

# *Hawai'i Pacific University*

**APPLICATION FOR GRADUATE ADMISSIONS**



[www.hpu.edu/gradapp](http://www.hpu.edu/gradapp)



**CENTER FOR GRADUATE AND ADULT SERVICES**  
**GRADUATE PROGRAMS**

Master of Business Administration (MBA)

- 12-Month MBA
- Flex MBA
- Professional Certificate in Insurance

Master of Arts in Communication (MA/COM)

- Certificate in Mediation

Master of Arts in Diplomacy and Military Studies (MA/DMS)

- Certificate in National Security & Strategic Studies

Master of Arts in Global Leadership and Sustainable Development (MA/GLSD)

- Professional Certificate in International Management
- Professional Certificate in Global Leadership and Sustainable Development
- Professional Certificate in Environmental Policy

Master of Arts in Human Resource Management (MA/HRM)

- Professional Certificate in Human Resource Management

Master of Arts in Organizational Change (MA/OC)

- Professional Certificate in Organizational Change and Development
- Professional Certificate in National Community Change and Development
- Professional Certificate in Consulting
- Professional Certificate in International Disaster and Emergency Management

Master of Arts in Teaching English as a Second Language (MA/TESL)

- Professional Certificate in Teaching English as a Second Language

Master of Education in Secondary Education (M. Ed.)

- Professional Certificate in Secondary Education

Master of Science in Information Systems (MSIS)

- Professional Certificate in Decision Science
- Professional Certificate in Electronic Commerce
- Professional Certificate in Information Systems
- Professional Certificate in Knowledge Management
- Professional Certificate in Software Engineering
- Professional Certificate in Telecommunications Security

Master of Science in Nursing (MSN)

- RN to MSN Pathway
- Post-Master's Family Nurse Practitioner Certificate
- Nurse Educator Certificate

Master of Science in Marine Science (MS/MS)

Master of Social Work (MSW)



Dear Applicant:

Thank you for your interest in Hawai'i Pacific University and requesting an application for graduate study. This packet contains valuable information to assist you in completing your application for admission.

In order to ensure that your application is processed quickly, we encourage you to submit all documents together with your application. This includes test scores (if applicable), letters of recommendation, financial sponsorship forms (if applicable), and essays. Official transcripts must be sent directly to HPU's Graduate Admissions Office by your college or university. Once submitted to the University, all application documents become the property of Hawai'i Pacific University.

Graduate application forms may be downloaded from our Web site at [www.hpu.edu/grad](http://www.hpu.edu/grad). You may also apply online at [www.hpu.edu/grad](http://www.hpu.edu/grad).

Please use this application only if you are applying to our graduate or certificate programs. This application should not be used if you are applying to our Executive MBA program or as a nondegree-seeking student. Please contact the Graduate Admissions Office for details on the nondegree application process.

Applications are reviewed on a rolling basis, but applicants are encouraged to submit all application documents early to ensure adequate time for evaluation and correspondence. Please follow the published priority deadlines for applicants wishing to be considered for financial aid. The admissions committee will review your complete application when all documents have been received. Admissions decisions are generally made within one or two weeks. Information on financial aid, graduate scholarships, and graduate assistantships may be requested at any time; however, awards are made only to students who have been accepted into a graduate program. If you have any questions during the application process, please feel free to contact us.

We appreciate your interest and look forward to welcoming you on campus.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Stenstrud', written over a horizontal line.

Scott Stenstrud  
Vice President, Enrollment Management

## APPLICATION GUIDELINES

- Hawai'i Pacific University operates on a rolling admissions basis, so early application is encouraged.
- Admissions decisions are made once all documents have been received. Notification letters are generally mailed immediately after a decision is made.
- Applicants who have been admitted will receive additional registration information following the initial acceptance letter.
- The Admissions Committee may offer conditional admission to applicants under very specific circumstances. Please consult with the Graduate Admissions Office for details.
- Transfer credit will be evaluated during the application process.
- All application materials submitted become the property of Hawai'i Pacific University and cannot be returned, reproduced, or forwarded.
- Applicants to Hawai'i Pacific University Graduate Certificate programs must complete pages 15 and 16.
- Please follow the published priority deadlines for applicants wishing to be considered for financial aid.

**To submit your application visit:**  
**[www.hpu.edu/gradapp](http://www.hpu.edu/gradapp)**



### APPLICATION INSTRUCTIONS

- Complete the graduate application. Please be sure to complete each section.
- Forward an application fee of \$50.00 payable to Hawai'i Pacific University. Payment must be made by check, credit card, money order, or bank draft in U.S. dollars. This fee is nonrefundable.
- Submit official transcripts showing successful completion of all undergraduate degrees and other completed postsecondary work.
- Submit two letters of recommendation. Recommendation forms provided with the application packet may also be used.
- Applicants to Hawai'i Pacific University's MBA or 12-month MBA program should have their Graduate Management Admission Test (GMAT) scores sent directly to the Graduate Admissions Office.
- Applicants to Hawai'i Pacific University's Master of Education or Professional Certificate in Secondary Education should have their PRAXIS 1 (Pre-Professional Skills Test) scores sent directly to the Graduate Admissions Office.
- Applicants to Hawai'i Pacific University's Master of Science in Marine Science should have their GRE scores sent directly to the Graduate Admissions Office.

### ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

- Mail certified copies or have official copies of transcripts sent directly from your postsecondary school or testing authority, including an English translation.
- Submit a completed and signed Hawai'i Pacific University Statement of Financial Sponsorship Form (supplemental form).
- Submit an original or certified copy of a bank statement or letter showing that you, your sponsor, or guardian(s) have an account which provides sufficient funds to cover one year of study at Hawai'i Pacific University. (This is a requirement of the U.S. Immigration and Customs Enforcement.)
- Though not required for admission in most programs, we strongly encourage international applicants to take the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE). Applicants who score at least 550 on the TOEFL (213 on the computer-based TOEFL) and five or above on the TWE will not be required to complete English Foundation Program (EFP) courses. TOEFL's Internet-based Testing (iBT) requires a score of 80 and a writing score of 25. International students may also submit an International English Language Testing System (IELTS) score of 6 and a written module score of 6.5.

Application Requirements by Program	Application and Fee								Other Requirements*
	Baccalaureate Degree	Academic Transcripts	Essay Questions	Letters of Recommendation	Work Experience	Interview	GMAT/GRE		
MBA-Full time	•	•	•	•	2			•	
12-Month MBA	•	•	•	•	2			•	12-month MBA applicants must also have completed a baccalaureate in business or satisfied all prerequisites.
Flex MBA	•	•	•	•	2			•	
Executive MBA program	•	•	•	•	2	3 yr			Applicants must complete the Executive MBA program application at <a href="http://www.hpu.edu/emba">www.hpu.edu/emba</a> .
Master of Education in Secondary Education	•	•	•	•	2			•	M.Ed. applicants must also have a 2.75 G.P.A. or higher and submit passing scores on the PRAXIS Pre-Professional Skills Test.
Professional Certificate in Secondary Education	•	•	•	•	2			•	Applicants must also have a 2.75 G.P.A. or higher and submit passing scores on the PRAXIS Pre-Professional Skills Test.
Master of Arts in Communication	•	•	•	•	2				
Master of Arts in Diplomacy and Military Studies	•	•	•	•	2				
Master of Arts in Global Leadership and Sustainable Development	•	•	•	•	2				
Master of Arts in Human Resource Management	•	•	•	•	2				
Master of Arts in Organizational Change	•	•	•	•	2				
Master of Arts in Teaching English as a Second Language	•	•	•	•	2				Non-native speakers of English may satisfy the English competency requirement by: 1. graduating from an American college/university; or 2. earning a minimum TOEFL or IELTS score as stated in the international requirements section; or 3. enrolling in another TESL program at Hawai'i Pacific University until such time as you attain the required TOEFL/TWE or IELTS score.
Master of Science in Information Systems	•	•	•	•	2				
Master of Science in Information Systems for Professionals	•	•	•	•	2	3 yr			MSISP applicants must have at least three years of professional work experience in an I.T. related field and have satisfied all prerequisites requirements.
Master of Science in Nursing	•	•	•	•	2	1 yr	•		MSN applicants must also have completed a baccalaureate nursing degree from a accredited school of nursing and earned a G.P.A. of 3.0 or higher. Those with less than a 3.0 G.P.A. may be considered for conditional admission.
RN to MSN Pathway	•	•	•	•	2	1yr	•		Applicants must be an RN prior to admission to the RN to MSN program.
Master of Social Work	•	•	•	•	2				MSW applicants may be required to interview. Applicants who have a BSW degree may be considered for advanced standing.
Master of Science in Marine Science	•	•	•	•	2			•	
Professional and Postgraduate Certificates	•								Applicants to HPU's graduate certificate programs should complete pages 19-20. Applicants to the Professional Certificate in Secondary Education are required to complete the regular graduate application.

\*Other requirements may apply



### GENERAL INFORMATION

U.S. Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### APPLYING AS A:

- U.S. Citizen
- U.S. Permanent Resident  
(Include copy of legal permanent resident documentation)
- International Student  
If you know your 10-digit SEVIS number, please enter it here:  
**N** \_\_\_\_\_

#### APPLY AS:

- Full time
- Part time

### CONCURRENT PROGRAM APPLICANT

Are you applying as a concurrent student?

- Yes
- No

Expected date of graduation from your undergrad program?: \_\_\_\_\_

Term Applying for: Year: \_\_\_\_\_

- Fall Semester (September-December)
- Winter Session (December-January)
- Spring Semester (January-May)
- First Summer Session (May-June)
- Second Summer Session (June-August)
- Third Summer Session (June-August)
- Fourth Summer Session (July-August)
- Military Campus Program Term \_\_\_\_\_

**Please note:** Applicants should review the academic schedule when selecting a term. See: [www.hpu.edu/schedule](http://www.hpu.edu/schedule)

### PROGRAM FOR WHICH YOU ARE APPLYING

- Master of Business Administration (MBA)—full time
- Flex MBA—part time
- 12-Month Master of Business Administration (MBA)
- Master of Arts in Communication (MA/COM)
- Master of Arts in Diplomacy and Military Studies (MA/DMS)
- Master of Arts in Global Leadership and Sustainable Development (MA/GLSD)
- Master of Arts in Human Resource Management (MA/HRM)
- Master of Arts in Organizational Change (MA/OC)
  - Campus Based Program
  - Online Program
- Master of Arts in Teaching English as a Second Language (MA/TESL)
- Master of Education in Secondary Education (M.Ed.)
- Master of Science in Information Systems (MSIS)
- Master of Science in Nursing (MSN)
  - Family Nurse Practitioner
  - Community Clinical Nurse Specialist
  - Community Clinical Nurse Specialist-Educator Option
  - RN to MSN Program
- Master of Social Work (MSW) *only starts in fall*
  - Advanced Standing (BSW Required)  
*available for summer IV start only*
- Master of Science in Marine Science (MS/MS)

Please Note: MSN applicants who are undecided about their concentration may leave that section blank.

### PERSONAL INFORMATION

LAST NAME (FAMILY NAME - AS IT APPEARS ON YOUR PASSPORT)

FIRST (GIVEN NAME)

MIDDLE

MAIDEN AND/OR ANY OTHER NAMES

**GENDER: FEMALE**  **MALE**  (OPTIONAL)

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic/Latino?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- |  |   |
|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native          | <input type="checkbox"/> Japanese                                   |
| <input type="checkbox"/> Asian Indian                            | <input type="checkbox"/> Korean                                     |
| <input type="checkbox"/> Black or African American               | <input type="checkbox"/> Laotian                                    |
| <input type="checkbox"/> Caucasian or White                      | <input type="checkbox"/> Micronesian (except Guamanian or Chamorro) |
| <input type="checkbox"/> Chinese                                 | <input type="checkbox"/> Other Asian                                |
| <input type="checkbox"/> Filipino                                | <input type="checkbox"/> Other Pacific Islander                     |
| <input type="checkbox"/> Guamanian or Chamorro                   | <input type="checkbox"/> Samoan                                     |
| <input type="checkbox"/> Hawaiian Native; Part or Mixed Hawaiian | <input type="checkbox"/> Thai                                       |
| <input type="checkbox"/> Hispanic                                | <input type="checkbox"/> Tongan                                     |
|  | <input type="checkbox"/> Vietnamese                                 |

STATE / COUNTRY OF BIRTH                      BIRTH DATE (MONTH/DAY/YEAR)

STATE / COUNTRY OF CITIZENSHIP

### PERMANENT ADDRESS

STREET AND NO.

CITY                      STATE                      ZIP/POSTAL CODE                      COUNTRY

TELEPHONE                      MOBILE (CELL)

E-MAIL

### CURRENT ADDRESS

STREET AND NO.

CITY                      STATE                      ZIP/POSTAL CODE                      COUNTRY

TELEPHONE                      FAX

VALID UNTIL (MONTH/DAY/YEAR)

E-MAIL

Applicants applying to the Professional or Postgraduate Certificate programs should complete pages 15-16.



# Hawai'i Pacific University

## APPLICATION FOR GRADUATE ADMISSIONS

### EDUCATIONAL INFORMATION

List chronologically (starting with the most recent) and submit official transcripts from every college, university, professional school, or other institution of higher education attended. If additional space is needed, attach a separate sheet to this application.

NAME OF INSTITUTION	LOCATION (CITY AND STATE OR COUNTRY)
ATTENDANCE DATES (FROM/TO)	DEGREE RECEIVED/EXPECTED AND DATE
NAME OF INSTITUTION	LOCATION (CITY AND STATE OR COUNTRY)
ATTENDANCE DATES (FROM/TO)	DEGREE RECEIVED/EXPECTED AND DATE
NAME OF INSTITUTION	LOCATION (CITY AND STATE OR COUNTRY)
ATTENDANCE DATES (FROM/TO)	DEGREE RECEIVED/EXPECTED AND DATE

GPA: List your overall Grade Point Average for the most recent undergraduate degree you earned or expect to earn: \_\_\_\_\_

### TRANSCRIPTS

You must request official transcripts from all colleges/universities attended, including summer sessions and any graduate study, showing proof of graduation, to be sent directly to HPU. Transcripts may be included with your application or sent to us directly by the institution.

### EXAMINATIONS

Applicants to the MBA or 12-Month MBA program should have their GMAT scores reported to Hawai'i Pacific University (code 4352). Applicants to the Master in Science in Marine Science are required to submit GRE scores. Test scores remain valid for five years. Applicants to other graduate programs at Hawai'i Pacific University, who have taken the GMAT, GRE, PRAXIS, Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), or International English Language Testing System (IELTS) should have the results sent to the Graduate Admissions Office.

**GMAT:** Yes  No

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/year month/year

Score: \_\_\_\_\_

To receive a free GMAT Bulletin of Information and registration form describing arrangements for taking the test visit the GMAT Web site at [www.gmac.com](http://www.gmac.com).

**GRE:** Yes  No

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/year month/year

Score: \_\_\_\_\_

**TOEFL/IELTS:** Yes  No

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/year month/year

Score: \_\_\_\_\_ TWE \_\_\_\_\_ (writing)

### PRAXIS

M.Ed. applicants and candidates for licensure are required to have PRAXIS 1 scores sent directly to Hawai'i Pacific University (PRAXIS 2 is not required for admission, but is required before certain course work).

PRAXIS 1 Pre-Professional Skills Test

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/year month/year

Score: \_\_\_\_\_

PRAXIS 2 (Content area test score)

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/year month/year

Score: \_\_\_\_\_ Content area: \_\_\_\_\_

### PROFESSIONAL EXPERIENCE, EMPLOYMENT, AND/OR RECORD OF EXPERIENCE

List your professional experience, including full-time and part-time employment. You may also attach an additional sheet or your résumé.

DATES (MONTH/YEAR)
EMPLOYER
TITLE
DATES (MONTH/YEAR)
EMPLOYER
TITLE
DATES (MONTH/YEAR)
EMPLOYER
TITLE

NUMBER OF YEARS OF FULL-TIME WORK

### COLLEGIATE AND COMMUNITY ACTIVITIES

List your professional organizations, extracurricular collegiate activities, and community activities in order of their importance to you. You may also attach an additional sheet or your résumé:

ACTIVITY	DATES	OFFICE HELD (IF ANY)

Please list honors, awards, or other recognition (academic, community, military, etc.) you have received:


Please list below the two individuals you have asked for recommendations (see attachments):

NAME	POSITION







### HOW DID YOU LEARN ABOUT HPU'S GRADUATE PROGRAMS?

- Faculty referral (name, university) \_\_\_\_\_
- GMAT Forum (location, date) \_\_\_\_\_
- Graduate fair (location, date) \_\_\_\_\_
- Poster display (location) \_\_\_\_\_
- Alumnus/a (please name) \_\_\_\_\_
- Family member attended HPU \_\_\_\_\_
- Colleague or employer (please name) \_\_\_\_\_
- Advertisement (please note magazine or newspaper) \_\_\_\_\_
- Radio (please note station) \_\_\_\_\_
- Correspondence from HPU \_\_\_\_\_
- Recruiter (name) \_\_\_\_\_
- Internet (site) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

### UNDERGRADUATE MAJOR

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting            | <input type="checkbox"/> Journalism                               |
| <input type="checkbox"/> Advertising           | <input type="checkbox"/> Liberal Arts                             |
| <input type="checkbox"/> Architecture          | <input type="checkbox"/> Marine Science                           |
| <input type="checkbox"/> Biology               | <input type="checkbox"/> Marketing                                |
| <input type="checkbox"/> Business              | <input type="checkbox"/> Mathematics                              |
| <input type="checkbox"/> Chemistry             | <input type="checkbox"/> Nursing                                  |
| <input type="checkbox"/> Communication         | <input type="checkbox"/> Political Science                        |
| <input type="checkbox"/> Computer Science      | <input type="checkbox"/> Pre-Law                                  |
| <input type="checkbox"/> Economics             | <input type="checkbox"/> Pre-Medical                              |
| <input type="checkbox"/> Education             | <input type="checkbox"/> Psychology                               |
| <input type="checkbox"/> Engineering           | <input type="checkbox"/> Science                                  |
| <input type="checkbox"/> Finance               | <input type="checkbox"/> Social Science                           |
| <input type="checkbox"/> Health Science        | <input type="checkbox"/> Social Work                              |
| <input type="checkbox"/> History               | <input type="checkbox"/> Teaching English as a<br>Second Language |
| <input type="checkbox"/> Humanities            | <input type="checkbox"/> Tourism/Travel Industry                  |
| <input type="checkbox"/> Human Resources       | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> International Studies |   |

### ADVANCED DEGREE WORK (IF APPLICABLE)

- |  |  |
|--|--|
| <input type="checkbox"/> D.D.S.          | <input type="checkbox"/> Ph.D.                         |
| <input type="checkbox"/> J.D.            | <input type="checkbox"/> Ed.D.                         |
| <input type="checkbox"/> Master's degree | <input type="checkbox"/> Some advanced work, no degree |
| <input type="checkbox"/> M.D.            | <input type="checkbox"/> Other _____                   |

### PROFESSIONAL BACKGROUND (IF APPLICABLE)

- Accounting
- Advertising
- Banking
- Consulting
- Education
- Engineering
- Film/TV/Entertainment
- Finance
- Government
- Health Care Management
- Human Resources
- Information Technology/Systems
- Insurance
- Journalism
- Law
- Management
- Marketing
- Nonprofit
- Nursing
- Physician/Medical
- Production
- Retail/Sales
- Tourism/Travel Industry
- Other \_\_\_\_\_

### WHAT OTHER GRADUATE SCHOOLS ARE YOU APPLYING TO? (FOR STATISTICAL PURPOSES ONLY)

---



---



---



---



### 2009-2010 ACADEMIC SCHEDULE/TUITION

Hawaii Pacific University provides a traditional semester system with 15-week fall and spring semesters. In addition, the University provides accelerated sessions throughout the year, including a winter term and four summer sessions of various lengths. Students may choose full-time or part-time status; year-round or fall and spring semesters; and day, evening, or weekend classes. International students are required by U.S. Immigration to be full-time students during the fall and spring semesters.

The academic year (nine months) refers to fall and spring semesters (September-May). Full-time status for a graduate student is 9 credits. However, graduate students are permitted to take 12 credits per semester. Tuition is determined on a per-credit basis.

<b>FALL SEMESTER 2009</b> Term Begins September 8 Term Ends December 20	<b>SUMMER II 2010</b> Term Begins June 7 Term Ends August 25
<b>WINTER TERM 2009</b> Term Begins December 21 Term Ends January 23, 2010	<b>SUMMER III 2010</b> Term Begins June 14 Term Ends July 30
<b>SPRING SEMESTER 2010</b> Term Begins January 25 Term Ends May 16	<b>SUMMER IV 2010</b> Term Begins July 6 Term Ends August 25
<b>SUMMER I 2010</b> Term Begins May 17 Term Ends July 2	<b>FALL SEMESTER 2010</b> Term Begins September 7, 2010 Term Ends December 19, 2010

### ENTRY TERMS

When selecting an entry term, Hawaii Pacific University offers rolling admissions and allows applicants to select the term they wish to start. However, certain programs require prerequisite classes or the completion of a foundation course in the first semester. Therefore, applicants should review the schedule below when selecting an entry term.

Program	Fall	Winter	Spring	Summer I	Summer II	Summer III	Summer IV
MBA	•	•	•	•	•	•	•
FLEX MBA	•	•	•	•	•	•	•
12-Month MBA	•						
RN-MSN	•		•		•		
MSIS	•	•	•	•	•	•	•
MA/COM	•		•		•		
MA/DMS	•		•	•	•	•	
MA/HRM	•	•	•	•	•	•	•
MA/GLSD	•	•	•	•	•	•	•
MA/OC	•	•	•	•	•	•	•
MATESL	•		•				
MSW	•						•
MSN	•		•				
M.Ed.	•		•	•			
MSMS	•		•				

### TUITION 2009-2010 ACADEMIC YEAR (NINE MONTHS, SEPTEMBER-MAY)

Program	Tuition per Credit
Graduate Programs	\$660
MBA	\$675
MSMS	\$930
RN TO MSN PATHWAY	\$660

### TUITION AND EXPENSES

Total costs for the 2009-2010 academic year (fall and spring) are estimated at:

Full-time tuition (9 credits per semester)	\$11,880
Housing expense (Off-Campus)	\$11,000
Health Insurance	\$935
Books, Supplies, Technology fee and Transportation	\$1,885
<b>Total</b>	<b>\$25,700</b>

\*Note: The 2009-2010 academic year for students enrolled in the 12-month MBA program includes fall, spring, summer and winter terms (visit [www.hpu.edu/mba](http://www.hpu.edu/mba) for more information).

### PREREQUISITE TUITION - UNDERGRADUATE COURSES ONLY

1-6 Credits = \$300 per credit  
7-11 Credits = based on student's graduate program

\*Note: Students combining graduate and prerequisite classes will be charged tuition based on the total number of credits taken.

Your expenses may vary depending on lifestyle, tastes, and other variables. Relocation costs, transportation, and other similar expenses are not included in the estimate. These expenses should be taken into account when you establish your personal budget because financial aid may not cover all of them.

Financial Assistance for U.S. Citizens and Permanent Residents Federal student loans are available for U.S. citizens, and permanent residents. Need-based (subsidized Stafford and nonneed-based, unsubsidized Stafford) loans are the main source for funding. For further information please visit [www.hpu.edu/financialaid](http://www.hpu.edu/financialaid).

Scholarships, Assistantships, and Student Employment Hawaii Pacific University offers several institutional scholarships and assistantships to U.S. citizens, permanent residents, and international applicants. Qualified applicants with demonstrated financial need may apply. Please visit [www.hpu.edu/scholarship](http://www.hpu.edu/scholarship) for deadlines and an application.

A limited number of campus jobs are available. Interested students may contact the Career Services Center upon arrival for information on job openings.



### STATEMENT OF FINANCIAL SPONSORSHIP (INTERNATIONAL STUDENTS ONLY)

U.S. immigration law requires you to certify that you have sufficient funds available for your academic and living expenses. \$25,700 is the estimated minimum amount needed for a nine-month academic year based on 2009-2010 school year expenses (applicants to the 12-month MBA program are required to show at least \$47,350 available for academic and living expenses):

Tuition	\$ 11,880.00
Living Expenses	\$ 11,000.00
College-related Expenses	<u>\$ 2,820.00</u>
Total	\$ 25,700.00 (USD)

#### FAMILY EXPENSES

If you are married and plan to bring your spouse and/or children, you must also certify at least \$5,000 for your spouse or first dependent and \$2,000 per year for each additional child. In addition, health insurance for international students is required and strongly recommended for dependents.

#### DEPENDENTS

Please list full names, birth country, and birth date for family members to be included on the I-20 Form.

<b>SPOUSE:</b> NAME AS IT APPEARS ON PASSPORT	BIRTH	BIRTH	
	COUNTRY	DATE	

<b>CHILD:</b> NAME AS IT APPEARS ON PASSPORT	BIRTH	BIRTH	
<input type="checkbox"/> Male <input type="checkbox"/> Female	COUNTRY	DATE	

<b>CHILD:</b> NAME AS IT APPEARS ON PASSPORT	BIRTH	BIRTH	
<input type="checkbox"/> Male <input type="checkbox"/> Female	COUNTRY	DATE	

<b>CHILD:</b> NAME AS IT APPEARS ON PASSPORT	BIRTH	BIRTH	
<input type="checkbox"/> Male <input type="checkbox"/> Female	COUNTRY	DATE	

Please return your completed form to:

**ieconline GmbH**  
 Marienstrasse 19/20, D-10117 Berlin  
 Tel. +49 (0)30-20458687  
 www.ieconline.de

#### NAME OF STUDENT

LAST/FAMILY	FIRST	MIDDLE
-------------	-------	--------

I realize that I am required by U.S. immigration law to provide the University with adequate documentation indicating that I will have sufficient funds to cover my studies in the United States.

SIGNATURE OF STUDENT	DATE
----------------------	------

#### PLEASE COMPLETE SECTIONS 1 AND 2 BELOW

##### 1. Sponsor's Statement:

I am aware of the costs of an education at Hawai'i Pacific University and I assume financial responsibility for the above-named student's expenses.

SPONSOR'S SIGNATURE	DATE
---------------------	------

SPONSOR'S NAME

RELATIONSHIP TO APPLICANT (FATHER, MOTHER, GUARDIAN, UNCLE, AUNT, ETC.)

SPONSOR'S ADDRESS STREET AND NO.

CITY	STATE	ZIP/POSTAL CODE	COUNTRY
------	-------	-----------------	---------

PHONE FAX

##### 2. Financial Support Document(s): (You must provide at least one of the following documents showing a total of at least \$25,700 USD)

A. Submit a Scholarship Letter (government, company, private) or your own Bank Statement or your sponsor's Bank Statement showing \$25,700 USD.

or B. Submit an original letter from your bank stating that you or your sponsor has sufficient funds to support your education at HPU.

or C. Bank Official's Statement:

To the best of our knowledge the above-named sponsor has sufficient funding and assets to support the above-named student to attend Hawai'i Pacific University. (This statement in no way obligates the bank nor its officials to any financial liability.)

BANK OFFICIAL'S SIGNATURE

BANK OFFICIAL'S NAME

BANK OFFICIAL'S TITLE

NAME OF BANK

PHONE



(Bank seal or stamp)

Note: This and other supporting documents may be sent under separate cover.



### CONFIDENTIAL RECOMMENDATION FORM

#### TO THE APPLICANT

Complete the section below and provide your reference with a stamped self-addressed envelope.

APPLICANT'S LAST NAME                      FIRST NAME                      INITIAL

SOCIAL SECURITY NUMBER

HPU PROGRAM TO WHICH YOU ARE APPLYING

Applying for:  Fall \_\_\_\_\_  Summer \_\_\_\_\_  
 Spring \_\_\_\_\_  Winter \_\_\_\_\_  
 Military Campus Program Term \_\_\_\_\_

Materials in student files, such as recommendation forms, are open to inspection by the student upon request, unless the student has waived the right of access in advance. Please indicate your wish by completing and signing the statement below. Your right to review this form is considered waived if you do not check a response below.

(Check one)

- I DO waive access to this recommendation.
- I DO NOT waive access to this recommendation.

APPLICANT'S SIGNATURE

DATE

#### TO THE RECOMMENDER

The above-named applicant is applying for admission to Hawai'i Pacific University. Your insight into this applicant's talent and abilities will be important in determining his/her entrance. This form should be returned in the envelope provided; please seal it and sign it across the seal. *We are aware of the time and care necessary to prepare this evaluation and gratefully acknowledge your assistance.*

NAME OF INDIVIDUAL COMPLETING THIS FORM

POSITION/TITLE

ORGANIZATION/INSTITUTION

ADDRESS

STREET AND NO.

CITY

STATE

ZIP/POSTAL CODE

COUNTRY

PHONE NUMBER

Please compare the applicant with others you have known during your professional career. For each of the categories below, check the appropriate box.

	Excellent	Above Average	Average	Below Average	Inadequate Opportunity to Observe
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### OVERALL IMPRESSION OF CANDIDATE

- Enthusiastically recommended
- Recommended
- Recommend with some reservations
- Do not recommend

Please return your completed form to:

**iec online GmbH**  
 Marienstrasse 19/20, D-10117 Berlin  
 Tel. +49 (0)30-20458687  
 www.ieconline.de













**OFFICE USE ONLY**



### GRADUATE CERTIFICATE APPLICATION

Applicants to Hawai'i Pacific University's graduate certificate programs are required to submit official copies of university/college degree work. Letters of recommendation are not required for graduate certificate applicants.

#### GENERAL INFORMATION

U.S. Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLYING AS A:

- U.S. Citizen
  - U.S. Permanent Resident  
(Include copy of legal permanent resident documentation)
  - International Student
- If you know your 10-digit SEVIS number, please enter it here:

**N** \_\_\_\_\_

APPLY AS A:

- Full time       Part time

Term Applying for: Year: \_\_\_\_\_

- Fall Semester (September-December)
- Winter Session (December-January)
- Spring Semester (January-May)
- First Summer Session (May-June)
- Second Summer Session (June-August)
- Third Summer Session (June-August)
- Fourth Summer Session (July-August)
- Military Campus Program Term \_\_\_\_\_

#### CERTIFICATE FOR WHICH YOU ARE APPLYING

- Professional Certificate in Consulting
- Professional Certificate in Decision Science
- Professional Certificate in Electronic Commerce
- Professional Certificate in Environmental Policy
- Professional Certificate in Global Leadership and Sustainable Development
- Professional Certificate in Human Resource Management
  - Online Program       Campus-based Program
- Professional Certificate in Information Systems
- Professional Certificate in Insurance
- Professional Certificate in International Disaster and Emergency Management
- Professional Certificate in International Management
- Professional Certificate in Knowledge Management
  - Online Program       Campus-based Program
- Professional Certificate in Mediation
- Professional Certificate in National Community Change and Development
  - Online Program       Campus-based Program
- Professional Certificate in National Security and Strategic Studies
- Professional Certificate in Organizational Change and Development
  - Online Program       Campus-based Program
- Professional Certificate in Secondary Education
- Professional Certificate in Software Engineering
- Professional Certificate in Teaching English as a Second Language
- Professional Certificate in Telecommunications Security
- Post-Master's Family Nurse Practitioner Certificate
- Nurse Educator Certificate
- Other \_\_\_\_\_

#### PERSONAL INFORMATION

LAST NAME (FAMILY NAME - AS IT APPEARS ON YOUR PASSPORT)

\_\_\_\_\_  
FIRST (GIVEN NAME)

\_\_\_\_\_  
MIDDLE

\_\_\_\_\_  
MAIDEN AND/OR ANY OTHER NAMES

GENDER: FEMALE     MALE     (OPTIONAL)

\_\_\_\_\_  
STATE / COUNTRY OF BIRTH      BIRTH DATE (MONTH/DAY/YEAR)

\_\_\_\_\_  
STATE / COUNTRY OF CITIZENSHIP

#### PERMANENT ADDRESS

\_\_\_\_\_  
STREET AND NO.

\_\_\_\_\_  
CITY      STATE      ZIP/POSTAL CODE      COUNTRY

\_\_\_\_\_  
TELEPHONE      FAX

\_\_\_\_\_  
E-MAIL

#### CURRENT ADDRESS

\_\_\_\_\_  
STREET AND NO.

\_\_\_\_\_  
CITY      STATE      ZIP/POSTAL CODE      COUNTRY

\_\_\_\_\_  
TELEPHONE      FAX

\_\_\_\_\_  
VALID UNTIL (MONTH/DAY/YEAR)

\_\_\_\_\_  
E-MAIL

#### EDUCATIONAL INFORMATION

List chronologically (starting with the most recent) and submit official transcripts from every college, university, professional school, or other institution of higher education attended. If additional space is needed, attach a separate sheet to this application.

\_\_\_\_\_  
NAME OF INSTITUTION      LOCATION (CITY AND STATE OR COUNTRY)

\_\_\_\_\_  
ATTENDANCE DATES (FROM/TO)      DEGREE RECEIVED/EXPECTED AND DATE

\_\_\_\_\_  
NAME OF INSTITUTION      LOCATION (CITY AND STATE OR COUNTRY)

\_\_\_\_\_  
ATTENDANCE DATES (FROM/TO)      DEGREE RECEIVED/EXPECTED AND DATE

\_\_\_\_\_  
NAME OF INSTITUTION      LOCATION (CITY AND STATE OR COUNTRY)

\_\_\_\_\_  
ATTENDANCE DATES (FROM/TO)      DEGREE RECEIVED/EXPECTED AND DATE



# Hawai'i Pacific University

## APPLICATION FOR GRADUATE ADMISSIONS

GPA: List your overall grade point average for the most recent undergraduate degree you earned or expect to earn: \_\_\_\_\_

### TRANSCRIPTS

You must request official transcripts from all colleges/universities attended, including summer sessions and any graduate study, showing proof of graduation, to be sent directly to HPU. Transcripts may be included with your application or sent to us directly by the institution. You should not, however, delay initial submission of your application.

### INTERNATIONAL APPLICANTS

International applicants who have taken the GMAT, GRE, Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), or International English Language Testing System (IELTS) should have the results sent to the Graduate Admissions Office. International applicants should also complete and submit the Statement of Financial Sponsorship form on page nine of the Graduate Application.

### TOEFL/IELTS

Yes  No

Year taken: \_\_\_\_\_ Scheduled for: \_\_\_\_\_  
month/day/year month/year

Score: \_\_\_\_\_ TWE \_\_\_\_\_ (writing)

### PROFESSIONAL EXPERIENCE, EMPLOYMENT, AND/OR RECORD OF EXPERIENCE

List your professional experience, including full-time and part-time employment. You may also attach an additional sheet or your résumé.

\_\_\_\_\_  
DATES (MONTH/YEAR)

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
DUTIES/TITLE

\_\_\_\_\_  
DATES (MONTH/YEAR)

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
DUTIES/TITLE

\_\_\_\_\_  
DATES (MONTH/YEAR)

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
DUTIES/TITLE

\_\_\_\_\_  
NUMBER OF YEARS OF FULL-TIME WORK

### LEGAL NOTICE

The Application for Graduate Admission contains the forms and information necessary to apply to Hawai'i Pacific University. All supporting documents, except letters of recommendation, are confidential in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

### SECURITY STATEMENT

Hawai'i Pacific University is committed to assisting all members of the HPU community in providing for their safety and security. The annual security compliance document is available on the HPU Web site at <http://www.hpu.edu/security>.

The Web site contains information regarding campus security and personal safety including topics such as: crime prevention, crime reporting policies, student conduct code, and the drug and alcohol policy. The Web site also provides crime statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by HPU; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and a paper copy may be obtained from:

Hawai'i Pacific University  
Administrative Support Operations  
1166 Fort Street Mall, Suite 204  
Honolulu, HI 96813-2785

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic/Latino?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- |  |   |
|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native          | <input type="checkbox"/> Korean                                     |
| <input type="checkbox"/> Asian Indian                            | <input type="checkbox"/> Laotian                                    |
| <input type="checkbox"/> Black or African American               | <input type="checkbox"/> Micronesian (except Guamanian or Chamorro) |
| <input type="checkbox"/> Caucasian or White                      | <input type="checkbox"/> Other Asian                                |
| <input type="checkbox"/> Chinese                                 | <input type="checkbox"/> Other Pacific Islander                     |
| <input type="checkbox"/> Filipino                                | <input type="checkbox"/> Samoan                                     |
| <input type="checkbox"/> Guamanian or Chamorro                   | <input type="checkbox"/> Thai                                       |
| <input type="checkbox"/> Hawaiian Native; Part or Mixed Hawaiian | <input type="checkbox"/> Tongan                                     |
| <input type="checkbox"/> Hispanic                                | <input type="checkbox"/> Vietnamese                                 |
| <input type="checkbox"/> Japanese                                |   |

### EQUAL OPPORTUNITY

Hawai'i Pacific University does not discriminate on the basis of race, color, national origin, sex, handicap (or disability), or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, treatment, and employment in the University's programs and activities.

All of the information given in this application is complete and correct, to the best of my knowledge. If admitted, I agree to observe and conform to all rules and regulations applying to students of Hawai'i Pacific University.

I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance, and/or termination of enrollment. I understand and agree that all submitted application materials are the property of Hawai'i Pacific University and will not be returned and that the application fee is not refundable.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*Hawai'i Pacific University*  
APPLICATION FOR GRADUATE ADMISSIONS



[www.hpu.edu/gradapp](http://www.hpu.edu/gradapp)

# Hawai'i Pacific University

## APPLICATION FOR GRADUATE ADMISSIONS

---

### ON CAMPUS SEMINARS AND GLOBAL RECRUITING EVENTS

Members of the Graduate Admissions staff host free informational seminars on Hawai'i Pacific University's graduate programs throughout the year. Seminars are generally held in the Center for Graduate and Adult Services located at 1164 Bishop Street, Suite 911, Honolulu, Hawai'i. You can find more information on any of these events on our Web site at [www.hpu.edu/gradevents](http://www.hpu.edu/gradevents).

HPU Graduate Admissions representatives also visit universities, college campuses, and major cities throughout the world. Prospective students are encouraged to schedule individual appointments with Graduate Admissions staff while they are in your city. Interview appointments may be scheduled online and generally last 30 minutes. A complete schedule of events with contact information for the representative in your area is available online at [www.hpu.edu/gradevents](http://www.hpu.edu/gradevents).

### PERSONAL GRADUATE WEB PAGE

Another way you can gather information on HPU graduate school and your graduate program of choice is by signing up for your personalized Graduate Web Page. This is a great tool to learn more about our graduate programs, financial aid, scholarships, important dates, and more. Your personal Web page will also give you access to online chats, student blogs, Facebook groups and other emerging modes of communications. You can sign up for your personal Graduate Web Page by visiting [www.hpu.edu/grad](http://www.hpu.edu/grad) and clicking on the "Send me more information" panel.



**HAWAII PACIFIC UNIVERSITY • CENTER FOR GRADUATE AND ADULT SERVICES**

1164 Bishop Street, Suite 911 • Honolulu, Hawai'i 96813-2882

Telephone: (808) 543-8034 • Toll free: 1-866-GRAD-HPU

Fax: (808) 544-0280 • E-mail: [graduate@hpu.edu](mailto:graduate@hpu.edu) • Web site: [www.hpu.edu/grad](http://www.hpu.edu/grad)

