HAWAII HACHIC UNIVERSITY

VISITING STUDENT

ONLINE APPLICATION INSTRUCTION MANUAL

I. ACCOUNT SETUP

For more information on the HPU application process: <u>click here</u>.

- 1. Go to the Sign-Up page for the Admissions Application: <u>www.hpu.edu/apply</u> 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"
 - 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.

First Name		
Last Name		
Email Address		
What is the last school y "Unknown School" Unknown School	rou attended? If not	listed, choose
What is the last school y "Unknown School" Unknown School	recaPTCHA	listed, choose

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



- 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:

Aloha Falske Profil, 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 free If you have any additional questions at this time, <u>please let us know</u> . Mahalo, Hawai'i Pacific University Office of Admissions hpu.edu	HAWAI'I PACIFIC UNIVERSITY
We are glad to learn of your interest in Hawai's 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's Pacific University Office of Admissions hpu edu Bigger Advisor Wate data	Aloha Falske Profil,
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- By clicking the link, you will be redirected back to the Admissions Application website's **Create Password** page.

New Password	
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Confirm New Password	
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Your password must include letters and numbers.

II. 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.

Aloha Falske	e Profil					9
Application	Explore	Connect	Visit	Community	Next Steps	
We are glad to learn of your inte	rest in Hawaii Pacific University!		Applications			
Our campuses in downtown Hor the island enable you to enjoy th beautiful, tropical setting. And w culturally-rich, private university Fusing this unmatched cultural o environment, we enable you to about. And when you do, when how we ensure our graduates ei	nolulu and at the foot of the Ko'olau te best of both worlds, a vibrant, int thi students and faculty from aroun in the U.S.—you also experience the ilversity with personal support and a get up-close and personal with the ' out look closer, you are empoweren ther a competitive global workplace	Mountains on the windward side of ernational city and a stunningly- if the world—we're one of the most e best of all worlds. a deliberately intimate learning subjects you're most passionate d to see further and to do more. It's market-ready.		No Applications		
Mahalo, Office of Admissions						
	MORE.				Office of A 1 Aloha Tower Drive, Honolulu, 1-866 CALL-HPU admissions@hpu edu	.dmissions HI 96813 I I hpu.edu

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 ^{Tam applying} without the intention of pursuing a degree at HPU	~
I am a Visiting or Exchange Applicant	~
l plan to take courses On-Campus	~
Term	~

PLEASE NOTE: Visiting 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"
- The term will be **Spring or Fall xxxx**

START APPLICATION

III. Application Sections

Once you st

- 1. Personal Information:
 - The student's First Name and
 - Last Name must match up to the name as listed on their 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?
 - What is the primary language spoken at home?

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- 2. Mailing Address and Contact Information:
 - Mailing Address: Information like your I-20 packet will be sent to the address listed here
 - Permanent Address: <u>Student's permanent address</u>
 - 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 67

For mailing address and permanent address, please enter Apartment or Unit # (if applicable) in space for Address Line 2.	
Mailing Address	
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Street address line 1	
Street address line 2	
• City	_
This field a required.	
* Postu Forgen	— I
It your permanent address different from your mailing address? Pleade select an option This field is required.	<u> </u>
Phone Number (Ex: Domestic - (123) 456-7890)	_
The 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.	NUE

- 3. Application Information:
 - Have you previously applied to HPU?
 - Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form?: "No
 - How long do you plan to study at HPU as a Visiting Student?: 1 or 2 semesters

HPU VISITING STUDENT ONLINE APPLICATION INSTRUCTION MANUAL

- Are you working with an educational agent?: [select <u>agency name</u> in the drop-down, if any]
- Agent/Coordinator Email Address: [type in the <u>agent's</u> primary email, if any]
- 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?	
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Precedence and option Are you where 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, pare Fave you ever been adjudicated of a felony or other crime? Ves	i in a disciplinary

- 4. 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]

Country of Birth Courtery		v
Upload Passport, ID page		Φ
		CONTINUE

- 5. Previous College Information:
 - **College Name:** [type out college name in this field]
 - If student did not attend a college/university and is coming straight from high school, you can type in the high school in place of a College Name.
 - If the name of the school does not automatically populate, it will default to
 "Unknown School". Please select "Unknown School".

- **"Upload an unofficial transcript, if available".** [upload an unofficial transcript, must be in PDF form].

rt Term/Year (eg. Fall/2016)		
d Term/Year (eg. Spring/2018)		
eyou or will you earn a degree from the institution listed above? ase select an option		~
ad an unofficial transcript, if available file selected		ф

- You can also "**Remove Previous College Information**" at the top of the newly created section.

t is required to report all colleges and universities attended. Please enter every university, cousiness school or other post-secondary school attended, listing the most recent school attended trst.	ollege, ended	
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	¢	G

- 6. 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.

- Emergency Contact First Name, Last Name, Relationship, Phone Number, Email, and Address

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Emergency Contact First Name:		
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7. Once you have completed your application and all sections indicated in the lefthand panel are green, click on the "**Review Your Application**" button on the top right corner.



- 8. You should now be able to click **"Submit Your Application**" once you are redirected back to the application page.
- If you have any supporting documents (i.e. Health Clearance Form, Statement of Financial Sponsorship (SFS), Bank Statement, Test Scores, English Proficiency Clearance, Letter of Recommendation, Personal Statement, CV/Resume) or any questions please send them to <u>visiting@hpu.edu</u>.