

# UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawaii at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822  
Tel: (808) 956-8544, 956-8540 V/T: (808) 956-4257 • Email: [info@grad.hawaii.edu](mailto:info@grad.hawaii.edu) • Web: <http://www.hawaii.edu/graduatestudies>

## Graduate Admissions General Information

### Disclaimer

Information contained herein is subject to change without notice and supersedes information contained in the UHM Catalog. For current information on graduate studies, please visit the UHM Graduate Division's Web site for prospective students as listed above.

### Application Processing Information

The Graduate Division begins processing of admissions applications starting **October 1** for the fall semester and **May 1** for the spring semester. It is recommended that you provide a complete graduate admissions application as early as possible as admissions decisions and offers of financial support such as assistantships, scholarships, fellowships and tuition waivers are awarded to highly qualified prospective students well in advance of posted application deadlines.

### Priority Consideration Deadlines

Applicants who apply before the priority consideration deadlines will be considered first for admissions and funding opportunities. Applicants who apply after the priority consideration deadlines **MUST** check with the graduate program before submitting an application.

You are responsible for insuring that all required documents have been received by the appropriate deadline. Deadlines are found at: <http://www.hawaii.edu/graduatestudies/fields/html/fields.htm>. Deadlines that fall on a weekend or a holiday will default to the next work day. An incomplete application may cause delays in reaching an admissions decision. Once submitted, application materials are not released except for the purpose of admission and cannot be returned to the applicant.

### Notification of Application Receipt and Status

You will be notified of your application receipt and status by email. Please provide an email address in #5 of the application form. If you do not receive a notification within 30 days of submitting your application, contact the Graduate Admissions Office.

**NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**

### Multiple Applications

A complete and separate application and supporting documentation are required for each application. If admitted to more than one graduate program, you may enroll in only one program initially, unless you are admitted to an established dual degree program (listed below) or if the second program is a graduate certificate program.

### Established Dual Degree Programs

- Business Administration & Civil Engineering
- Business Administration & Nursing
- Business Administration & Public Health
- Library and Information Science & American Studies
- Library and Information Science & Asian Studies
- Library and Information Science & Computer Science
- Library and Information Science & Educational Technology
- Library and Information Science & History
- Library and Information Science & Pacific Islands Studies
- Nursing & Public Health

### Note to Applicants for the Following Programs of Study

The Graduate Admissions Office does **NOT** administer admissions to the programs listed below. Prospective students should contact the appropriate offices directly for admissions information.

Program of Study	Contact	Program of Study	Contact
Architecture	School of Architecture Tel: (808) 956-7225 Fax: (808) 956-7778 Email: <a href="mailto:arch@hawaii.edu">arch@hawaii.edu</a> Web: <a href="http://web1.arch.hawaii.edu/">http://web1.arch.hawaii.edu/</a>	Summer Session Only	Outreach College Tel: (808) 956-7221 (V/T) or toll-free 1-800-862-6628 Email: <a href="mailto:ochelp@hawaii.edu">ochelp@hawaii.edu</a> Web: <a href="http://www.outreach.hawaii.edu/summer/">http://www.outreach.hawaii.edu/summer/</a>
Law	William S. Richardson School of Law Tel: (808) 956-3000 Email: <a href="mailto:lawadm@hawaii.edu">lawadm@hawaii.edu</a> Web: <a href="http://www.hawaii.edu/law">http://www.hawaii.edu/law</a>	East-West Center	East-West Center (EWC) Tel: (808) 944-7735 Email: <a href="mailto:scholarships@eastwestcenter.org">scholarships@eastwestcenter.org</a> Web: <a href="http://www.eastwestcenter.org">http://www.eastwestcenter.org</a>
Medicine	John A. Burns School of Medicine Tel: (808) 692-1000 Fax: (808) 692-1251 Email: <a href="mailto:sizutsu@hawaii.edu">sizutsu@hawaii.edu</a> Web: <a href="http://jabsom.hawaii.edu/jabsom/">http://jabsom.hawaii.edu/jabsom/</a>	Undergraduate Unclassified Admissions	Office of Admissions & Records Tel: (808) 956-8975 (V/T) Email: <a href="mailto:ar-info@hawaii.edu">ar-info@hawaii.edu</a> Web: <a href="http://www.hawaii.edu/admrec">http://www.hawaii.edu/admrec</a>

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## Graduate Admissions Documentation Requirements

### **Summer Applicants**

Please write in your semester of application if you are applying to a graduate program with summer admission.

Submit your completed graduate admissions application form and the following items to the Graduate Admissions Office. Please note that the following are Graduate Division requirements. Individual graduate programs have additional admissions criteria and requirements. For program specific criteria and requirements, visit <http://www.hawaii.edu/graduatestudies/fields/html/fields.htm> and contact your intended graduate program(s).

### **Application Fee**

Academic Year: 2010 to 2011- **\$70.00**

Academic Year: 2011 to 2012 - **\$80.00**

The above application fee amounts are subject to approval. If paying by check or money order, visit the website above or telephone the Graduate Admissions Office FIRST, to confirm the fee amount. If paying by credit card use payment form found on page 6.

Your application is considered incomplete and will **NOT** be processed if payment is not received. The application fee is required each time you apply and is non-refundable and non-transferable. Attach payment to your application. No waivers or deferments are granted. Payment by check or money order must be in U.S. dollars drawn on a U.S. bank and made payable to the "University of Hawaii." On the payment, print your full name and birth date. If a third party is making a payment on your behalf, please inform the individual of payment procedures and requirements.

### **Official Transcripts**

Submit one current official transcript from each post-secondary institution attended (except UH, see below), including any study abroad or exchange programs, summer programs, and non-degree work and extension programs.

Returning UHM graduate students applying for readmission to the same graduate program for the same degree objective should contact the Graduate Admissions Office for transcript requirements.

All required transcripts need to be either sent directly from the institution to the Graduate Admissions Office, or received in a sealed institutional envelope if submitted along with other application materials. (See also International Transcripts.)

### UH Transcripts

Transcripts are **NOT** required for course work completed at any of the UH campuses. The Graduate Admissions Office will obtain UH transcripts on behalf of applicants.

### Transcripts with Non-traditional Grades

Applicants who have more than 25 percent of undergraduate course work at a U.S. institution evaluated under a non-traditional grading system (e.g., pass/fail, credit/no credit, no grades, etc.) are required to submit official scores for the appropriate standardized exam.

See Standardized Exams for additional information. The exam required depends on your intended graduate program:

1. Applicants to the graduate programs in accountancy and business administration submit official GMAT scores.
2. Applicants to the graduate program in travel industry management submit either official GRE or GMAT scores.
3. All other applicants submit official GRE General Test scores.

### International Transcripts and Academic Records

All international applicants are required to submit one current official transcript or academic record from each institution of higher education attended, including any study abroad or exchange programs, summer programs, and non-degree work and extension programs. Transcripts or academic records must be sent directly from the institution to the Graduate Admissions Office directly from the issuing institution(s), or in sealed institutional envelopes if submitted with the application materials. For applicants from certain regions (see below), the Graduate Admissions Office accepts only official academic records sent directly from the issuing institution(s).

Please note the following:

1. Non-English transcripts or academic records must be issued in the original language and be accompanied by English translations. English translations must be exact word for word translations of the original document. Translations issued by the institution must bear the official institution seal or stamp and be attached to the official transcript or academic record. Translations by professional translators must bear the translator's original signature AND be accompanied by a copy of the original language document.
2. Transcripts or academic records must indicate all dates of attendance, courses, course titles, credits or hours, and grades received. If any course title is not descriptive in terms of content, attach a course syllabus to the transcript or academic records.

3. Do NOT convert numerical grades to letter grades. A complete grading scale or system of evaluation sent by the institution is required if it is not indicated on the transcript or academic record.
4. Transcripts or academic records must indicate any degree, diploma, professional title, certificate of study or other academic credentials received. If not, submit official copies and English translations of all academic credentials.
5. Applicants from institutions in Bangladesh, India, Myanmar, Nepal and Pakistan must submit properly attested mark sheets for each year of study showing the subject included in each exam, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. All academic records are accepted if attested by the registrar, assistant registrar, head of department, dean of student affairs, controller of exam, USEFI student advisor, professor-in-charge or principal.
6. Applicants from institutions in the Russian Federation and former Soviet Union: The Graduate Admissions Office will accept ONLY academic certificates, supplements to the diploma, archival certificates and degree certificates sent directly from the issuing institution.

**Evidence of English Language Proficiency**

Most applicants whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Academic Modules Test. See Standardized Exam for additional information.

**Exemption:** You are exempt from the test, if you have earned a bachelor's or an advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom.

The Educational Testing Service (ETS) code for UHM is **4867**. Test scores cannot be more than two years old. Individual graduate programs may require higher scores. Please check with your intended graduate program.

English Language Proficiency Test	Graduate Division Minimum Language Proficiency Scores for Admission	Minimum Scores Required for Assistantship with Teaching Duties
Paper-based TOEFL	500	600
Computer-based TOEFL	173	250
Internet-based TOEFL  Minimum speaking and listening sub-scores required for assistantship with teaching duties.	61	100  Speaking sub-score of 25  Listening sub-score of 25
IELTS Academic Modules	Overall band score of 5.00	Overall band score of 7.00

**Confidential Financial Statement Form for International Applicants**

Complete and mail-in the Confidential Financial Statement Form with the proper supporting documents if you are an international applicant supported by personal or family funds or sponsored by a government or private organization. International applicants who are dependent upon or will receive full funding from UHM do not need to mail-in this form unless you will be accompanied by dependents.

**Distance Education Restrictions for International Students:**

International students are restricted in the number of on-line courses they can enroll in while in the U.S. on a student visa. Visit <http://www.hawaii.edu/issmanoa> (International Student Services Office website) for additional information on restrictions.

**Residency Declaration Form**

If you are claiming Hawai'i residency or Board of Regents exemptions, complete and mail-in the Residency Declaration Form with the proper supporting documents.

**Standardized Exams**

Applicants are required to take standardized exams in the following cases:

1. The Graduate Division requires standardized exam scores from applicants whose transcripts include more than 25 percent of undergraduate course work completed at a U.S. institution with non-traditional grades. See Transcripts with Non-Traditional Grades for the specific exam required.
2. Many graduate programs require or recommend applicants to take standardized exams. For program specific criteria and requirements, visit <http://www.hawaii.edu/graduatestudies/fields/html/fields.htm> and contact your intended graduate program(s).

Applicants should make arrangements to take the appropriate standardized exams, several months prior to the admissions application deadline.

For information about the various standardized exams, visit the Websites for the GMAT, the GRE, the IELTS, the MCAT, the PRAXIS Series and the TOEFL. Applicants who reside on O'ahu may visit the Testing Office at the UHM Counseling and Student Development Center. The center administers a number of standardized exams throughout the year.

University of Hawai'i at Mānoa  
 Testing Office  
 Queen Lili'uokalani Center for Student Services, Room 307  
 2600 Campus Road  
 Tel: (808) 956-3454  
 Website: <http://www2.hawaii.edu/%7Ecsdc/Testing%20Office.htm>

TOEFL and IELTS Academic Modules test scores can not be more than two years old.  
 The Educational Testing Service (ETS) code for UHM is **4867**.

GMAT Website: <a href="http://www.mba.com/mba">http://www.mba.com/mba</a>	MCAT Website: <a href="http://www.aamc.org/students/mcat/">http://www.aamc.org/students/mcat/</a>
GRE Website: <a href="http://www.gre.org">http://www.gre.org</a>  Official GRE scores must be sent directly to the Graduate Admissions Office. In general, test scores cannot be more than five years old.	PRAXIS Series Website: <a href="http://www.ets.org/">http://www.ets.org/</a>  ETS-The PRAXIS Series P.O. Box 6051 Princeton, N.J. 08541-6051
IELTS Academic Modules Test Web: <a href="http://www.ielts.org">http://www.ielts.org</a>	TOEFL Web: <a href="http://www.toefl.org">http://www.toefl.org</a>

## Instructions for Completing the Graduate Admissions Application Form

### Summer Applicants

Please write in your semester of application if you are applying to a graduate program offering summer admission.

#### 1. Ethnicity and Race

The ethnic background and race of each applicant is collected for data-gathering and state and federal report purposes. This information does not affect the determination of admission.

CODE	RACE CATEGORY	CODE	RACE CATEGORY
	ASIANS		PACIFIC ISLANDERS
CH	Chinese	HW	Native Hawaiian/Part-Hawaiian
FI	Filipino	SA	Samoan
IN	Asian Indian	TO	Tongan
JP	Japanese	GC	Guamanian or Chamorro
KO	Korean	MC	Micronesian (except Guamanian or Chamorro)
LA	Laotian	OP	Other Pacific Islander
TH	Thai		
VI	Vietnamese	AA	African American or Black
OA	Other Asian	AI	American Indian / Alaskan Native
		CA	Caucasian or White

#### 2. Full Legal Name

Do not use nicknames.

International applicants: Use name as listed on your passport.

#### 3. Other Names

List other names under which your test scores, transcripts, or other documents may be identified.

#### 4. Non-U.S. Citizen Immigrant Status or Visa Type

If you are a non-U.S. citizen **CURRENTLY** residing in the United States, check T the immigrant status or visa type that applies to you.

#### 5. Email Address

If you provide an email address, you will receive notification of your application status by email. If you do not provide an email address, you will receive notification by mail.

#### 6. Intended Graduate Program and Degree Objective

Refer to the above website for listing of programs and degrees offered. Use of unauthorized names and degrees will delay the processing of your application.

#### 7. Change of Graduate Program

For current UHM graduate students, check  this box if you wish to apply for a change in your graduate program.

#### 8. Dual Degree Program - Check this box if you are applying to a dual degree program. See page 1 for programs.

#### 9. Authorization for Release of Information

If you wish, provide the name of a friend or family member authorized by you to access information regarding your application status. **NOTIFICATION OF FINAL ADMISSIONS DECISION IS BY MAIL ONLY.**

#### 10. Applicant's Certification

Read and sign the certification. Falsification, withholding of information, or failure to list all schools attended may result in rejection of your application or disciplinary action if discovered after enrollment.

Attach the completed payment form to the front of your admissions application. Your application is considered incomplete and will **NOT** be processed if payment is not received.

### Application Fee Credit Card Payment Form

Semester of Application (Please check one)  Fall 20\_\_  Spring 20\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

Name of Applicant \_\_\_\_\_  
FAMILY/LAST FIRST FULL MIDDLE

Credit Card Type (Please check one)  VISA  MasterCard  JCB  Diners

Account Number \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration date \_\_\_\_/\_\_\_\_

Provide the three (3) digit security code located on the back of your credit card at the end of the signature line: \_\_\_\_

Name of Card Holder (As indicated on card) \_\_\_\_\_  
FAMILY/LAST FIRST FULL MIDDLE

Billing Address \_\_\_\_\_  
Number and street Apt. Number City State Zip/Postal Code

Fee Schedule: Academic Year: 2010 to 2011- **\$70.00** Academic Year: 2011 to 2012 - **\$80.00**

**I agree to pay the appropriate graduate admissions application fee according to the card issuer agreement. I understand that the application fee is non-refundable and non-transferable.**

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

# UNIVERSITY OF HAWAII AT MĀNOA - GRADUATE ADMISSIONS APPLICATION FORM

Return this application together with your East-West Center Graduate Degree Fellowship application to Award Services/Graduate Degree Fellowship, East-West Center, 1601 East-West Road, Honolulu, Hawaii 96848-1601, postmarked no later than November 1, 2009.

PLEASE TYPE OR PRINT CLEARLY.

SEMESTER <input type="checkbox"/> FALL 20____ <input type="checkbox"/> SPRING 20____	1. ETHNICITY (Check one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	RACE (Circle all that apply) See instructions for listing. AA AI CA CH FI GC HW IN JP KO LA MC OA OP SA TH TO VI	GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	BIRTHPLACE (State or Country)	BIRTH DATE MM DD YY / /	
2. FULL LEGAL NAME (Do not use nicknames. International applicants: Use name as listed on passport.) FAMILY/LAST FIRST FULL MIDDLE						
3. OTHER NAMES (under which transcripts, records, or test scores may be issued):		COUNTRY OF CITIZENSHIP <input type="checkbox"/> United States (If you have dual citizenship for the United States and another country, check United States.) <input type="checkbox"/> OTHER _____ Specify country. Indicate immigrant status or visa type in #4.		4. NON-U.S. CITIZEN IMMIGRANT STATUS OR VISA TYPE <input type="checkbox"/> U. S. PERMANENT RESIDENT Date Received (MM/DD/YY) _____ <input type="checkbox"/> F-1 STUDENT VISA <input type="checkbox"/> OTHER VISA (specify) _____		
CURRENT MAILING ADDRESS			CITY/PROVINCE	STATE/COUNTRY	ZIP/POSTAL CODE	VALID UNTIL (MM/DD/YY)
						CURRENT TELEPHONE Area Code ( )
PERMANENT MAILING ADDRESS			CITY/PROVINCE	STATE/COUNTRY	ZIP/POSTAL CODE	PERMANENT TELEPHONE Area Code ( )
						OTHER TELEPHONE Area Code ( )
5. EMAIL ADDRESS				FAX NUMBER	Area Code ( )	
6. INTENDED GRADUATE PROGRAM AND DEGREE OBJECTIVE (Refer to above website for listing of programs and degrees.)					7. <input type="checkbox"/> CHANGE IN GRADUATE PROGRAM	
					8. <input type="checkbox"/> DUAL DEGREE PROGRAM	
Have you applied for graduate admissions to UHM previously? <input type="checkbox"/> No <input type="checkbox"/> Yes (semester & year) _____		Were any of your ancestors Hawaiian? (optional) <input type="checkbox"/> No <input type="checkbox"/> Yes		9. Person authorized by you to access info regarding your application status:		
NAME OF HIGH (SECONDARY) SCHOOL FROM WHICH YOU GRADUATED			STATE or COUNTRY	GRADUATION DATE (MM/YY)		
SUMMARY OF COLLEGE/UNIVERSITY ATTENDANCE. Provide an official transcript from each institution. See page 8 for additional space. List bachelor's degree(s) first; advanced degree(s) second, if any; and all other institutions of college/university level, regardless of the length of attendance. International applicants: List actual name of degree received or expected, <b>DO NOT</b> translate or interpret in terms of U.S. equivalent.						
FULL NAME OF INSTITUTION (Do not use initials.)	LOCATION (city, state or country)	ENTERED (MM/YY)	THROUGH (MM/YY)	MAJOR or PROGRAM OF STUDY	NAME OF DEGREE or DIPLOMA RECEIVED or EXPECTED	DATE RECEIVED or EXPECTED (MM/YY)
		/	/			/
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FOR OFFICE USE ONLY APPLICATION FEE	R N M F J S G C E H TUITION STATUS: by _____ on _____ UH ID: _____			ADMISSIONS TYPE ST (Standard) CC (Concurrent) CH (Change) STUDENT TYPE M R C T GEOG L M I		
CC CH						

SIGNATURE REQUIRED ON NEXT PAGE

**SUMMARY OF COLLEGE/UNIVERSITY ATTENDANCE:** Continued from page 7.

NAME OF INSTITUTION (Do not use initials.)	LOCATION (city, state or country)	ENTERED (MM/YY)	THROUGH (MM/YY)	MAJOR/ PROGRAM OF STUDY	NAME OF DEGREE OR DIPLOMA RECEIVED OR EXPECTED	DATE RECEIVED OR EXPECTED (MM/YY)
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**FOR INTERNATIONAL APPLICANTS ONLY**

Provide permanent foreign address, if different from the permanent mailing address provided on previous page.

PERMANENT FOREIGN ADDRESS \_\_\_\_\_ CITY / PROVINCE \_\_\_\_\_ STATE / COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

How did you learn about the UHM graduate programs? Check all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> a. UHM Web site | <input type="checkbox"/> e. Recruitment Fair               | <input type="checkbox"/> i. Newspaper/Advertisement |
| <input type="checkbox"/> b. UHM Alumni   | <input type="checkbox"/> f. Other Faculty recommendation   | <input type="checkbox"/> j. Parent                  |
| <input type="checkbox"/> c. UHM Faculty  | <input type="checkbox"/> g. Reputation/Strength of Program | <input type="checkbox"/> k. Friend                  |
| <input type="checkbox"/> d. UHM Brochure | <input type="checkbox"/> h. College/University Guide       | <input type="checkbox"/> l. Other _____             |

**10. APPLICANT'S CERTIFICATION**

I certify that the responses provided on the Graduate Admissions Application Form are complete and true to the best of my knowledge and belief. I understand that providing incomplete, incorrect, or false information may result in the rescission of admission and subject me to the requirements and/or disciplinary measures as provided under the University's Student Code. Further, I understand that the UH System shares a common database and information pertaining to me may be accessed by all UH campuses.

Signature \_\_\_\_\_ Date \_\_\_\_\_