



VISITING STUDENT

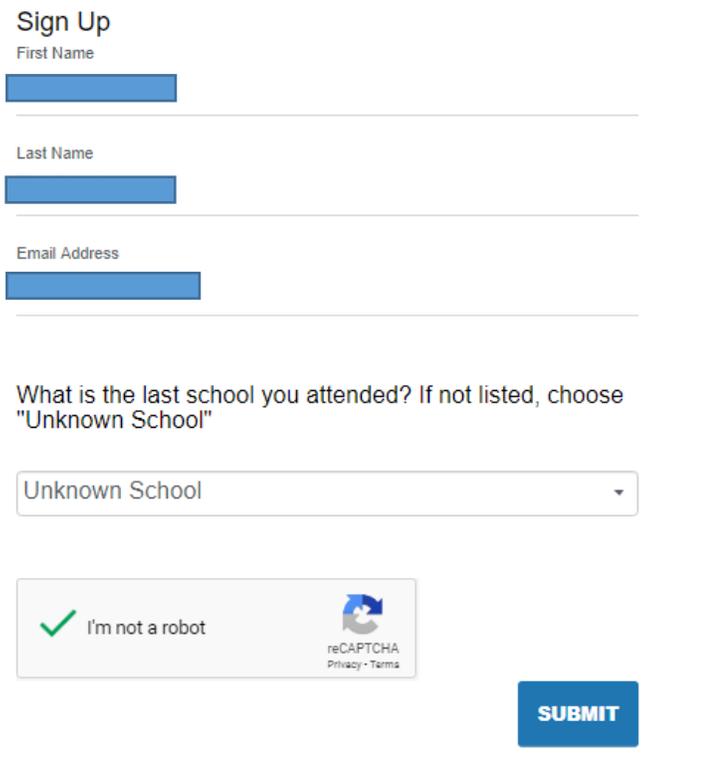
ONLINE APPLICATION INSTRUCTION MANUAL

I. ACCOUNT SETUP

For more information on the HPU application process: [click here](#).

1. Go to the Sign-Up page for the Admissions Application: 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**
 - **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.

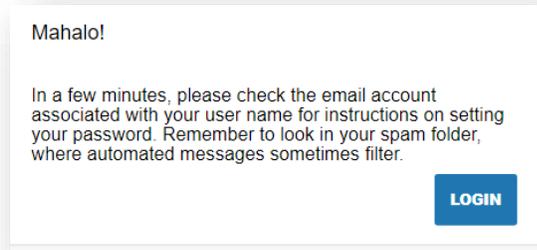


The screenshot shows a web form titled "Sign Up". It contains the following fields and elements:

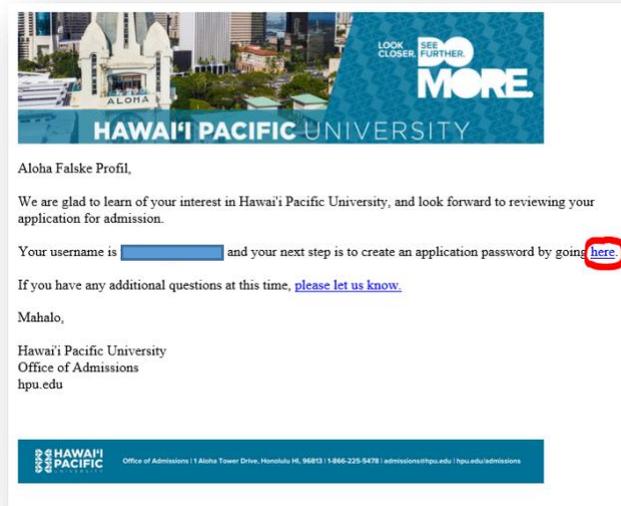
- First Name:** A text input field with a blue placeholder bar.
- Last Name:** A text input field with a blue placeholder bar.
- Email Address:** A text input field with a blue placeholder bar.
- What is the last school you attended? If not listed, choose "Unknown School":** A dropdown menu with "Unknown School" selected.
- reCAPTCHA:** A box containing a green checkmark, the text "I'm not a robot", and the reCAPTCHA logo with links for "Privacy" and "Terms".
- SUBMIT:** A blue button with the word "SUBMIT" in white capital letters.

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:



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

Create Password

New Password

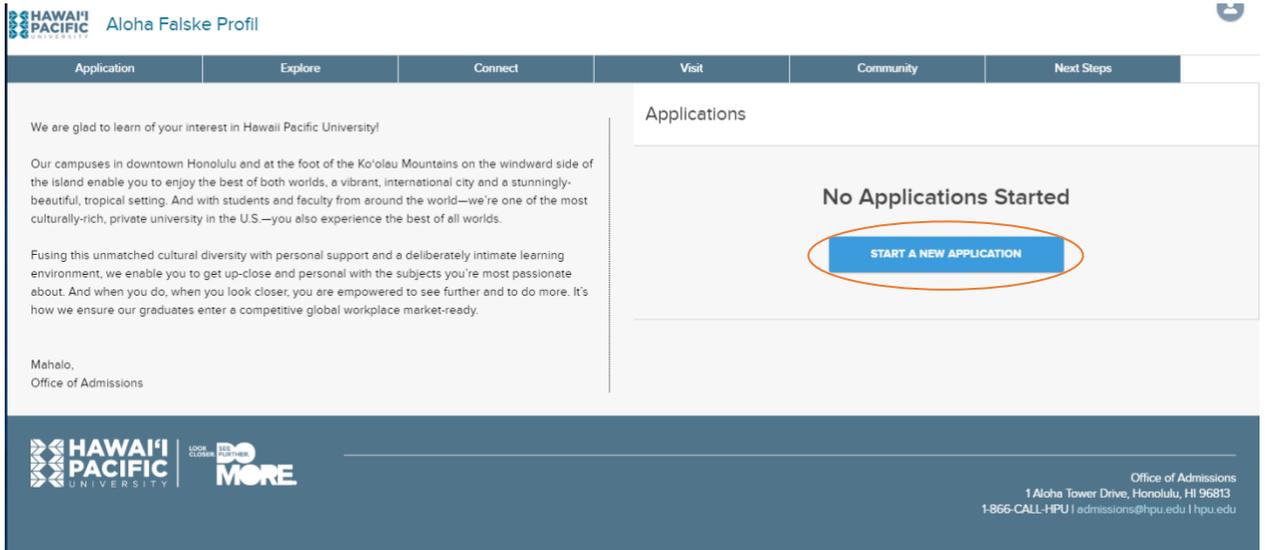
Confirm New Password

CREATE PASSWORD

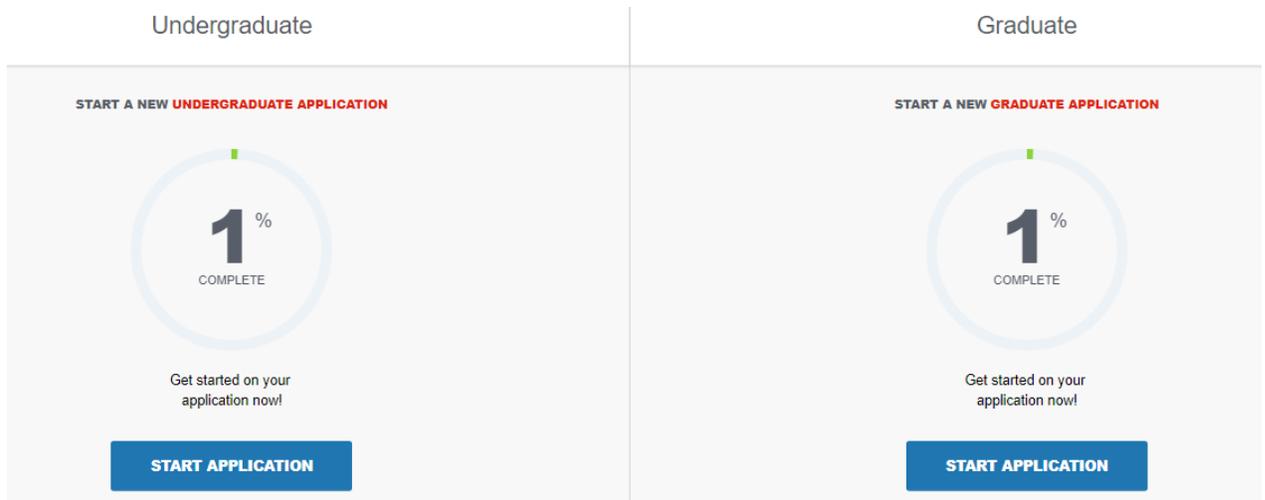
Your password must include letters and numbers.

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.



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



START APPLICATION

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**

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?**

The screenshot shows a web form with the following sections:

- First Name:** A text input field with a red error message "This field is required".
- Middle Name:** A text input field.
- Last Name:** A text input field with a red error message "This field is required".
- Regional Pronouns:** A dropdown menu with the text "Please select an option".
- Sex:** A dropdown menu with the text "Please select an option".
- Former Last Name/Maiden Name:** A text input field.
- Citizenship:** A dropdown menu with the text "Please select an option" and a red error message "This field is required".
- Date of Birth:** A date picker showing "Day" and "Month" dropdowns, with "1945" selected in the year field.
- Legal Sex:** A dropdown menu with the text "Please select an option" and a red error message "This field is required".
- Gender Identity:** A text input field with the prompt "If you would like the opportunity, we invite you to share more about your gender identity." and a dropdown menu with the text "Are you Hijabed or Labeled?" and "No".
- Ethnicities:** A section titled "Select one or more of the following ethnicities that apply to you (use CTRL and click to select multiple options)" with radio buttons for "Hispanic or Latino", "Port or Island Hawaiian", "Caucasian or White", and "Black or African American".
- First-generation student:** A checkbox with the text "Are you a First-generation college student? (Check the box if your parents did not complete a bachelor's degree or higher.)".
- Country of Citizenship:** A dropdown menu with the text "Country of Citizenship" and "Country".
- Is English your first language?:** A dropdown menu with the text "Please select an option" and a red error message "This field is required".

At the bottom, there is a red error message "Please complete the missing fields." and a blue "CONTINUE" button.

2. Mailing Address and Contact Information:

- **Mailing Address:** Information like your I-20 packet will be sent to the address listed here
- **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
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
Country
• Afghanistan (AF) ▼

• **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?**
- **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

- **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?**

• 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. 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
 Country

Upload Passport, ID page

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].

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.

• 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

+ ADD PREVIOUS COLLEGE INFORMATION

CONTINUE

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

- 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

6. Emergency Contact Information:

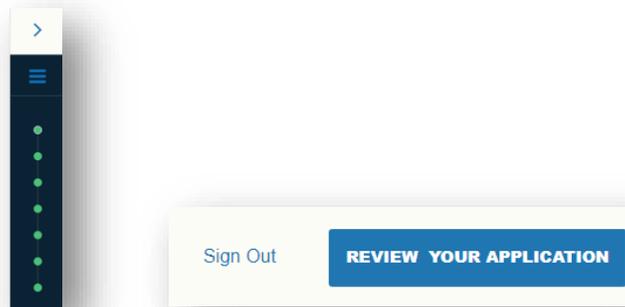
- Fill out the information of the person you would like us to contact if there is an emergency while you're at HPU.
 - Emergency Contact First Name, Last Name, Relationship, Phone Number, Email, and Address

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.
- **Country:**
This field is required.

Emergency Contact Address:

7. 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.



8. You should now be able to click **“Submit Your Application”** once you are redirected back to the application page.
9. 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 visiting@hpu.edu.