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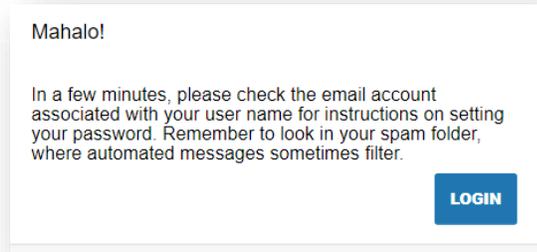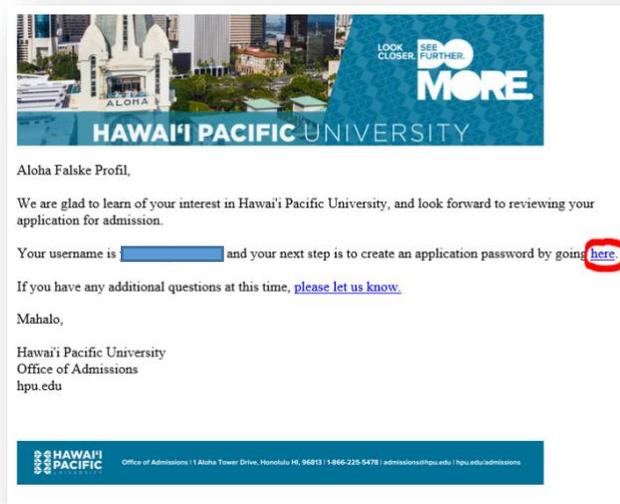
3. Email Verification:
   Once you have submitted your Sign-Up details, you will receive the following prompt:

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.
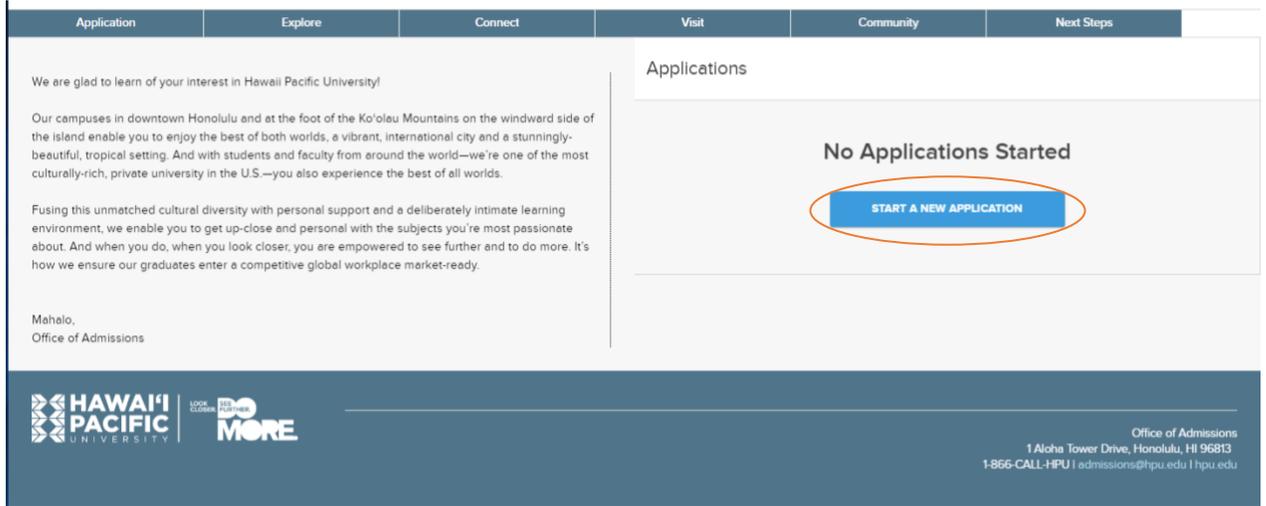

Please note that our password must include letters and numbers.

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).
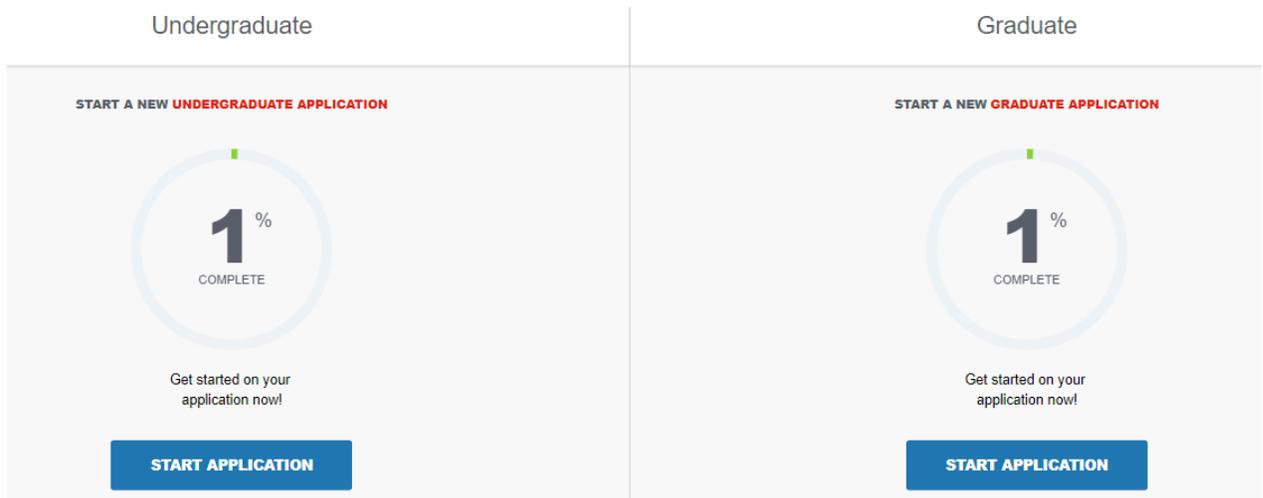
3. Click the "Start Application" for the appropriate application type; you want to attend on, while at HPU. A series of questions will be prompted:

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
▮▮▮▮▮▮

START APPLICATION

PLEASE NOTE: Visiting Students must select the below options to prompt the correct application!

o Applying **"without the intention of pursuing a degree at HPU"**

o A **"Visiting or Exchange Applicant"**

o And planning to take courses **"on-campus"**

o Term **''Spring** or **Fall 20xx''** *(respective semester and year)*

III.   COMPLETE REQUIRED INFORMATION

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?** ''Yes'' or ''No''

  If no, what is the primary language spoken at home?

2. Mailing Address and Contact Information:

- **Mailing Address**.

- **Is your permanent address different from your mailing address?** – ''Yes'' or ''No''

- **Phone Number & Cell Phone Number –** *for international phone numbers, please enter + followed by the country code, city code and phone number. Ex: +49 (12) …*

3. Application Information:

- **Have you previously applied to HPU?** ''Yes'' or ''No''

- **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 and type their email address in the next row.*

- **Have you ever been responsible for a disciplinary violation?**

- **Have you ever been adjudicated of a felony or other crime?**

4. Self-reported test scores:

- **Would you like to report any test scores to HPU?** ''Yes'' or ''No''

5. Citizenship:

- **Country of Birth –** *select the country from a drop-down menu.*

6. International Students Supplemental Documents Upload:

- **Proof of English Proficiency** – *see www.hpu.edu/visiting for accepted scores.*
- **Passport –** *upload legible, scanned copy of the biographical page in your passport.*
- **Statement of Financial Sponsorship (SFS) –** *download and complete the SFS form at 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. Documents dated more than nine months prior to the semester start date are acceptable for the application process only.*

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''. <u>For Visiting students only</u>: 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*

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**

- **Emergency Contact Last Name**

- **Emergency Contact Relationship**

- **Emergency Contact Phone Number**

- **Emergency Contact Email**
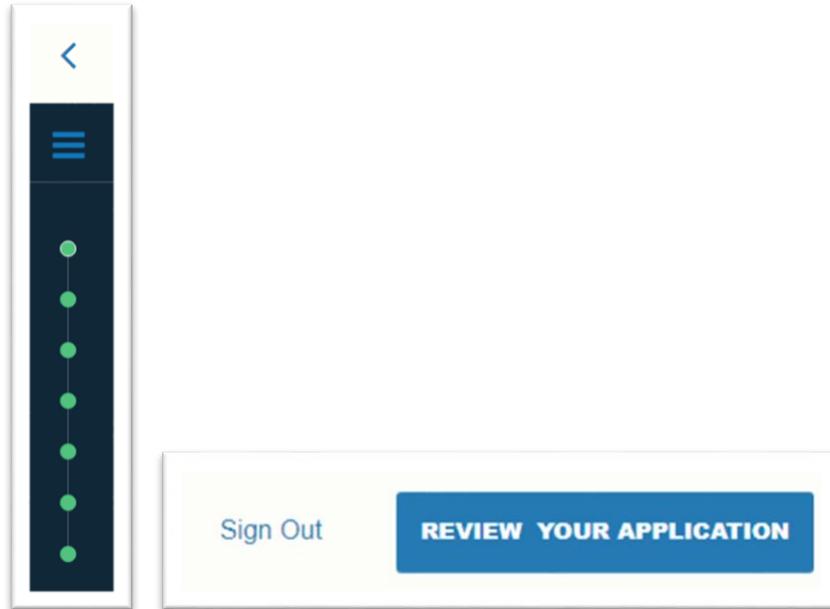
- **Address**

9. Additional Information:

➢ If yes, enter the app fee waiver code.
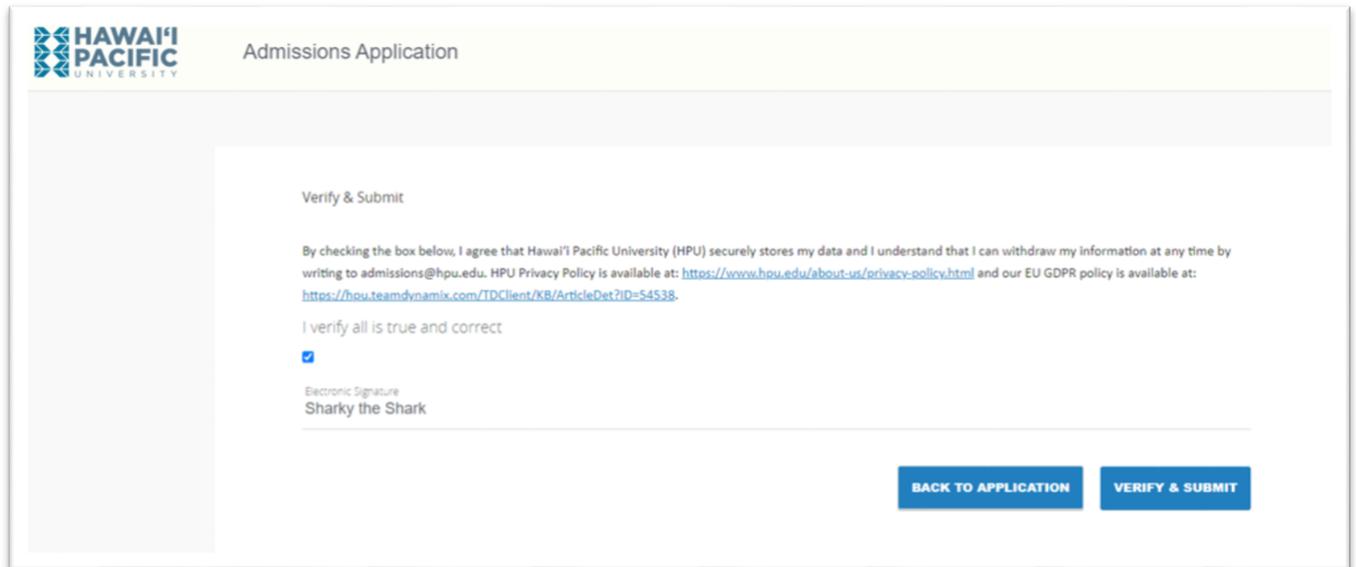
IV. REVIEW AND SUBMIT YOUR APPLICATION

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.

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