

UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawai'i at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822
 Tel: (808) 956-8544, 956-8045 • V/T: (808) 956-4257 • Email: info@grad.hawaii.edu • Web: <http://www.hawaii.edu/graduatestudies>

Fall 2008 - Spring 2009 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

Deadlines

You are responsible for insuring that all required documents have been received by the appropriate deadline as indicated in the Graduate Programs and Degrees Table on pages B-1 to B-3. 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 #6 of the application form. If you do not provide an email address, you will be notified by mail. 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 & 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 & 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: arch@hawaii.edu Web: http://web1.arch.hawaii.edu/	Summer Session Only	Outreach College Tel: (808) 956-7221 (V/T) or toll-free 1-800-862-6628 Email: ochelp@hawaii.edu Web: http://www.outreach.hawaii.edu/summer/
Law	William S. Richardson School of Law Tel: (808) 956-3000 Email: lawadm@hawaii.edu Web: http://www.hawaii.edu/law	East-West Center	East-West Center (EWC) Tel: (808) 944-7735 Email: scholarships@eastwestcenter.org Web: http://www.eastwestcenter.org
Medicine	John A. Burns School of Medicine Tel: (808) 692-1000 Fax: (808) 692-1251 Email: sizutsu@hawaii.edu Web: http://jabsom.hawaii.edu/jabsom/	Undergraduate Unclassified Admissions	Office of Admissions & Records Tel: (808) 956-8975 (V/T) Email: ar-info@hawaii.edu Web: http://www.hawaii.edu/admrec
Professional Certification for Teachers	College of Education Tel: (808) 956-7849 Email: osas@hawaii.edu Web: http://www.hawaii.edu/coe		

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, 956-8045 • V/T: (808) 956-4257 • Email: info@grad.hawaii.edu • Web: <http://www.hawaii.edu/graduatestudies>

Fall 2008 - Spring 2009 Graduate Admissions Documentation Requirements

Summer 2009 Applicants

If you are applying to the Disabilities & Diversity GCERT, Early Childhood Education MED and Library and Information Science MLISC and Advanced Certificate, please write in your semester of application.

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).

\$50.00 Application Fee

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. If paying by credit card, use the Application Fee Credit Card Payment Form below. 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.

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)	<input type="checkbox"/> Fall 2008	<input type="checkbox"/> Spring 2009	Date of Birth	____/____/____ MM DD YY
Name of Applicant	_____			
	FAMILY/LAST	FIRST	FULL MIDDLE	
Credit Card Type (Please check one)	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> JCB	<input type="checkbox"/> Diners
Account Number	____/____/____/____	Expiration date	____/____	
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
I agree to pay the US \$50.00 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 _____

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	61	100
Minimum speaking and listening sub-scores required for assistantship with teaching duties..		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 Hawaii 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 cannot be more than two years old.
 The Educational Testing Service (ETS) code for UHM is **4867**.

GMAT Website: http://www.mba.com/mba	MCAT Website: http://www.aamc.org/students/mcat/
GRE Website: http://www.gre.org 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: http://www.ets.org/ ETS-The PRAXIS Series P.O. Box 6051 Princeton, N.J. 08541-6051
IELTS Academic Modules Test Web: http://www.ielts.org	TOEFL Web: http://www.toefl.org