

Hawai'i Pacific University

STUDY ABROAD HAWAI'I Program for Short-Term Study

Dear Student,

Thank you for applying to the Study Abroad at Hawai'i Pacific University (HPU) Program. To ensure your application is complete, please use the list below and check off the items required.

Application Checklist

- \$50.00 Application Fee
- \$200.00 Study Abroad Pre-registration Deposit (*non-refundable*)
- Completed Study Abroad Application Form
- Official Academic Transcripts (**officially certified, in English**)*
- Proof of Financial Sponsorship (**original**)
- Copy of Passport
- Proof of English Proficiency (*original or officially certified test results*) www.hpu.edu/englishtest
- Course Selection (*highly recommended to send along with the application; however, this may be submitted later*)

Additional Documents (these items will be needed as well; however, they may be submitted later):

- Proof of Health Insurance (*must meet HPU requirements*) www.hpu.edu/healthinsurance
- Measles, Mumps, Rubella (MMR) verification for 2 doses each (Hawai'i State Law)

*Official high school transcripts must be an original document issued by the school or an officially certified copy provided by the school (stamp and signature must be certified in blue or red ink). Official university transcripts must be an original document issued by the university only, and may not contain any notes/stamps other than those of the issuing institution. These original transcripts must be mailed. Faxed or scanned versions, as well as uncertified copies, **are not acceptable**.

Transcripts issued in another language must include an English version prepared by the school or a certified translator.

• **Academic Information** (please type or print clearly):



Year applying for: _____

Study Abroad term(s) applying for (please choose your term, maximum two (2) semesters):

- | | |
|--|--|
| <input type="checkbox"/> Fall Semester (September – December) | <input type="checkbox"/> Summer Session I (May – June) |
| <input type="checkbox"/> Spring Semester (January – May) | <input type="checkbox"/> Summer Session II (June – August) |
| Note: Exact dates are available at www.hpu.edu/schedule | <input type="checkbox"/> Summer Session IV (July – August) |
| | <input type="checkbox"/> Entire Summer (May – August) |

How many terms will you study at HPU? _____ (please make sure that you have checked all terms above)

Level of Studies:

- Undergraduate (bachelor's degree level) Graduate (master's degree level)*
- * You **MUST** have a bachelor's degree or equivalent to be able to take courses at the Graduate level.

• **Academic Background**



Name of university you are currently enrolled in or high school you have graduated from:

University Students – if you are currently attending a university, you MUST complete this whole section**

Name of program you are currently enrolled in at your university: _____

Length of program (Years): _____ Years completed: _____

Please list any courses in which you are currently enrolled that **do not appear** on your university transcript:

** Note: Without this information, no course registration is possible.

English Requirements

As an international student, you are required to show written proof of your English proficiency by submitting test results. HPU accepts a variety of English language tests that are listed at www.hpu.edu/englishtest. Please note that test scores expire after two years.

- I have not taken an English proficiency test.
- I am planning on taking an English proficiency test in _____ / _____ (month/year).
- I have taken an English proficiency test.

Name of test: _____ Score: _____ Year taken: _____

Short-term study abroad students whose essay results are below the required HPU English proficiency standard **must enroll** in one English writing course at HPU.

Statement of Financial Sponsorship (Valid May 2010 - April 2011)

U.S. Immigration Law requires you to certify that you have sufficient funds available for your academic and living expenses. Below are the **estimated** minimum funds, based upon the 2010-2011 school year expenses. The total amount of your costs depends on the number of terms you plan to study at HPU.

| | <input type="checkbox"/> Fall or Spring Semester | <input type="checkbox"/> Fall and Spring Semester | <input type="checkbox"/> Entire Summer** | <input type="checkbox"/> One Summer Term* |
|-----------------------------|---|--|--|---|
| Tuition (Most Majors) | \$ 7,860 | \$ 15,720 | \$ 3,960 | \$ 1,980 |
| Housing and Living Expenses | \$ 5,824 | \$ 11,648 | \$ 5,800 | \$ 2,900 |
| College Related Expenses*** | \$ 1,546 | \$ 3,092 | \$ 1,198 | \$ 553 |
| TOTAL | \$ 15,230 | \$30,460 | \$ 10,958 | \$ 5,433 |

*Costs for summer terms are determined on an individual basis by number of courses and terms. This is an estimate for an individual taking two undergraduate classes (6 credits) during one summer term (7 1/2 weeks).

**This is an estimate for an individual taking four undergraduate classes (12 credits) during the entire summer (13 weeks).

***Books, health insurance, etc.

• Applicants must complete all sections below:

Name of Student: _____
Last/Family First/Given Middle

I understand 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 sponsored student's expenses.

Sponsor's Signature _____ Date _____
 Sponsor's Name _____ Relationship to Student _____
 Sponsor's Address _____ Telephone _____
 _____ Fax _____

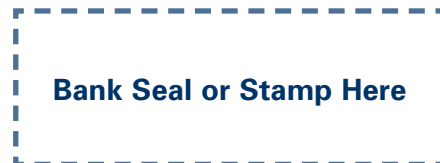
2. Financial Support Documentation

You must provide **at least one of the following**, showing the total estimated expenses of your study time - **must be original documents.**

- A. Submit a scholarship letter (government, private, company), or your own original bank statement, or your sponsor's original bank statement showing sufficient funds for your studies.
- or** B. Submit a 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 income and assets to support the sponsored 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 _____ Date _____
 Name of Bank _____
 Phone Number _____



HPU Course Selection – (can be submitted at a later time) www.hpu.edu/courses

As an international student, you are required by U.S. regulations to be enrolled full time. For fall and spring semesters, undergraduate students must enroll in a minimum of four courses (12 credits) and graduate students in at least three graduate courses (9 credits). Be sure to consider how many credits your school will require you to take for full-time status. **(Note: Only one course may be online)**

Below are some other criteria pertaining to the level of courses you may enroll in:

- Students who have completed high school only, may select HPU courses with numbers 1000 to 2500 (for example: MGMT 1000). Students **MUST** enroll in WRI 1100 and may choose four additional courses.
- Current university students who have completed at least two semesters of studies, may select four to five undergraduate courses with numbers 1000 to 4500.
- Students who have already completed a bachelor's degree may select courses with numbers 5000 and higher.

*Note: Depending on your written English test score, you may be required to take WRI 1100 as one of your courses.

HPU course schedules are available at www.hpu.edu/courses and they are posted approximately four to five months prior to the start of each semester/term. All courses have brief descriptions, number of credits, as well as prerequisites listed online. You cannot take a course unless all prerequisites have been met.

Note: Consider your selections carefully as changes will only be permitted upon arrival in consultation with an academic advisor.

Example:

HPU Course number: MKTG 3100

Course name: Consumer Behavior

Course #1

HPU Course number: _____

Course name: _____

Course #2

HPU Course number: _____

Course name: _____

Course #3

HPU Course number: _____

Course name: _____

Course #4

HPU Course number: _____

Course name: _____

Course #5

HPU Course number: _____

Course name: _____

Alternative courses (it's **MANDATORY** to choose at least two (2) alternative courses):

Alternate Course #1

HPU Course number: _____

Course name: _____

Alternate Course #2

HPU Course number: _____

Course name: _____

Alternate Course #3

HPU Course number: _____

Course name: _____

Alternate Course #4

HPU Course number: _____

Course name: _____

TIMELINE – What happens after you submit your application?

• STEP 1 – Acceptance

- As soon as HPU receives your application, it will be processed by the Office of International Admissions. Within a few days, you will receive an e-mail that the application has arrived as well as further instructions.
- After another week, HPU will inform you about your admissions status via e-mail. If you are accepted into the Study Abroad Program, HPU will mail you an official acceptance letter along with a comprehensive information packet two to three weeks after the acceptance e-mail notification. You will also get access to the HPU Intranet (called Pipeline) once you are accepted.

• STEP 2 – I-20 Form and VISA <www.hpu.edu/visa> and Visa

- Once you have submitted the required financial documents, Hawai'i Pacific University will issue the I-20 form (required by the U.S. Consulate in your country to apply for the F-1 student visa) and mail it to you.
- After you have received the I-20 form, you must first **pay a SEVIS fee** before scheduling an appointment with your local U.S. embassy for your visa interview. Information about this process may be found at www.hpu.edu/visa
- Depending on the embassy, it might take up to several weeks to receive your F-1 student visa.

• STEP 3 – Course Selection and Registration <www.hpu.edu/courses>

- As soon as the HPU course schedule is available online (www.hpu.edu/courses), you may select courses and submit your list to your admissions coordinator, if you have not already done so.
- An HPU advisor will review your course selection to ensure that the selected courses meet your needs and interests.
- HPU will also look at your high school or university transcripts to determine if you have the appropriate background knowledge for the HPU classes you have chosen and that all prerequisites have been met.
- If no further information is needed, you will be registered and contacted via e-mail to inform you about your course registration.

• STEP 4 – Pre-departure <www.hpu.edu/depart>

- To prepare you for your education abroad, you will find helpful information on the HPU Web site (www.hpu.edu/depart), in your acceptance packet, as well as on HPU's Intranet (Pipeline).
- Carefully read through the resources which contain helpful information on housing, airport pickup, health care, etc. to ensure a smooth transition to HPU.
- Contact your admissions coordinator or country representative if any questions arise.

• STEP 5 – Arrival <www.hpu.edu/arrive>

- Welcome to Hawai'i! After you arrive in Honolulu, the International Center staff will help you every step of the way.
- We offer comprehensive services, including airport pickup (must be prearranged), various check-in sessions, orientation activities, and much more.

During the entire process, you will receive monthly updates on your admissions status via e-mail, as well as helpful information preparing you for study and life in Hawai'i.

Please send your application to:

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



Hawai'i Pacific University

International Center

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