN ACCOUNT

*First step is to create an account to HPU's online application portal.*

1. Go to the Sign-Up page: [www.hpu.edu/apply](http://www.hpu.edu/apply) 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:** Should be your personal email; no school/university emails
  - **What is the last school you attended?** If not listed, list "Unknown School"
  - **reCAPTCHA:** (Checkmark) "I'm not a robot"
2. Click the "Submit" button on the bottom-right corner to continue.

The screenshot shows the 'Sign Up' form on the HPU online application portal. It includes input fields for First Name, Last Name, and Email Address, each with a red bar indicating a required field. Below these is a dropdown menu for 'What is the last school you attended? If not listed, choose "Unknown School"', with 'Unknown School' selected. At the bottom, there is a reCAPTCHA box with a green checkmark and the text 'I'm not a robot', and a blue 'SUBMIT' button.

Sign Up

First Name

Last Name

Email Address

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

Unknown School

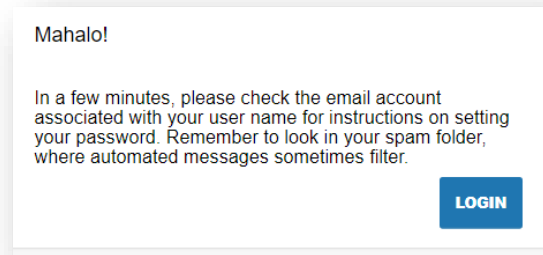
I'm not a robot

reCAPTCHA  
Privacy • Terms

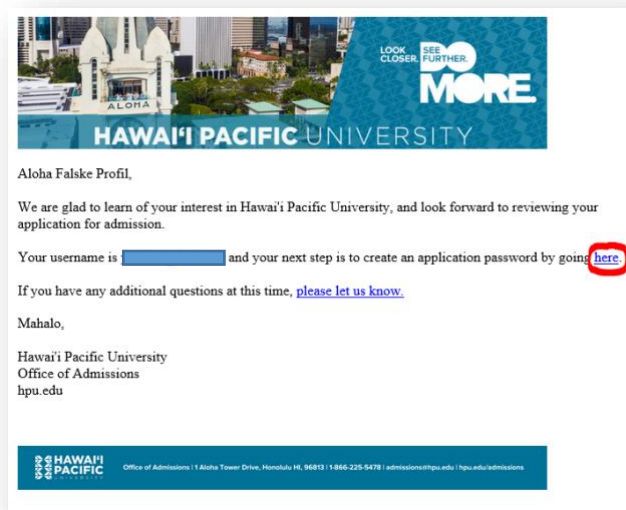
SUBMIT

3. Email Verification:

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



4. Check your email inbox for an email from HPU's Admissions Office to set-up your application passport, and click the link to do so:



5. By clicking the link, you will be redirected back to the Admissions Application website's **Create Password** page.

Create Password

New Password  
 .....

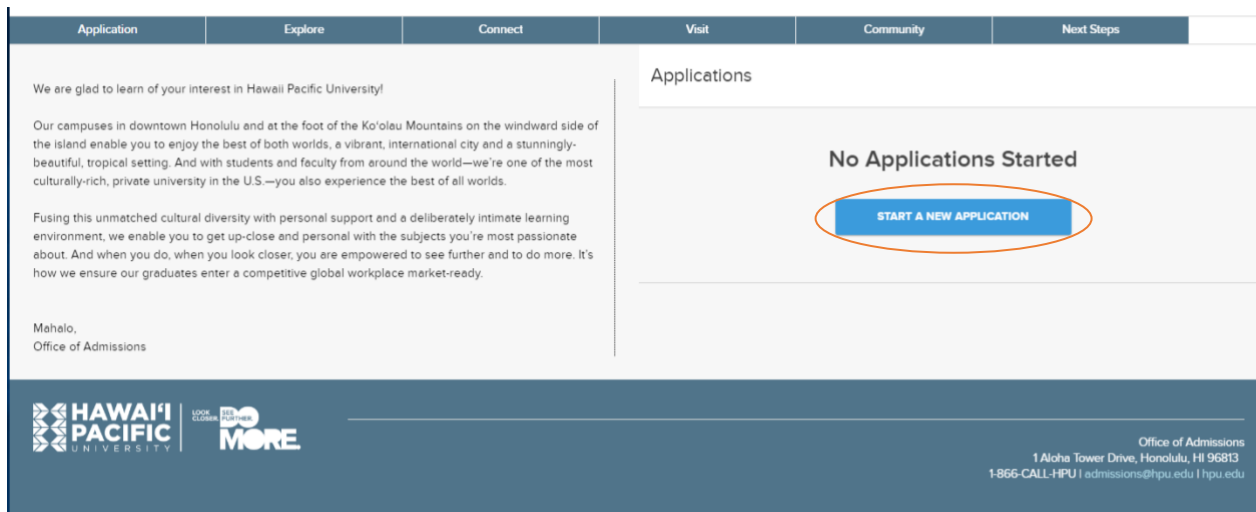
Confirm New Password  
 .....

**CREATE PASSWORD**

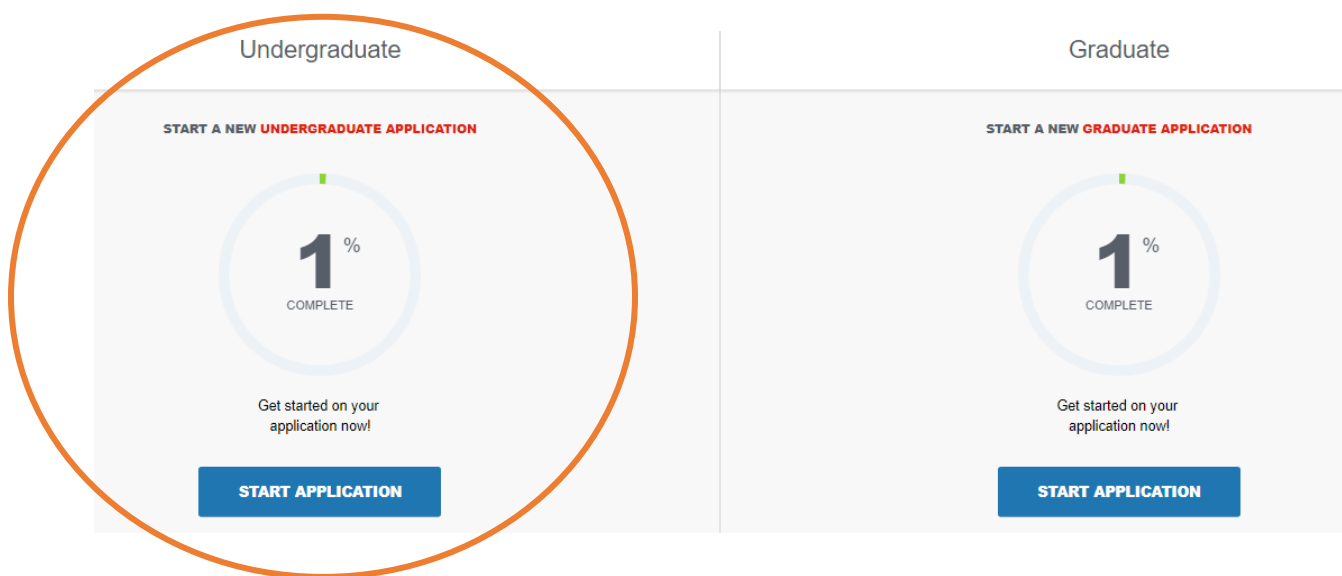
*Please note that our password must include letters and numbers.*

## II. START A NEW APPLICATION

1. Once you log in to the Admissions Application portal, click the “Start a New Application” on the right-hand panel of the portal.



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



3. 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  
without the intention of pursuing a degree at HPU

I am a  
Visiting or Exchange Applicant

I plan to take courses  
on-campus

Term  
[Redacted]

**START APPLICATION**

**PLEASE NOTE:** Undergraduate Visiting students must select the below options to prompt the correct application for visiting students.

- Applying **“without the intention of pursuing a degree at HPU”**
- A **“Visiting or Exchange Applicant”**
- And planning to take courses **“on-campus”**
- Term **“Spring or Fall 202\_”** (*respective semester and year*)

### III. COMPLETE REQUIRED INFORMATION

Once you select the above-mentioned option, click on **“Start a new application”**. Several questions will be prompted. Please note that the questions marked in red are mandatory.

#### 1. Personal Information:

- **First Name** – must match the “Given Name” section of your passport.
- **Last Name** – must match the “Surname” section of your passport.
- **Citizenship** – select the option that applies to you.
- **Date of Birth**
- **Legal Sex**
- **Country of Citizenship** – select the country from a drop-down list.
- **Is English your first language?**
- **If no, what is the primary language spoken at home?**

The screenshot shows a web form for personal information. Fields marked in red indicate mandatory questions:

- First Name** (Mandatory)
- Last Name** (Mandatory)
- Citizenship** (Mandatory)
- Legal Sex** (Mandatory)
- Is English your first language?** (Mandatory)

Other fields include Middle Name, Nationality, Former Last Name/Maiden Name, Date of Birth (Day, Month, Year), and Country of Citizenship. A "CONTINUE" button is visible at the bottom right.

## 2. Mailing Address and Contact Information:

- **Mailing Address** – *your I-20 packet will be sent to the address listed here.*
- **Is your permanent address different from your mailing address?**
- **Phone Number & Cell Phone Number** – *for international phone numbers, please enter + followed by the country code, city code and phone number. Ex: +49 (12) ...*

For mailing address and permanent address, please enter **Apartment or Unit #** (if applicable) in space for **Address Line 2**.

Mailing Address  
Country  
• Afghanistan (AF) ▼

• **Street address line 1**  
Street address line 1

Street address line 2

• **City**  
This field is required.

• **Postal Code**  
This field is required.

Is your permanent address different from your mailing address?  
• Please select an option ▼  
This field is required.

• **Phone Number (Ex: Domestic - (123) 456-7890)**  
This field is required.

For international phone numbers, please enter + followed by the country code, city code and phone number  
Ex: +49 (12) 345 67

Cell Phone Number (Ex: Domestic - (123) 456-7890)

For international phone numbers, please enter + followed by the country code, city code and phone number  
Ex: +49 (12) 345 67

Please complete the missing fields.

CONTINUE

## 3. Application Information:

- **Have you previously applied to HPU?**
- **How long do you plan to study at HPU as a Visiting Student? –**  
*1 semester or 2 semesters.*
- **Are you working with an educational agent? –**  
*if yes, select agency name from the drop-down.*
- **Agent/Coordinator Email Address –**  
*if yes, type in the agent's primary email.*
- **Are you an SAIE nominated student whose coordinator has completed the SAIE nomination form? –** *Visiting students should select no.*

- 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

• Have you previously attended HPU?

☐ Yes  
☐ No

Are you an SAE nominated student whose coordinator has completed the SAE nomination form? If you are unsure, please answer no.  
Please select an option

How long do you plan to study at HPU as a Visiting Student?  
Please select an option

Are you working with an educational agent?  
Please select an option

**This field is required.**

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

#### 4. Self-reported test scores:

- If yes, select one of the options – ACT, SAT, TOEFL, IELTS, Other.

*Upload a proof of self-reported test scores in PDF.*

- If you need to upload more than one file, click on “+” button.

**Test**

• Please select an option



**This field is required.**


Self Reported Test Date

Day  Month  Year

Upload an unofficial test score, if available:

No file selected

 **ADD SELF REPORTED TEST SCORES INFORMATION**

## 5. Citizenship:

- **Country of Birth** – *select the country from a drop-down list*
- **Upload Passport** – *upload a copy of your passport's biographical photo page in PDF.*

The screenshot shows a web form with two main sections. The first section is labeled 'Country of Birth' and features a dropdown menu with a red bar indicating a selection. The second section is labeled 'Upload Passport: Image' and shows 'No file selected' with a red circular icon and a plus sign. A blue 'CONTINUE' button is located at the bottom right of the form.

## 6. International Students Supplemental Documents Upload:

- **Proof of English Proficiency** – see [www.hpu.edu/visiting](http://www.hpu.edu/visiting) for accepted scores.
- **Statement of Financial Sponsorship (SFS)** – download and complete the SFS form at [www.hpu.edu/oiss/forms](http://www.hpu.edu/oiss/forms) if you will apply for an I-20 to obtain F-1 student visa.
- **Proof of Finances** - attach your financial documents detailing your source of funding in English and U.S. dollars on bank letterhead, with a bank official's signature, stamp, or seal.

The screenshot displays a page titled 'You have the option to upload supporting documents needed to process an I-20.' It contains three sections of instructions: 
 

- Proof of English Proficiency:** Lists three ways to meet requirements (TOEFL, Duolingo, IELTS, PTE; ESL School Certificate; U.S. high school diploma/degree) and provides links for Visiting or Bachelors and Masters or Doctorate.
- Statement of Financial Sponsorship:** Instructs to download and complete the form at [www.hpu.edu/oiss/forms](http://www.hpu.edu/oiss/forms) if applying for an I-20, or to upload a proof of visa or U.S. permanent resident card if already in the U.S.
- Proof of Finances:** Instructs to attach financial documents on bank letterhead, dated no more than nine months prior to the semester start date, or skip if already in the U.S. on a valid visa or permanent resident card.

 Below the instructions are two file upload areas, each with a 'Select "\*" to add another document file' prompt and a 'No file selected' status. The second area includes a blue '+ ADD ATTACHMENT' button. A blue 'CONTINUE' button is at the bottom right.

## 7. Previous College Information:

- **College Name** – type out university/school name in this field. If the name of the university/school does not appear as an option, select “Unknown School”. For Visiting students only: submit your transcripts in English from the most recent or current school/college/university attended.
- **Start Term/Year** – fill out the semester and year started your current studies
- **Upload unofficial transcripts, if available** – upload a copy of unofficial transcripts, must be in PDF format

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. For Visiting students only, submit your transcripts in English from the most recent or current school/college/university attended.

College Name

- Unknown School

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

Start Term/Year (eg. Fall/2016)

End Term/Year (eg. Spring/2018)

Have you or will you earn a degree from the institution listed above?

Upload an unofficial transcript, if available

No file selected

+ ADD PREVIOUS COLLEGE INFORMATION

- If you need to “Add/Remove Previous College Information”, click on “+” button.

- REMOVE PREVIOUS COLLEGE INFORMATION

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

Start Term/Year (eg. Fall/2016)

End Term/Year (eg. Spring/2018)

Have you or will you earn a degree from the institution listed above?

Please select an option

Upload an unofficial transcript, if available

No file selected

## 8. Emergency Contact Information:

*Fill out the contact information of the person you would like HPU to contact if there is an emergency while you are studying abroad at Hawai'i Pacific University.*

- **Emergency Contact**
- **First Name**
- **Last Name**
- **Relationship**
- **Phone Number**
- **Email**
- **Address**

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

• **Emergency Contact First Name:**  
This field is required.

• **Emergency Contact Last Name:**  
This field is required.

• **Emergency Contact Relationship:**  
Please select an option.

• **Emergency Contact Phone:**  
This field is required.

• **Emergency Contact Email:**  
This field is required.

Emergency Contact Address:

• **Country**  
This field is required.

## 9. Additional Information:

- Do you have a fee waiver code?

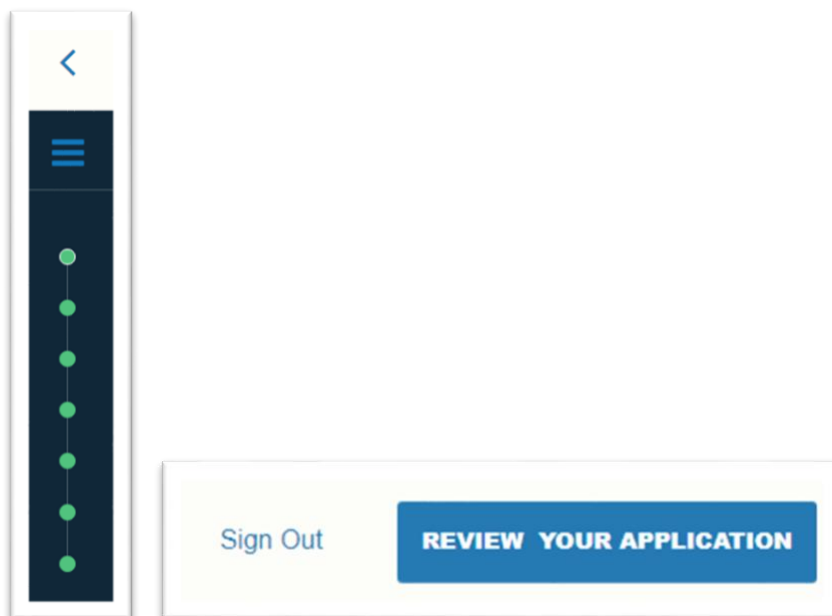
☐ Yes

☒ No

- If yes, enter the fee waiver code.

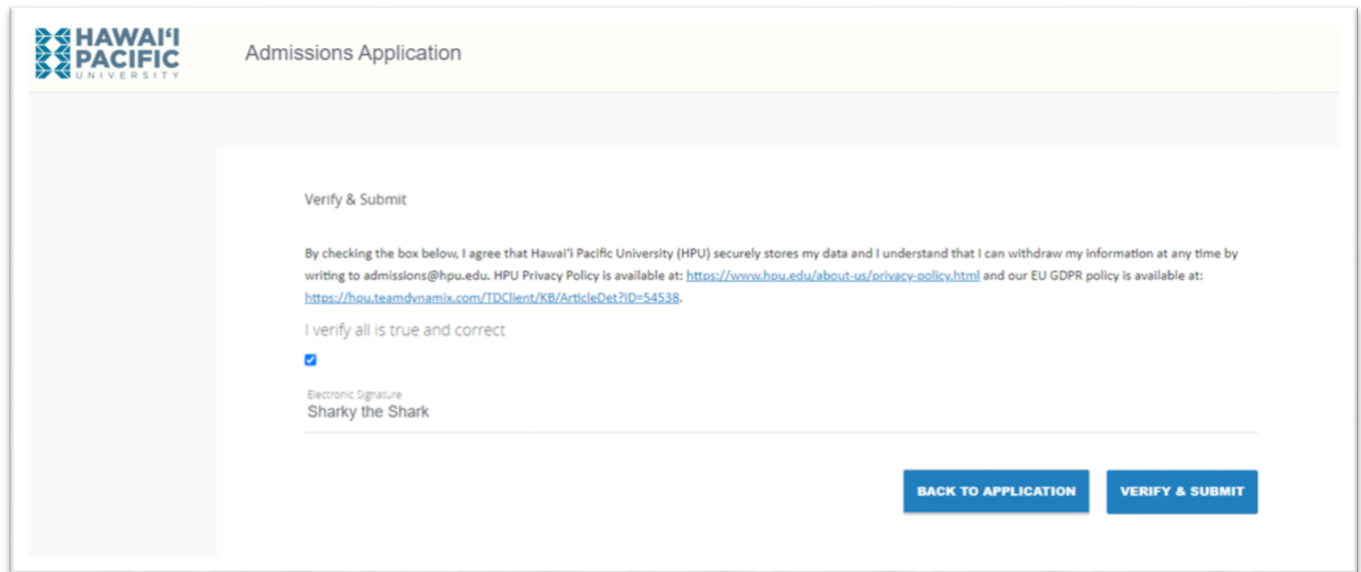
## IV. REVIEW AND SUBMIT YOUR APPLICATION

1. Once you have completed your application and all sections indicated in the left-hand panel are green, click on the **“Review Your Application”** button.



2. You will be redirected to a secure payment portal to complete the payment of the application fee (if applicable). Follow the steps on the screen to complete it.

3. Verify and Submit: by checking the box, you agree that HPU securely stores your data. You can withdraw your information at any time by writing to the admissions team.



The screenshot shows the 'Verify & Submit' page of the Hawaii Pacific University Admissions Application. The page header includes the HPU logo and the title 'Admissions Application'. The main content area is titled 'Verify & Submit' and contains a paragraph stating: 'By checking the box below, I agree that Hawaii Pacific University (HPU) securely stores my data and I understand that I can withdraw my information at any time by writing to admissions@hpu.edu. HPU Privacy Policy is available at: <https://www.hpu.edu/about-us/privacy-policy.html> and our EU GDPR policy is available at: <https://hpu.teamdynamix.com/TDClient/KB/ArticleDet?ID=54538>.' Below this text is a checkbox labeled 'I verify all is true and correct', which is checked. Underneath the checkbox is the text 'Electronic Signature' followed by 'Sharky the Shark'. At the bottom right of the page are two blue buttons: 'BACK TO APPLICATION' and 'VERIFY & SUBMIT'.

4. You should now be able to click **“Submit Your Application”** once you are redirected back to the application page.
5. For any questions, please contact your admissions counsellor at HPU at

**visiting@hpu.edu**