

# *Hawai'i Pacific*

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# UNIVERSITY



INTERNATIONAL STUDENT HANDBOOK





INTERNATIONAL  
STUDENT  
HANDBOOK

# HAWAI‘I PACIFIC UNIVERSITY

## *International Center*

1164 Bishop Street, Suite 1100  
Honolulu, Hawai‘i 96813-2882

Telephone: (808) 543-8088

Fax: (808) 543-8065

Toll Free (U.S. and Canada): 1-866-CALL HPU

Web site: [www.hpu.edu/international](http://www.hpu.edu/international)

E-mail: [international@hpu.edu](mailto:international@hpu.edu)

# TABLE OF CONTENTS

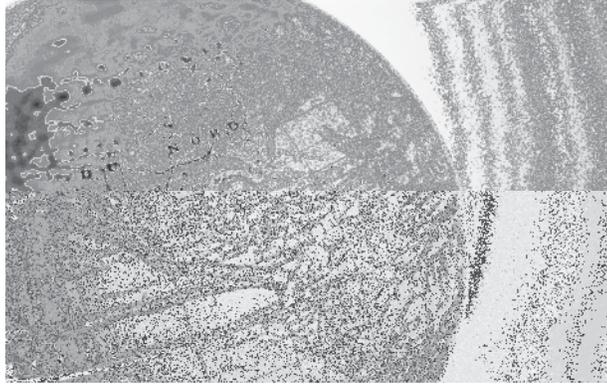
<b>Three Campuses, One University .....</b>	<b>2-3</b>
Hawai‘i’s Diverse ‘Ohana .....	2
Hawai‘i: The Aloha State .....	3
Best Weather In The World .....	3
<b>Adjusting to Life in the United States .....</b>	<b>4-9</b>
Culture Shock.....	4-5
United States Values .....	5-7
Honesty .....	6
Time .....	6
Competition .....	6
Dating .....	6
Sexual Harassment .....	7
How Do I Adjust? .....	7-8
Information for Spouses and Families.....	8
Personal Safety.....	9
<b>Living in Hawai‘i.....</b>	<b>10-21</b>
Banking and Finance.....	10
Banking .....	10
How to Open an Account.....	11
Special Cards for Quick Cash .....	11
International Bank Cards.....	11
Sending Money by Mail .....	11
Housing .....	12-14
Health Care and Health Insurance.....	12
Getting Treatment for Illness or Injury .....	12
Pharmacies and Drugstores .....	13
Personal Counseling.....	13
AIDS .....	14
Sex Abuse.....	14
Housing .....	15
Hawai‘i State Identification Card.....	15
Religion and Places of Worship.....	16
Shopping .....	17-18
General Information on Shopping.....	17
Warnings: Buyer Beware .....	18
Transportation, Automobiles, and Driving.....	19-20
The Bus .....	19
Taxi Service.....	19
Mopeds and Motorcycles .....	19
Bicycles .....	19
Cars .....	19
Driver’s License .....	20
Car Rental.....	20
Water Safety.....	21

<b>Immigration Regulations .....</b>	<b>22-29</b>
Legal Responsibilities of F-1 Students .....	22-23
Travel Documents .....	24
SEVIS: Student & Exchange Visitor Information System .....	24
SEVIS Visa Fee.....	24
Form I-20.....	24
Form DS-2019.....	25
Visa .....	25
Form I-94.....	25
I-20 Remaining Current.....	25
Traveling Internationally .....	26
Special Registration (NSEERS) .....	26
U.S. Visit.....	26
Permanent Residence .....	27
Immigration Agencies.....	28
Useful Immigration Web Sites.....	29
<b>Employment .....</b>	<b>30-32</b>
On Campus.....	30
Curricular Practical Training.....	30
Academic Training (J-1) .....	31
Optional Practical Training (F-1).....	31
Illegal Employment.....	32
H-1B Status .....	32
<b>Income Tax Regulations, Social Security Number, and State Identification.....</b>	<b>33-35</b>
U.S. Tax Rules .....	33
Tax Status.....	33
Tax Treaty Information .....	33
Federal Tax Returns .....	34
Filing Assistance .....	34
W-4 and W-2 Forms.....	34
State Tax Returns .....	34
Social Security Taxes.....	34
Social Security Number .....	35
<b>Community Resources .....</b>	<b>36-40</b>
Emergency Services .....	36
Other Vital Services .....	36
Information and Referral.....	37
Alcohol and Drug Abuse.....	37
Child Care Services.....	37
Health Services .....	37-38
Legal Issues.....	38-39
Mental Health and Counseling Services .....	39
Volunteering.....	39
Miscellaneous Services .....	39
Handicapped Services .....	40
Hospitals.....	40

<b>Returning Home After Graduation</b> .....	<b>41-42</b>
Self-Assessment .....	41
Reentry and Culture Shock .....	41
Career Goals and Expectations .....	41
Career Guidance.....	42
<b>Members of Consular Corps of Hawai'i</b> .....	<b>43-49</b>
<b>Comprehensive Nondiscrimination Notice</b> .....	<b>50</b>
<b>University Policies and Procedures</b> .....	<b>50</b>
<b>Maps of Hawai'i Pacific University</b> .....	<b>51-53</b>

## USEFUL TELEPHONE NUMBERS AT HPU

<b>OFFICE</b>	<b>PHONE</b>
Academic Administration .....	544-9328
Academic Advising and Personal Counseling .....	544-1198
Academic Computing Services .....	544-0258
Admissions.....	544-0238
Athletics .....	544-0221
Business Office .....	356-5272
Campus Bookstore (Downtown).....	544-0290
(Windward) .....	236-3543
Career Services Center.....	544-0230
Center for English Language Programs .....	544-0275
Center for Graduate Studies.....	543-8034
Chaplain .....	544-9394
Financial Aid.....	544-0253
Housing.....	236-3581
International Center.....	543-8088
International Student Services .....	356-5299
Learning Assistance Center .....	544-0256
Meader Library .....	544-0210
Registrar’s Office.....	544-0239
Student Life.....	544-0277
Travel Industry Management Program .....	544-0229
Tutoring and Testing Center .....	544-9334



## HPU INTERNATIONAL STUDENT SERVICES

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

Located in the International Center (1164 Bishop Street, Suite 1100), Hawai'i Pacific University's international student advisors are on hand to assist international students on issues relating to their nonimmigrant visa status. The advisors are available to answer questions pertaining to travel, program extensions, passport renewals, visa questions, and any questions pertaining to maintaining student status while in the United States.

This handbook is designed to providing international students with information on topics such as life in Hawai'i, adjusting to life in the United States, immigration information, employment information, and community resources. The information is intended to help international students successfully integrate into campus and community life.

## CLUBS AND STUDENT ORGANIZATIONS

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

Hawai'i Pacific University has a variety of clubs and organizations offering students an opportunity to involve themselves in campus activities. These groups are supported by the Office of Student Life and serve a wide range of social, academic, and community interests. Participation in campus clubs and organizations provides countless opportunities for social and academic interactions, as well as personal and professional growth.

Please contact the Student Life Office at (808) 544-0277 (1188 Fort Street Mall) for more information on club opportunities available at Hawai'i Pacific University.

### **Intercultural Day**

Every spring Hawai'i Pacific University celebrates its annual Intercultural Day. For more than two decades Intercultural Day has provided the HPU community a means of showcasing their unique cultures to the people of Hawai'i and around the globe. Throughout the day, students create interactive cultural exhibits displaying authentic artifacts, photos, attire, and crafts from their countries. In addition, an exciting element of this day is a "parade of nations" winding through downtown Honolulu. The parade is followed by an afternoon of exciting ethnic performances featuring traditional music and dances from around the world. This exciting campus-wide event allows students, staff, faculty, and the community to join in celebrating the diversity of HPU.



## THREE CAMPUSES, ONE UNIVERSITY

**S**erving students' needs as distinctive as their locations, the three campuses of Hawai'i Pacific University provides vast opportunities to experience scholarship as well as the wonders of Hawai'i in equal measure.

### *The Downtown Campus*

Take a walk through HPU's downtown campus to encounter the rich mix of languages, cultures, and people that make Honolulu, Hawai'i's capital city, a microcosm of the global community. The campus, set amidst the gleaming glass, bricks, steel, and palm trees of downtown Honolulu, offers state-of-the-art classrooms, a new psychology lab, a computer lab, and wireless Internet Access. The campus is easily accessible to Honolulu's public transportation and conveniently located near banks, restaurants, shops, and museums.

### *The Hawai'i Loa Campus*

Nestled in the lush, serene foothills of the Ko'olau Mountains, the HPU's residential Hawai'i Loa campus is just eight miles from the downtown campus. The Academic Center at the Hawai'i Loa Campus offers leading technology for biology, nursing, marine and environmental science, pre-med, and science-related study. A free shuttle links the downtown and Hawai'i Loa campuses.

### *The Oceanic Institute*

Located on the windward shores of O'ahu just steps from the Pacific Ocean, the Oceanic Institute is the gateway to the latest science and innovation in marine biology, marine aquaculture, biotechnology, and ocean resource management. Learning, internship, and research opportunities abound in the hands-on educational environment.

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## HAWAI'I'S DIVERSE 'OHANA

Studying and living in multicultural Hawai'i presents exciting challenges and opportunities to learn about a variety of cultures and lifestyles. Hawai'i's location in the Pacific has been the dominant force in its cultural history. Traders who crisscrossed the vast ocean arrived in the islands to unload cargo, trade, replenish supplies, or simply rest. The rich volcanic soil nourished sugar cane and pineapple crops, leading to the immigration of a number of ethnic groups, including the Chinese, Japanese, Portuguese, and Filipinos.

The Hawaiians are universally known for their loving and gentle ways, steeped in the tradition of respect for the 'ohana, or family, and for the land, or 'aina. The 'ohana of Hawai'i Pacific University, its family of faculty and staff, originate from a variety of places from around the world and are dedicated to nurturing a diverse student body that come from over 100 countries.



## HAWAI'I: THE ALOHA STATE

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Hawai'i, the 50<sup>th</sup> U.S. state, began as an independent kingdom. Originally settled by seafaring Polynesians, Hawai'i became a resting spot for sailing vessels trading with the East. The Hawaiian ethnicity, intermingled with whalers, missionaries, immigrant laborers, soldiers of fortune, and businessmen, has survived an interesting history, rich in tradition.

Honolulu, the capital of Hawai'i, is known as "The Gathering Place." The state of Hawai'i includes eight major islands: Hawai'i, O'ahu, Lana'i, Kaua'i, Moloka'i, Maui, Kaho'olawe, and Ni'ihau. Ni'ihau is privately owned and inhabited by Native Hawaiians.

Today, the Aloha State has become a dynamic and exciting hub, where East meets West. Hawai'i is considered by many to be a model of how people from different ethnic backgrounds live and work in harmony. *Aloha* is the Hawaiian word for hello, I love you, please come back, good-bye, and until we meet again.



## BEST WEATHER IN THE WORLD

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As long as the trade winds blow, Hawai'i has mild temperatures all year, with the average year-round temperature a balmy 78 degrees (Fahrenheit). The rainy season brings cooler days and evenings.

The weather and ocean environment creates a wonderland of activities: swimming, surfing, snorkeling, fishing, sailing, hiking, skydiving, camping, island hopping, and shopping. With tourism as the lead industry, every conceivable type of trade is represented here; from fashion and multiethnic foods to entertainment and exotic jewelry.

The Hawaiian archipelago is composed of a series of islands formed millions of years ago by volcanic eruptions. Today, the island of Hawai'i, known as the Big Island, has an active volcano in a remote part of the island. Each year, thousands of tourists flock to Volcanoes National Park on the Big Island, to catch a glimpse of the impressive flow of lava from the active volcano.



## ADJUSTING TO LIFE IN THE UNITED STATES

You have traveled half way around the world to a different country full of new and different sights, sounds, and smells. At first, you will probably feel very much like a tourist, enjoying the new things to look at and feeling full of energy to see everything. However, after several weeks, you may find yourself with less energy and even less enthusiasm. In fact, you may feel somewhat disoriented as the new things change from being exciting to seeming strange and different.

### CULTURE SHOCK

This feeling of disorientation, of feeling somewhat lost and alone, is called culture shock. Please be assured culture shock will pass. Rather, it is a very natural phenomenon that may be expected when a person moves suddenly from a familiar environment to a new setting where such things as language, food, clothing, and even manners, are very different.

If you can recognize that you are beginning to experience culture shock, a normal part of traveling to a new and different place, you can be better prepared for what you will be feeling and be reassured that those feelings will pass quickly.

There seems to be distinct stages in culture shock. After an initial period of much energy, you may find yourself with less energy, and perhaps more interested in watching television than going out for a walk. You may find yourself thinking more about home and making comparisons between home and the U.S. You may also feel lonely away from your family and friends. This is the beginning stage of culture shock. During the middle phase, you may find you have even less energy. You want to sleep all the time or eat even when you are not hungry. You may find yourself withdrawing from people and activities around you. You may begin to glamorize your own country in your thoughts, remembering only the best things about it. You may find yourself getting irritated over minor things, things that never seemed to bother you before. As you think about the comparisons between the two countries and their peoples, you may find yourself making value judgments, being critical because Americans do not do things the way you do them when your way seems obviously better. However, you can decide when to end culture shock. When you can come to the realization that you are a foreign student spending a short portion of your life in the U.S., that you are not an American and do not have to act like one, you may be coming to the end of your culture shock. Here are some thoughts to help you through this difficult period.

- Keep your perspective. Thousands of international students have gone through this same experience before you.
- Evaluate your expectations. How realistic were they? If you expected all the people on the street to look like film stars, you are bound to be disappointed. Television and movies often are not a very accurate depiction of American life.
- Go out. Take the initiative. Many Americans may have had significantly less experience with people from other cultures and backgrounds than you. The international student generally has to take the first step toward getting to know an American.
- Keep an open mind. Do not judge what you see as right or wrong, but make it a challenge to try to understand the variety of behaviors that you observe. You certainly do not have to participate in something with which you disagree, but you should try to understand it.
- Remember too, that Americans experience the same culture shock when they travel to other countries.

Gaining knowledge of American values may help you to understand the behaviors that you will observe. Remember that your goal is to understand, not to emulate.

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## UNITED STATES VALUES

Individualism is probably the most highly esteemed value in American culture and an important key to understanding American behavior. In the historical development of the country, individuals expanded the frontiers, and rugged individuality became crucial for survival. If you ask Americans to characterize the ideal person, they tend to use adjectives such as autonomous, independent, and self-reliant. Persons tend to be viewed as individuals rather than as representatives of a family or group.

Here are some examples of how this value affects behavior:

- If a group of friends goes to a restaurant, everyone wants to “pay his own way,” have separate checks, and not be someone’s guest.
- In friendships, which seem to develop initially more quickly in the U.S. than in other cultures, there is a point when an American may feel a friend is becoming overly dependent, expecting too much. There is a tendency to draw back and to see this dependency as a weakness. Similarly, a friend who wants to do too many favors, more than his “fair share,” creates a situation that is uncomfortable for an American.
- The need for privacy and space is an outgrowth of individuality. Many American students are used to having a room of their own. Sharing a room and learning to cooperate and compromise may be a new experience for the American college student.

Some ways in which you might see this value expressed in behavior are:

- You may generally be on a first name basis with other students in spite of age differences.
- Language is informal and sometimes confusing. Phrases like “see you later” and “drop by any time” are not meant literally. They are informal ways of saying good-bye.
- Dress is generally informal on campus. There is no one particular style adopted by all students; however, it is important to bear in mind what is appropriate for school and what is not.

## **Honesty**

It is particularly interesting to see what behaviors have culturally become associated with honesty.

- A firm handshake has come to be interpreted as a sign of sincerity.
- Looking at a person (eye contact) when you speak to him or her gives an indication of honesty.
- In a question of honesty versus politeness, honesty wins. It is considered better to refuse graciously than to accept an invitation and not go.
- You may be taken at your word. If you refuse food the first time it is offered in order to be polite, it may not be offered again. An American will not know that you refused in order to be polite.

## **Time**

In the U.S., great value is attached to time. Punctuality is considered an important attribute. As with all values, there are different rules of acceptability in different cultures. In the U.S., you should try to arrive at the exact time specified for dinner, lunch, or appointments with professors, doctors, and other professionals. You may arrive any time between the hours specified for parties, receptions, and cocktail parties. Plan to arrive a few minutes before the specified time for public meetings, plays, concerts, movies, sports events, classes, church services, and weddings. If you are unable to keep an appointment, it is expected that you call the person to advise him or her you will be late or unable to arrive at all.

## **Competition**

The stress on the individual and a strong belief in the value of action has made competition a vital part of American life. Competition is seen as a positive force, eliciting a person's best efforts. Competition is present not only in business and in the classroom, but also in many forms of American recreation.

## **Dating**

Social customs in the United States may seem strange at first. Visitors are often surprised at the informality between men and women in the United States. Couples go out for an evening un-chaperoned, to a restaurant, movie, play, concert, speech, party, or even to the library for a "study date."

In the past, traditionally, men took the initiative in asking a woman out and paid the expenses incurred during the evening. This is changing, however, as women assert their rights as individuals. A woman may invite a man she would like to get to know to go out with her. Whether a man or a woman makes the invitation, each may pay his or her own way ("Dutch" style) or one may pay for both.

Relationships between men and women in the United States may be platonic friendships, or strong emotional and physical commitments, or something between the two extremes. Whatever the nature of the relationship, the most important thing is to be open and honest about your feelings and intentions in order to avoid unnecessary misunderstandings or discomfort.

Dating does not presume sexual involvement or a long-term emotional commitment. In practical terms, a date implies nothing more than an agreement to meet at a specified time and place for a specified purpose. A man may not presume that if a woman agrees to a date with him, that she is willing to engage in sex. If you are unsure about your partner's wishes, ask. You should receive a definite "yes" before continuing. Having sex without your partner's consent is considered to be rape and carries severe legal penalties. A woman should also learn to say "no" if her partner is pushing her into unwanted sexual activity. "Date Rape" is the term used in this country when someone who you have been on a date with forces you to have sex. This is a crime. If you are the victim of rape, please call the Sex Abuse Treatment Center at 524-7273, or call the police, or speak to an HPU international student advisor. It is important to do this as soon as possible.

## **Sexual Harassment**

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, verbal, physical, or visual (including explicit language, jokes, posters, or other graphic objects). Actions involving sexual intimidation, sexual abuse, sexual assault, engaging in obscene behavior, or other unwelcome, intimidating, hostile, abusive, or offensive conduct of a sexual nature are strictly prohibited by law and are considered very serious matters in the U.S.

A student who believes he or she has been sexually harassed or offended is advised to bring the matter to the attention of Linda Kawamura, associate vice president EEO/AA coordinator, as soon as possible (544-1191).

More information on sexual harassment can be found in the pages of the *Student Handbook* from the Student Life Office.

## **Summary**

This brief discussion of a few of the values that affect American behavior is merely an introduction. Most travelers report that living in another culture and seeing that there is more than one way to do things makes them more aware of their own culture, values, and assumptions. Again, the goal is not to accept or adopt American values and behaviors, but to understand another culture and thereby your own culture more fully.

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## **HOW DO I ADJUST?**

1. **Learn and observe.** Since there are new rules, social norms, and interpersonal cues that may be unfamiliar to you, you need to listen to verbal communication carefully and try to put it into proper context. A word or phrase that means something in your own country may mean something very different in another country. Watch others' reactions in their conversations with you or with someone else. How close do people stand when they talk? How do they greet each other? Do people tend to agree with you, or do you feel that they express dissenting opinions freely? What makes you feel dissatisfied or uncomfortable when communicating with someone? How do people change their communication styles when talking to a professor? A student? A friend? A family member? A stranger?
2. **Ask questions.** You cannot assume that you always know what is going on or that you always understand every communication. Most Americans will be very helpful if you need an explanation. You may need to rephrase a question, ask the meaning of something, or repeat what you have said.
3. **Try not to evaluate or judge.** You will see many things that are different from your own culture. It is important not to label everything as good or bad in comparison with your own culture. Most customs, habits, and ideas are simply different from what you have known before. You may also misunderstand something and thus put the wrong interpretation on it until you have more information. Something considered "bad or wrong" in your culture may be considered good in this culture. In the same way, an American visiting your country may notice something that your culture considers good or correct but is considered bad in the U.S. Instead of saying, "that's bad," try saying, "that's different."
4. **Try to empathize.** Try to put yourself in the other person's place and look at the situation from the other person's perspective. There can be very different cultural perspectives on the same situation. Why do you think the other person is acting differently than you expected?
5. **Show openness and curiosity.** To experience a new culture and to learn from it, it is important to be open to new experiences, try new things, and be curious about the way things are done in a new place. The more you explore, the more you learn.

6. **Show a sense of humor.** It is very likely that you will make mistakes as you explore a new culture. If you can laugh at your mistakes, it will help you learn, and other people will respond with friendliness.
7. **Recognize anxiety and frustration.** Learning to live and function in a new culture is not easy, and it is natural to feel anxiety and frustration. Sometimes, anxiety and frustration may not appear to have any connection to culture shock. You may be very anxious about becoming ill or about your work, or sleeping more than you normally do. Disappointments that you might have treated lightly in your home country may seem to have a greater impact on how you feel here. If you realize that feelings such as these are a normal part of the cultural adjustment experience, you may be able to deal with them more effectively. Sometimes talking with someone—another student, spouse, an ISA (international student advisor) who has been through the same process of cultural adjustment can help. As you gradually adjust, the anxiety and frustration will decrease. Try to maintain a sense of humor and openness.
8. **Become involved.** The more you put into the experience, the more you will learn from it. You should make an effort to meet people, form friendships, get involved in activities, join student organizations, and learn about the people and their culture.

### ***Information for Spouses and Families***

If your spouse and family are with you while you pursue your education in the U.S., the following information may be of interest to you.

The American public school system starts with kindergarten for children five years of age, and progresses from grade one through 12, at which time the student would be 17 or 18 years of age. You will need your child's birth certificate and a health certificate to enroll your child in school. Children usually attend the public school nearest their place of residence. To find out where to register your child, contact the state Department of Education listed in the white pages in the front of the telephone book under **Hawai'i State Government**. For preschool age children, there may be local daycare centers or preschool programs. The telephone book will list these schools in the yellow pages.

Spouses often find that their partners are very busy with their academic programs. Spouses are often left much on their own. While the possibilities for involvement will vary from one university to another, here are some general guidelines:

**Opportunities for learning:** Courses in a wide variety of areas, academic, handicrafts, and general interest, may be offered in adult education courses or evening courses through such agencies as university evening college programs, local high school adult education programs, and the YWCA/YMCA.

**Opportunities for sharing:** Nonpaid voluntary service is a strong tradition in the U.S. Many agencies such as hospitals, libraries, child care facilities, social service agencies, and voter organizations, have meaningful ways for spouses to become involved in interesting volunteer service.

Please note that immigration law does not allow F-2 visa holders (dependents of F-1 students) to work for pay or attend class full time while in the United States.

## HINTS FOR PERSONAL SAFETY

Your alertness is the first line of defense in preventing personal harm.

1. Pay attention.
2. Use eye contact and walk confidently.
3. Do not go to places alone; stay with others.
4. Don't assume that you and your belongings are always safe. Don't leave your belongings unattended (especially in public places such as the library, on the beach, on benches or chairs, in rest rooms, in shopping carts, or on counters).
5. Keep your home doors locked at all times. When you open windows, open them part of the way and use window locks to prevent entry.
6. At ATM or bank machines, beware of who and what is around you. Avoid isolated areas. If someone seems suspicious, leave. Come back later or use a different machine. Block any view of the keypad.
7. Avoid parking or walking near vans. You could be taken quickly by persons jumping out of a van.
8. When you walk to a car in the parking lot, look between cars for a possible hiding person. Hold your keys in your fist (not laced between fingers). Hold the points faced down; ready to strike someone in the face, eyes, etc., if attacked.
9. If followed, go to a public place, cross the street, etc. You may turn toward the followers unexpectedly to confront and unnerve the person (only if you can back this up with a verbal command and good eye contact).
10. Shout "No" loudly if you are attacked or robbed. This may startle the other person, alert others, and help you gain control over the situation.
11. Keep \$5 to \$10 accessible. If someone stops you to steal your money, throw the small amount to the ground and away from you. Run and maybe the person will chase the money and not you.
12. Remember that any decision you make at the time is your way of coping. Know that you did the right thing at the time. Each situation is different, so you may choose not to use some of these tips.

## LIFE IN HAWAI'I



### BANKING AND FINANCE

One of the important issues facing international students in the United States is financing their education and the cost of living in Hawai'i. It is essential that students plan very carefully for this financing and that they do so for the entire period of their studies, not just for the first year.

Students studying in the United States have expenses in the following categories: tuition and fees, housing and food, health insurance, books and supplies, summer and vacation living expenses, and other miscellaneous costs. Married students and students with children will have additional expenses.

The currency in the United States is the dollar (\$) which is worth 100 cents or pennies. U.S. coins are cents or pennies, 5 cents or nickels, 10 cents or dimes, 25 cents or quarters, half a dollar or 50 cents, and a \$1 coin. Paper currency comes in denominations (bills) of \$1, \$5, \$10, \$20, \$50, \$100, and \$1000. Students who attend schools in the United States for the first time usually pay for their first semester before arrival in the country. Through their banks at home, the exchange rate of currency is determined and payment is sometimes made by bank drafts. Upon arrival, payment may be made in a variety of ways: traveler's checks, credit cards, bank notes or drafts, and personal checks drawn on a United States bank account.

#### **Banking**

One of the first things a student should do after arriving in Honolulu is to open a bank account at a local bank. To do so, you must present proof of identification such as your passport or driver's license.

Services provided by U.S. banks are similar to those in other countries, but the terms used may differ from those with which you are familiar. One of the most common confusions is the difference between a savings and a checking account. A savings account encourages you to save money, and interest is paid on the balance of your account. Different banks pay different rates of interest and have different terms or conditions to grant interest. While it is easy to transfer money from a savings to a checking account or vice versa, you cannot write checks for payment from a savings account.

A checking account allows the convenience of paying for goods and services without having to carry cash with you. As a safety measure don't carry a lot of cash at any time. This is why most people prefer to pay by credit card or personal check. Checks are used most often to pay monthly bills (telephone, rent, gas, and electricity). Most stores in Hawai'i accept checks for all purchases; however, they require identification such as your name, address, and telephone number. Some personal checks are printed with that information for your convenience. When presenting a check for payment, you may also be asked to present some other type of identification, such as a driver's license, student identification card, or Social Security card.

The cost and terms of opening and maintaining a checking account differ from bank to bank. Some banks may charge for check printing, check cashing, cash transfer (these are known as “transactions”); others may charge a monthly service fee or offer free checking, or pay interest only if you maintain a certain minimum balance. A monthly statement of all transactions made during the preceding month and/or your canceled checks (checks written by you and cashed and cleared by the bank from your account) will be sent to you every month.

You must keep an accurate record of your account to make sure you have enough money for each check you write. It is illegal to knowingly write a check when there isn’t enough money in your account. This is called “bouncing a check.” Banks will charge a big fee for insufficient funds and you may develop a bad credit rating if you write checks without the proper funding.

### ***How to Open an Account***

A new account officer or customer service representative will explain the services and procedures of the bank or savings and loan association and help you make the first deposit. A signature card is filed and is used for verification in transactions in order to prevent forgery. Be sure to present your passport and Form I-20 A-B. A verification of enrollment from HPU, your registration form for the semester, will exempt you from paying checking account service fees at some banks.

Checks from foreign countries or the mainland U.S. will need to be cleared by the original bank. This may cause a delay of several weeks. You should anticipate this delay when planning your finances.

Banks are generally open from 8:30 a.m. to 3:30 p.m., Mondays - Thursdays, and from 8:30 a.m. to 6:00 p.m. on Fridays. They are closed Saturdays, Sundays, and holidays. Phone numbers and convenient bank locations in downtown Honolulu can be found in the yellow pages of the telephone directory under **Banks**. Savings and loan associations generally offer higher interest rates on savings accounts than banks and are open longer hours. They are generally open from 8:30 a.m. to 5:00 p.m., Mondays-Fridays. Phone numbers and location of savings and loan associations in downtown Honolulu can be found in the yellow pages under **Savings and Loan Associations**.

### ***Cards for Instant Cash***

Banks and savings and loan associations offer their customers special cards (such as First Hawaiian Bank’s OTTO card and Bank of Hawai‘i’s BankCard) that are used in machines called “ATMs”, 24 hours a day, allowing you to deposit or withdraw cash, transfer funds from savings to checking or vice versa. Generally, withdrawals are limited to \$200-\$500 per 24-hour period. **WARNING:** Be sure no one is close enough to see you enter your personal identification number (PIN) when using the ATM machine.

### ***International Bank Cards***

International bankcards are ATM cards that allow international students to withdraw monies from their bank accounts from their home countries. Before using an international bankcard, be sure there is an “Electron” symbol on the card and the ATM machine before attempting to use the machine.

### ***Sending Money by Mail***

In order to receive money from abroad, most banks provide transfer services such as foreign draft, mail transfer, and wire transfer. You may transfer funds within the United States by sending personal checks. cashier’s checks, or domestic drafts are also available at all banks. Money orders are another way to transfer funds and may be purchased at any post office. You should never send cash through the mail.



## HEALTH CARE

### ***United States Health Care and Health Insurance***

The United States, unlike some other countries, does not offer a socialized national health care program that automatically covers everyone. Consequently, individuals must secure medical coverage and pay the premium, which can be expensive. It is up to you to make the choices that will protect you and your family from the high costs of health care if you are not insured. Having inadequate or no health insurance coverage can result in a catastrophic situation that may mean that you can not complete your academic program at HPU. Therefore, it is imperative that students and their dependents are adequately covered by a health insurance plan.

*At Hawai'i Pacific University medical insurance is mandatory for all international students. An accident or serious illness can place a severe financial burden on a student, possibly forcing withdrawal from the University. Many students imagine that since they are young and healthy, they do not need insurance, but this is not true. Accidents and illnesses can happen to anyone at any time. All students must have medical insurance. HPU offers several plans at reasonable rates.*

HPU students usually choose health insurance coverage from Kaiser Permanente or Hawai'i Medical Service Association (HMSA). Kaiser is a Health Maintenance Organization (HMO), and if you choose Kaiser it is important to realize you must use the Kaiser clinics for treatment. Kaiser will not refund your medical bills if you see a doctor who does not belong to Kaiser. HMSA is a medical group that allows you to choose the doctor you wish to see. This is not travel insurance.

Choosing the right type of medical insurance will depend on your needs, your age, your general health, and other considerations. It is important to read all the information provided by the insurance company very carefully. No company provides 100 percent coverage, and many companies do not cover pre-existing conditions. The Registrar's Office has brochures from Kaiser, HMSA, and other insurance companies, and can assist you in choosing medical insurance.

Once you have obtained medical insurance, it is a good idea to choose a personal physician even though you may not need to see a doctor right away. If you choose a physician now, when you actually need treatment it will be easier to get an appointment since the doctor will know who you are. For more information, call 556-5299 (International Center) or 544-0277 (Student Life).

### ***Getting Treatment for Illness or Injury***

The treatment that you seek for an illness or injury depends on the seriousness of the situation. If someone is experiencing a life-threatening injury, then the person affected should go to the emergency room of a hospital or call an ambulance (Call 911 for an ambulance. Look under "Community Resources - Hospitals" in this guide for hospital telephone numbers). Serious injury, heart attack, heavy bleeding, gunshot wound, loss of consciousness or failure to regain consciousness, and electric shock are examples of serious symptoms that should be treated immediately. Hospital emergency rooms are open 24 hours a day. Remember, if you are a member of the Kaiser Plan, you need to use the Kaiser clinics. Nonplan members will pay a fee for services, reimbursed by their insurance plan. The Kaiser Honolulu Clinic emergency room at 1010 Pensacola St. is open from 8:00 a.m. to 7:30 p.m. every day including holidays; the Kaiser Moanalua Clinic emergency room is open 24 hours every day including holidays.

Emergency room treatment is more expensive than other types of treatment, and for this reason most insurance companies want you to notify them as soon as possible that you have received emergency treatment. Failure to notify them of emergency treatment may mean they will not cover the cost. Check your insurance policy to find out your insurance company's requirements.

Sometimes a problem is not a life-threatening emergency, but it still requires immediate attention: For example, a sprained ankle, a simple broken bone, or something in the eye that is causing pain. Contact your primary health care physician first, and if that person is unable to provide treatment, he or she will refer you to a specialist. After regular office hours, go to an emergency room for treatment.

### ***Pharmacies and Drugstores***

In the United States, there are two types of stores where you can purchase medical supplies. Many medicines can be purchased only with a prescription from a licensed physician or surgeon: These prescription medicines are normally purchased in either a pharmacy or a drugstore. Common medicines such as those for aches, colds, coughs, as well as medical supplies, can be purchased from drugstores or supermarkets.

Students with their HPU ID card will be given a 10 percent discount on brand name drugs and a 15 percent discount on generic drugs from the Pacific Pharmacy Services, located on the ground floor of the Medical Arts Building at 1010 S. King St., Suite 106. The staff speaks Mandarin, Cantonese, Thai, Samoan, and Ilocano.

### ***Personal Counseling***

Problems or difficulties involving academic work, personal relationships, stress, unhappiness, an individual's view of him or herself, etc., are viewed and treated differently in different cultures. If you experience difficulties when you are living in your home country, perhaps you would turn to your family or close personal friends for help or advice. During your stay in the U.S., you may be apart from all family and close friends, or you may have only one or two immediate family members with you. When problems arise, you may feel the need to find substitute sources of emotional support.

In the U.S., many people do not live near their families, and it is not always the custom for Americans to be raised to depend on their families to solve problems. In many instances, Americans will choose to talk with professional or trained volunteers about problems. A counselor can help you to determine what the difficulty is, be in sympathy with your situation, help you see options that you might not have seen, and help you resolve the difficulty. Any conversations you have with a counselor will be treated as confidential.

Counseling can help you sort out confusing thoughts and feelings, increase your self-understanding, change problematic behaviors, and work out solutions to troubling situations. An important goal of counseling is to help you improve your ability to cope with the difficulties and challenges of living. Some of the many reasons students seek counseling include:

- Feeling overwhelmed
- Stress caused by academic, family, or social pressures
- Feelings of depression, anxiety, or alienation
- Troubling relationships, loss, or grief
- Low self-esteem
- Concerns about sex, sexual identity, or health
- Suicidal thoughts or feelings
- Concerns about a friend

- Distress caused by harassment or violence (sexual, racial, ethnic, homophobia, etc.)

These and other concerns can interfere with your sense of well-being and your effectiveness as a student. If you are experiencing difficulties such as these, you may wish to come and talk to an International Student Advisor who can give you information about community support services in Honolulu where you can go for additional counseling. You may also wish to discuss your concerns with an academic and personal counseling advisor or instructor with whom you feel comfortable. Look also in the Community Resources section of this handbook, especially the subheadings Mental Health/Counseling Services, Kalihi-Palama Health Clinic, Suicide and Crisis Center, and Alcohol/Drug Abuse; these are institutions where you can receive assistance. Students on the Kaiser plan can receive free counseling from the Kaiser Permanente Department of Behavioral Health Sciences; call 945-7696 for an appointment.

## **AIDS**

AIDS is the name given to the Acquired Immune Deficiency Syndrome an illness that impairs the body's ability to fight infection. People who develop AIDS generally die because their bodies cannot fight off infections. Presently, there is no known cure for AIDS.

AIDS can be transmitted by sexual contact, by sharing a needle, or by blood and blood products. There is no evidence that casual contact, air, or food spreads it. Since there is no cure for AIDS, the only way to lessen your chances of contracting this disease is through practicing safe behavior. There are ways to protect yourself; specifically, don't share needles, and do practice safe sex. An infected needle can come from ear and body piercing, getting a tattoo, or injecting drugs. In general, the fewer sexual partners you have, the better your chances of avoiding infection. Keep in mind, though, that even if you are only having sex with one person, knowledge about the sexual history of your partner does not remove the need for safe sex practices. Often a person with AIDS shows no sign of infection.

**If you want more information, contact your physician, health clinic, local health department, or local AIDS community organization. In Honolulu, the Sexually Transmitted Disease/AIDS Hot Line number is 1-800-243-7889. Anonymous screening for HIV (AIDS) is provided at the Diamond Head Health Center, 3627 Kilauea Ave., Room 305, Mondays, Tuesdays, Thursdays, and Fridays, from 12:00 to 5:00 p.m., and Wednesdays from 1:00 to 6:00 p.m., phone number 733-9280. Screening is also provided at the Waikiki Health Center, 277 Ohua Ave., which also has a Sexually Transmitted Disease/AIDS Japanese Outreach Program, phone number 922-4787. You may also call the U.S. Public Health Service toll-free AIDS Hot Line at 1-800-342-2437. Additional information can be obtained locally through the Life Foundation, 521-2437, or visit them at 233 Keawe Street, Suite 226.**

## **Sex Abuse**

Rape, both of men and women, is the most underreported and most rarely convicted crime in the world. Ninety percent of all sexual assaults go unreported.

Sixty to 80 percent of sexual assaults happen between persons known to one another. One in four girls and one in six boys will experience some form of sexual abuse before age 18 (U.S. national statistics).

The primary motives for rape are power, control, and humiliation; not sexual drive or pleasure! Rape is an act of violence with sex used as a weapon.

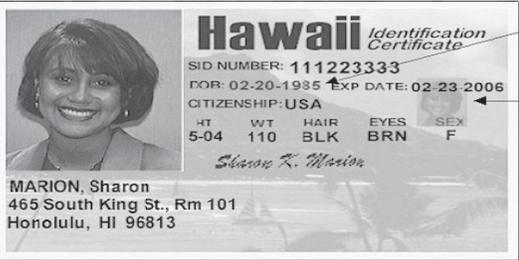
The Sex Abuse Treatment Center's purpose is to support the emotional healing process for all children and adults sexually assaulted in Hawai'i, to increase community awareness about the needs and concerns of sexual assault victims, and to eliminate all forms of sexual abuse. Their 24-hour-a-day, 7-day-a-week number is 524-7273. This service is free of charge and confidential.



## HOUSING

The Hawai'i Pacific University Housing Office is available to help all students in locating suitable living accommodations. The *Off-Campus Student Housing Guide* is an excellent resource for students living in off-campus housing. This guide provides important information concerning the housing search, landlord/tenant regulations and responsibilities, the lease, and getting hooked up to utilities such as telephone, gas, and electricity. **Every student needs a copy of this handbook.** Copies may be obtained from the Center for Off-Campus Housing, 1164 Bishop Street, Suite 210E or phone (808) 544-1430.

New State ID Card



**Hawaii** Identification Certificate

SID NUMBER: 111223333  
 DOB: 02-20-1985 EXP DATE: 02-23-2006  
 CITIZENSHIP: USA  
 HT WT HAIR EYES SEX  
 5-04 110 BLK BRN F

*Sharon K. Marion*

MARION, Sharon  
 465 South King St., Rm 101  
 Honolulu, HI 96813

Security Laminate: State Seal

*In case of emergency notify:*  
**GWEN MARION  
 MOTHER  
 SAME ADDRESS**

*(Self-Disclosed)*  
**DIABETIC\*  
 ORGAN DONOR\*  
 Adv Health-Care Directive\***

Photo provided by O'ahu Visitors Bureau



\* If applicable

DOB in RED for those under 21  
 Ghost Image Security Feature

## HAWAI'I STATE IDENTIFICATION CARD

Students who do not have a driver's license and find the passport an inconvenience to carry around for identification purposes may obtain a Hawai'i State Identification Card. To obtain such a card, take your passport, Forms I-94 and I-20, and \$15 to 465 S. King St., Room 102, in the Kekuanaoa Building (Territorial Building) on the corner of Punchbowl and South King St. Office hours are Mondays through Fridays, 8:00 a.m. to 2:00 p.m. You will be fingerprinted and photographed, and an identification card will be issued to you immediately. Telephone: (808) 587-3111. More information and forms can be downloaded at <http://www.stateid.hawaii.gov>.

## RELIGION AND PLACES OF WORSHIP

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Listed are several types of churches found in Hawai‘i, reflecting a variety of religions serving the multicultural population, refer to the yellow pages of the phone book under **Churches** for locations and phone numbers. Many places of worship have Web sites which can provide specific information about times of services.

Apostolic	Episcopal
Apostolic Christian	Evangelical Free
Assemblies of God	Foursquare Gospel
Assemblies of God International Fellowship	Full Gospel
Bahai	Independent Fundamental
Baptist	Interdenominational
American	Jehovah's Witnesses
Conservative	Jewish
Free Will	Lutheran
General	ELCA, Missouri Synod
General Conference	Mennonite
Independent	Methodist
Korean	Metropolitan
Non-Affiliated	Missionary
Southern Convention	Moslem Mosque
Bible	Nazarene
Bible Evangelical	New Testament
Brethren	Non-Denominational
Buddhist	Oriental Missionary Society
Tibetan	Pentecostal
Calvary	Presbyterian
Catholic	Religious Science
Byzantine	Salvation Army
Eastern	Scientology
Roman	Seventh Day Adventist
Charismatic	Shinto
Episcopal	Spiritualist
Christian	Unitarian
Chinese	United Church of Christ
Disciples of Christ	United Methodist
Evangelist	Unity
Korean	
Missionary Alliance	
Science	
Church of Jesus Christ of Latter-day Saints	
Community	
Congregational	
Cosmology, Ontology, and Metaphysics	
Deaf	
Eastern Orthodox	



## SHOPPING

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It will take some time for you to become familiar with your new environment and where and when to make wise economical purchases. You will probably be doing most of your food shopping in a supermarket. Some suggestions on how to save money on food items follow:

- Read the Sunday or Wednesday newspaper for weekly sales at the various supermarkets and purchase sale items.
- Plan your menus according to the sale items.
- Make up a shopping list before you shop. This prevents impulse buying.
- Compare prices.
- Buy only what you need.
- Take advantage of discount coupons you find in the newspaper.
- Apply for in-store savers club/frequent shopping cards that will give you discounts on selected items.

Supermarkets are located throughout the city of Honolulu. The major ones located near downtown Honolulu are Foodland, Safeway, Star Market, and Times. Look in the yellow pages or ask a neighbor for the supermarket nearest you. The Down To Earth Natural Foods Store at 2525 S. King St. (near University Ave.) sells many spices, herbs, and whole grains that may be difficult to find elsewhere.

Open markets offer good bargains for items such as fresh fruits, vegetables, and eggs. Farmers bring their produce to designated locations all around the island. Look on park fences for information of their days and times, or call the Open Market Information Line at 522-7088.

Chinatown has a variety of products for sale and is usually lower in cost than supermarkets. They also sell specialty items not often found in supermarkets. The open markets sell fresh fish, meat, and produce and will cut the items the way you like.

Fast food restaurants are a quick and inexpensive source of food but are not always the most nutritious places to eat.

### ***General Information on Shopping***

Initially, the selection of where and what to buy may be overwhelming. Ask others for advice, shop around, and compare prices and quality. Small shops may be less expensive in your home country and larger stores more expensive. In the United States it is just the reverse. Larger stores tend to be less expensive and smaller shops more expensive. This is due to the fact that in certain countries, the price of labor is less expensive than the purchase of machine-made items. In the U.S., services involving labor are very costly. Therefore, machine-made items are usually less costly. Although supermarkets are primarily food stores, they also sell other items such as paper products, cleaning supplies, alcohol, toiletries, baby items, magazines, etc. Here the customers serve themselves and pay the cashier when leaving the store.

It is also possible to cash personal checks in limited amounts (up to \$20.00) at most supermarkets. You will need to fill out some type of courtesy card in order to do this.

Department stores sell nonfood items such as clothing, household furnishings, etc. Some well-known department stores are Macy's (moderately expensive), Sears (medium priced), K-Mart and Wal-Mart (less expensive). Also, check discount stores such as Longs Drugs and Don Quijotes for bargains.

Thrift shops sell second-hand items. Items are donated to the shop and then sold at low prices to earn money for charitable causes. Try the Salvation Army and Goodwill stores. Very often you can also find items, new or used, at very reasonable prices at "garage" or "yard" sales in residential areas. Announcements are usually in the newspaper classified ads, or signs are posted on utility poles.

**Warnings: Buyer beware**

- Keep your sales receipts in case you want to return your purchased items. Many stores have very specific return policies.
- Do not allow door-to-door salespersons to enter your apartment or house if you don't want them to enter. It is perfectly fine to say, "No thank you," politely but firmly. If you do invite salespersons in, always ask for identification.
- Do not give telephone salespersons personal information such as your name, address or credit card number, over the phone. Report annoying phone calls to the telephone company or to the police department.
- It is advisable not to use credit cards if you have difficulty controlling the amount and frequency with which you charge purchases. It is possible to get into financial trouble if you overcharge and are unable to make timely monthly payments.



## TRANSPORTATION, AUTOMOBILES, AND DRIVING

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### ***The Bus***

The Bus is the bus company of Honolulu. Buses are an economical way to get around since parking is very expensive in Hawai'i. The fare is \$2.00 for any bus ride. Transfers to other buses are free and are issued upon request. However, you may only use the transfers for ongoing travel in the same direction and on a different numbered bus. Transfers are also timed and dated and must be used before the expiration time.

Bus schedules are available at the Ala Moana and Fort Street Mall Satellite City Halls. The monthly bus pass is valid at any time and for all routes and costs \$40. Passes are available at Foodland Stores, 7-11 Convenience Stores, all Satellite City Halls (the downtown Satellite City Hall is on Fort Street Mall, below South King Street), and the MTL Bus Pass Office at 811 Middle St.. Bus passes may also be purchased at the HPU Bookstore for a reduced price for HPU students. For route and schedule information, call (808) 848-5555.

### ***Taxi Service***

Taxi services in Hawai'i are reliable but can be costly. When selecting a taxi, be sure to choose the established companies with good reputations. The drivers are registered taxi drivers. Although rates do change, you may expect about \$2.75 for the meter to begin, and then \$3.00 for each additional mile. The fare from Waikiki to the airport should be about \$30. There are additional charges for oversized baggage of about \$4.75 per bag. For more information you can call TheCab at (808) 422-2222.

### ***Mopeds and Motorcycles***

Mopeds are another alternative mode of transportation in Hawai'i. **They are only recommended when you have been in Hawai'i long enough to know the roads and the traffic regulations.** Take the necessary precautions when riding a moped. Mopeds are not allowed on the freeways or sidewalks and generally should be driven on the right side of the road to allow cars and other vehicles to pass. Look for special bargains in newspapers on used mopeds. New mopeds usually cost \$799 to \$1,264, and used mopeds usually cost \$350 to \$750. Insurance costs from \$150 to \$250 a year. Mopeds are required to be registered and licensed as bicycles. A special driver's license is required to drive a moped or motorcycle. Call (808) 532-4325 for information on motorcycle requirements, and (808) 733-2540 for more information on mopeds. When driving a moped or motorcycle, you should always wear a protective helmet.

### ***Bicycles***

Bicycles are a good source of physical exercise as well as convenient, inexpensive transportation. Look for special bargains in newspapers on used bicycles. A used bicycle usually costs \$50 to \$150. New mountain bicycles (a very popular bike) may cost anywhere from \$200 to over \$1,000. All bicycles must be licensed. To obtain a license, you must take the make/model and year of the bicycle, the serial number, and \$15 to a Satellite City Hall. The license must be renewed every two years. Usually the store where you buy the bicycle will arrange the first license for you. Again, head protection is recommended. Call (808) 532-7700 for information.

## **Cars**

Cars are of course the most convenient way to get around, if you can afford one. Buying a car in Hawai'i can be relatively inexpensive; however, the insurance and parking fees are expensive (especially in the Waikiki and downtown areas). Insurance and a valid driver's license are mandatory for all car owners. Insurance generally runs from \$700 to \$2500 per year. All cars must be registered with the DMV or city of county of Honolulu. Call (808) 532-7700 for registration procedures. All cars must also be safety checked. Gas stations that are certified to do safety checks have signs posted with their safety check numbers. Safety checks must be renewed every six months for older cars and every 12 months for new cars.

## **Driver's License**

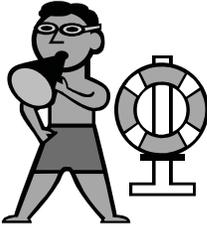
In general, a foreign driver's license is valid for one year from the date of your first entry into the United States. After that time you must obtain a Hawai'i driver's license to continue driving privileges. For information about obtaining a Hawai'i driver's license, call (808) 532-7700. You will be given a written test, a road driving test, and an eye test before a license is issued. Be sure to take your current license (if you have one), valid passport, and a picture I.D. You will be required to give up the driver's license from your country in order to obtain a Hawai'i license. There is a fee for a driver's license.

Driver's license written tests for cars and mopeds/motorcycles are given at:

Main Station - Kalihi-Palama  
1199 Dillingham Blvd. #A101  
Honolulu, HI 96817  
Phone: (808) 832-4117

## **Car Rental**

A car may be rented at various agencies, such as National Car Rental, Avis, Hertz, Dollar, Budget, Alamo, and others. Check the yellow pages in the telephone directory under "Automobile Rental." In addition to paying the daily rental price, a person usually has to be 25 years old and have a major credit card in his or her name in order to rent a car. Some companies charge younger drivers an additional daily rate. Basic liability insurance is usually included in the rate, and more coverage may be purchased at the time of rental. There is no need to duplicate automobile coverage that you may already have. Ask the rental company about *kama'aina* rates—lower rates for people who live in Hawai'i (you will need to show a Hawai'i state driver's license).



## WATER SAFETY

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Hawai'i is known for its beaches, sun, and fun. But Hawai'i's oceans can be dangerous and turn fun into tragedy. Use care and caution for all water activities, including swimming pools. Always read and obey safety signs. They could save your life!

1. Never go to the beach or swim alone, even if you are an exceptional swimmer.
2. Be aware of high surf warnings and strong currents.
3. If walking on ledges near water, be aware of large waves which can sweep over you. Use caution and watch for breaking waves. Stay away from wet, rocky areas, and never turn your back to the ocean.
4. Be careful of dangerous breaking waves at the shoreline.
5. Most beaches post signs about the conditions of the ocean. Read and obey them. Strong currents may not be noticeable on the surface but can be dangerous beneath.
6. Know the various beaches on the islands and the prevailing conditions at each. Select beaches with conditions that match your skills and comfort level.
7. Swimming pools are deceptively designed, shallow at one end and dropping, sometimes rapidly, toward the deeper end. Never go into a pool alone, unless you are a strong swimmer.
8. Above all, use protective sunscreen, preferably SPF 15 or above. Some skin experts advise you to use sunscreen at all times.
9. If you would like to learn how to swim, call the following places for more information:

YMCA (YOUNG MEN'S CHRISTIAN ASSOCIATION) .....536-3556  
Swimming lessons are offered for all levels: Beginner, intermediate, or advanced. The costs vary from month to month, depending on the designated swim program. Monthly membership is approximately \$32.

YWCA (YOUNG WOMEN'S CHRISTIAN ASSOCIATION).....538-7061  
There is an annual membership fee of approximately \$35 with additional costs for adult swimmers.

Look in the yellow pages of the telephone directory under **Swimming Instruction** for additional places to learn how to swim.



## IMMIGRATION REGULATIONS

**C**oming into the United States on a student visa, you are required to follow the laws pertaining to your visa classification. These regulations describe the conditions under which you may study or stay in the country on a temporary basis. It is your responsibility to know and follow United States immigration laws. Failing to abide by these laws could jeopardize your student status. You could find yourself in serious trouble with the United States Immigration & Customs Enforcement (US ICE), even to the point of having to abandon your studies and return home. If you have any questions about the information presented in this section, please see an international student advisor at the International Center. *Do not rely on friends for immigration information; they may give you false or misleading advice.*

### LEGAL RESPONSIBILITIES OF F-1 AND J-1 VISA STUDENTS

#### 1. Your passport must be valid at all times.

*Your passport must be valid at all times.* United States law mandates that you must possess a valid *passport* while you are in the country. Do not allow your passport to expire. You should begin the renewal process six months prior to the expiration date of your passport.

Revalidations or renewals of your passport are obtained through your consulate in the United States or embassy in Washington, D.C. Your government may require a letter certifying your continued enrollment, which can be prepared by an international student advisor.

#### 2. You may only attend the school authorized on your I-20 (F-1) or DS-2019 (J-1).

If you entered the United States on a Hawai'i Pacific University I-20 or DS-2019, you are required to report to Hawai'i Pacific University.

#### 3. Your I-20 or DS-2019 must remain current at all times.

If your I-20 or DS-2019 is about to expire and you need to extend the completion date of your studies, you must stop by International Student Services to obtain a Change Request Form. This must first be completed and signed by an academic advisor and then brought to an international student advisor who will update your I-20 or DS 2019 and call or e-mail when it is ready.

If you change your major, you stop by the International Center and fill out an I-20 Change Request Form. An international student advisor will make the appropriate update to your I-20 and will call or e-mail when it is ready.

If you decide to begin a new degree program, you must obtain a new I-20 from the International Center or Center for Graduate Studies.

#### **4. You must be registered as a full-time student during fall and spring semesters.**

Undergraduates must take 12 or more credit hours per semester, graduate students must take 9 credit hours per semester. Students in their final semester who have completed all other course requirements may be less than full time, but must request part-time status using a General Petition Form (available from an academic advisor).

##### *Online Course Regulations for International Students*

Undergraduates: You are required to take a minimum of 9 credit hours in the classroom.

Graduates: You are required to take a minimum of 6 credit hours in the classroom.

#### **5. If you become ill and require a leave of absence for a semester, you must see an international student advisor.**

Medical documentation from your doctor must be presented in order to be granted a temporary leave of absence. In addition, you must obtain authorization from both an international student advisor and your academic advisor.

#### **6. It is illegal to work off campus without the mandatory employment authorization.**

Unauthorized employment is illegal and cause for deportation if discovered by US ICE. Illegal employment can also jeopardize your chances of obtaining an H-1B visa or permanent resident status at a future date. Please meet with an international student advisor if you wish to work off campus. Students who have been in F-1 status for nine months may be eligible for curricular practical training (CPT) employment authorization. You must make an appointment with a career counselor in the Hawai'i Pacific University Career Services Center (1132 Bishop, Suite 502.) Students in J-1 status are not subject to the nine-month requirement.

#### **7. Make photocopies of your I-20 or DS-2019, passport, visa, and I-94 and keep them in a safe place.**

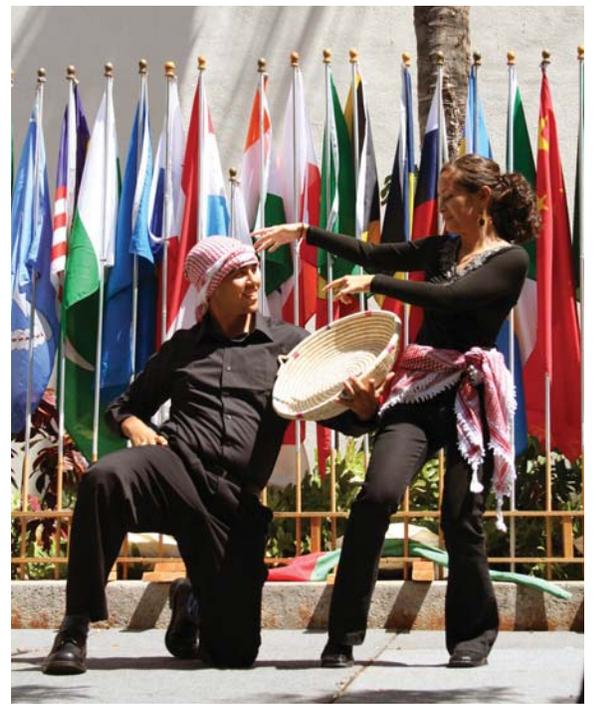
In case you lose a document, it is easier to replace if a copy has been made.

#### **8. U.S. Immigration & Customs Enforcement (US ICE) requires students to notify them of a change of address within 10 days of moving.**

This process will update the address on the I-94 Admission Card that was completed upon entry into the United States. In addition, your address must be updated with HPU on your Pipeline account.

1. Go to <http://www.uscis.gov/AR-11>
2. Click "Online Change of Address" under *Related Links* (upper right hand corner)
3. Click "Change your address online" under *Next Step*
4. Click "I Accept these terms and conditions" under *Next Step*
5. Click "No, this change of address is not for a U.S. Citizen" under *Next Step*
6. Fill out the required fields under "Customer Information"-- the **last address** should be the address given on the I-94 Card upon entering the United States OR the last address change reported
7. Click "Signature"
8. Print out confirmation page and keep for your records







## TRAVEL DOCUMENTS and ENTERING THE UNITED STATES

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### **SEVIS: Student & Exchange Visitor Information System**

SEVIS is the government-shared database that universities and various government agencies use to maintain and update vital information on international students and exchange visitors. The SEVIS system was implemented on January 30, 2003, and is mandatory for all universities who accept international students. This system allows for issuance of the I-20 and DS-2019.

### **SEVIS Visa Fee**

On September 1, 2004, the Department of Homeland Security (DHS) instituted a new student visa fee of \$100. The purpose of this fee is to fund the continuing operation of the Student and Exchange Visitor Information System or SEVIS. Effective October 2008, the SEVIS Fee will increase from \$100 to \$200.

This fee applies to:

- Initial F-1 and J-1 status students/scholars applying for a visa
- Change of status applications
- Reinstatement applications for students in the United States out of status more than five months
- Students absent from the United States for more than five months

Students/scholars can pay for the SEVIS I-901 fee in the following ways:

1. Online at [www.fmjfee.com](http://www.fmjfee.com).
2. Through regular mail, by submitting Form I-901 along with a check or international money order (drawn on a United States bank and in U.S. dollars) made payable to:  
**I-901 Student/Exchange Visitor Processing Fee.** The I-901 PDF can be downloaded at:  
<http://www.ice.gov/graphics/sevis/i901/>.

Whichever form of payment you choose, *the fee must be paid at least three business days prior to your visa interview.* In each case (online or by mail) you will receive a receipt of payment. You must keep this receipt and bring it to your visa interview, to provide the embassy or consulate proof of payment of the SEVIS I-901 fee.

### **Form I-20**

The University sends the SEVIS Form I-20 Certificate of Eligibility to new students so they can obtain an F-1 student visa from a United States embassy or consulate. The I-20 is also necessary for entry into the country in F-1 student status after a temporary absence from the United States. The I-20 is specific to the university you are attending and to the degree program in which you are enrolled. As a student of Hawai'i Pacific University, you must enter the country using the I-20 issued by HPU. *If the I-20 you currently have in your possession was issued by another university other than the one you are enrolled in, please report to the International Center or the Center for Graduate Studies.*

### **Form DS-2019**

The University sends the SEVIS Form DS-2019 to new students/scholars so they can obtain a J-1 student visa from a United States embassy or consulate. The DS-2019 is specific to the university you are attending and to the degree program in which you are enrolled. As a student or scholar of Hawai'i Pacific University, you must enter the country using the DS-2019 issued by HPU.

### **Visa**

The *visa* is a stamp (or “chop”) entered in your passport with certain notations made by the issuing United States embassy or consulate abroad. The visa permits an alien (F-1 or J-1 student) to request one or more entries into the United States within a specified period of time.

The visa is the document used only for entry into the United States and must be valid at the time you enter or reenter the country. If you depart the United States temporarily and plan to return, your visa must be valid for reentry. If your visa has expired before you plan to return to the United States, or is otherwise invalid, you must obtain a new visa from a United States consulate or embassy **outside** the United States.

### **Form I-94**

A Customs & Border Protection (US CBP) inspector at your United States port of entry will staple a small piece of white paper (that you filled out upon arrival) officially known as the “Arrival and Departure Record” (I-94), into your passport. This is an important document because it indicates how long you are permitted to remain in the United States. **DO NOT LOSE!** A replacement will cost \$320.00.

For a student entering on F-1 or J-1 status, the notation on the I-94 is “D/S,” which means “duration of status.” This indicates that you may stay in the country as long as your I-20 or DS-2019 is valid and you are attending classes or engaged in practical training as provided for in the United States Citizenship & Immigration Service (US CIS) regulations. Each time you depart the country, you should turn in the I-94 card to the airlines. If you lose your I-94 or if you have any questions about how long you may stay in the country, contact an international student advisor.

### **Your I-20 Must Remain Current**

Know the expiration date on your I-20-- Section 5: “complete studies no later than [date].” This is your completion date and the expiration date of your I-20. If your I-20 is about to expire and you need to extend the completion date of your studies, you must stop by International Student Services to apply for an I-20 change request. This must first be completed and signed by an academic advisor and then brought to an international student advisor who will update your I-20 prior to your expiration date.

If you change your major, stop by International Center and fill out an I-20 Change Request. An international student advisor will make the appropriate update to your I-20. If you decide to begin a new degree program, you must obtain a new I-20 from the International Center or Center for Graduate Studies.

The “duration of status” to remain in the United States is your completion of studies date. *It is important that you always keep your old I-20 forms.*

If for some reason you are not able to continue your studies, please notify your International Student Advisor. The immigration information system needs to be updated to show you are not a current student. This will avoid problems for future entries into the U.S.

### ***Traveling Outside the United States***

When traveling outside the United States, you will need to obtain a reentry signature from an International Student Advisor. Please take your I-20 to International Student Services approximately three weeks before departure for a reentry signature on Page 3 of your I-20. Reentry signatures are valid for one year from the date the signature is made. If you are a student on Optional Practical Training (OPT), a reentry signature is valid for six months.

### ***Individuals Subject To Special Registration and the National Security Entry-Exit Registration System (NSEERS)***

Individuals subject to Special Registration are required to only use designated ports of departure from the United States. These individuals must appear in person before an inspecting immigration officer at a designated port of departure and leave from that port on the same day. The Honolulu International Airport is a designated port of departure.

Please refer to the following Web site: <http://www.amcits.com/nseers.asp> for detailed procedures regarding Special Registration.

*Special Registration is required of persons from the following countries: Iran, Iraq, Libya, Syria, and Sudan.*

### ***Permanent Residence***

The “green card” is the term commonly applied to a card that is more properly called the alien registration receipt card, permanent resident card, or Form I-551. It identifies the foreign national as a permanent resident of the United States or an immigrant. Although the card issued today to immigrants is no longer green, the term “green card” remains and is used to identify individuals who have permits to stay permanently in the United States and to be employed.

Individuals who are immigrants, also known as resident aliens, permanent residents, green card holders, etc., do not surrender their home country citizenship. When they travel abroad, they use their home country’s passport. Upon reentry to the United States, they produce the alien registration receipt card and are allowed to reenter without having to go to a U.S. embassy abroad to obtain a new visa. There are special rules regarding the length of time an immigrant visa holder can stay outside the United States.

The application for permanent residence is usually based on the relationship to a U.S. citizen or on permanent employment. An international student who is marrying a U.S. citizen needs to consult with an international student advisor to learn about the application process with the U.S. Citizenship and Immigration Service.

If you have applied for and received the permanent resident card, while in F-1 student status, please provide a copy to the International Student Advisor. It is necessary to update your F-1 student status in the immigration information system.

### ***The Department of Homeland Security***

Formerly known as the U.S. Immigration & Naturalization Service or “INS”

The Department of Homeland Security (DHS) controls all immigration regulations and procedures for aliens while they are physically in the U.S. The DHS now has jurisdiction over the agencies that help protect the United States’ national security. There are three major agencies that fall under the Department of Homeland Security:

1. United States Citizenship & Immigration Services (US CIS)
  - US CIS is the agency that adjudicates applications for benefits by nonresidents.
  - For F-1 students, US CIS processes change of status, reinstatement, optional practical training (OPT), employment based on economic hardship.
  
2. United States Customs & Border Protection (US CBP)
  - US CBP is located at the ports of entry to the United States. It is here that the inspectors will verify your status and admit you into the United States.
  - US CBP also oversees the Customs Service (the second part of entering the United States).
  - US CBP monitors Special Registration (certain countries are required to check-in the day of departure with US CBP).
  
3. United States Immigration & Customs Enforcement (US ICE)
  - US ICE is comprised of various departments which include:
    - Immigration Investigations
    - Customs Investigations
    - Customs Air and Marine Interdiction
    - Federal Protective Service
    - Detention and Removal
    - Immigration Intelligence
    - Customs Intelligence
  - US ICE is the “law enforcement” portion of the Department of Homeland Security.

The policies of the DHS are governed by the same Immigration Act as the consulates and embassies. However, it is important to note that there are some things only consulates and embassies can do (such as issue visas), and other things which only DHS can do (such as grant reinstatements of stay in the United States).

All students should consult with the international student advisor before going to the United States Citizenship & Immigration Service (US CIS) for any reason. In most cases, if you go to the US CIS with questions (about obtaining employment authorization, for example) they will refer you back to the international student advisor. If the US ICE contacts you for any reason, please see an international student advisor as soon as possible.

## USEFUL IMMIGRATION WEB SITES

- United States Citizenship & Immigration Service (US CIS)  
[www.uscis.gov](http://www.uscis.gov)
  
- United States Customs & Border Protection (US CBP)  
[www.cbp.gov](http://www.cbp.gov)
  
- United States Immigration & Customs Enforcement (US ICE)  
[www.ice.gov](http://www.ice.gov)
  
- Department of Homeland Security (DHS)  
[www.dhs.gov](http://www.dhs.gov)
  
- Department of Justice (DOJ)  
[www.usdoj.gov](http://www.usdoj.gov)
  
- Department of State (DOS, Embassies, and Consulates)  
[www.state.gov](http://www.state.gov)
  
- To locate your embassy or consulate in the United States:  
<http://www.state.gov/misc/10125.htm>
  
- Internal Revenue Service (IRS)  
[www.irs.gov](http://www.irs.gov)



## EMPLOYMENT

### ***Work Authorization is Mandatory for Employment***

International Students in F-1 or J-1 visa status at HPU must always have written employment authorization by a Designated School Official (DSO) or Responsible Officer (RO) before they work off campus. Employment authorization is always noted on Page 3 of the Form I-20 (with the exception of on-campus employment).

### ***On-Campus Employment***

Any international student in F-1 or J-1 status who is in good academic standing is allowed to work on campus up to 20 hours per week during the school year if employment does not affect the student's academic progress. On-campus jobs are available. Although no written authorization is required, students will still need to show evidence of their F-1 status and complete Form I-9 (Employment Eligibility Verification). Written authorization is required for J-1 students.

### ***Curricular Practical Training (CPT) for F-1 Students***

1. Employment under the Practical Training provision of F-1 visa regulations is an option you may wish to explore.
2. CPT is employment authorization granted to currently enrolled F-1 students by a Designated School Official (DSO), allowing students to work off campus in positions that give them practical training in their major field of study. CPT must be done **for credit** through either Cooperative Education or Internship, and *the work experience must be clearly related to the student's major course of study.*

Employment is normally limited to 20 hours per week during fall and spring semesters, and may be full time during winter and summer vacation periods. *All of the following requirements must be met:*

1. F-1 status for nine months or two semesters, one academic year.
  2. Matriculation in a degree program: students taking EFP classes are not eligible.
  3. Completion of at least 12 semester hours of credit in college courses numbered 1100 or above (12 of which must have been non-EFP classes), and a passing grade in Writing 1100 for undergraduates or MGMT 6100 for graduates.
  4. Cumulative GPA of at least 2.0 for CO-OP, 2.7 for internships, and 3.0 for all graduate students.
  5. All holds must be cleared from student accounts (i.e., account balance, immunization, etc.).
  6. Your certificate of Eligibility (form I-20) must be current.
3. You should see a career counselor as early as possible to apply for Curricular Practical Training (CPT), since it takes time to process and approve your application. It is recommended that you apply as early as 10 days in advance of the date you hope to begin working.

*A student on CPT can only work for the specific employer designated on Page 3 of Form I-20, during the time periods requested. To apply for Curricular Practical Training, please make an appointment with a career counselor at the Hawai'i Pacific University Career Services Center (1132 Bishop Street, Suite 501). For COM 3950 Practicum (Communication students only) please make an appointment with an international student advisor (1164 Bishop Street, Suite 1100).*

### ***Academic Training for J-1 Students (AT)***

Academic Training is employment integral to an exchange visitor's academic program and may occur during and after the completion of studies. Such training may include internships, practicum, or field work.

#### Requirements for Eligibility

1. Your Certificate of Eligibility (form DS-2019) must be current.
2. You must be in good academic standing.
3. You must participate in Academic Training that is directly related to your field of studies.
4. You must have a firm offer of employment before completion of studies.
5. You must receive written approval, in advance, from a J-1 Responsible Officer at the International Center (UB 1100). If you are under the sponsorship of any other exchange visitor program, you should contact your program sponsor for Academic Training policies, application forms, and instructions.

#### *Academic Training During a Course of Study*

Academic training is normally part time during the academic year, but can be full time under some circumstances. When classes are in session, you must maintain full-time registration with the University no matter how many hours a week you devote to AT. During vacation periods, you may engage in full-time or part-time Academic Training without being registered. Please note that all AT is counted as full time toward your total length of eligibility, regardless of the number of hours that you work.

### ***Optional Practical Training (OPT)***

Optional Practical Training (OPT) is 12 months of full-time, noncredit employment authorization recommended by a Designated School Official and granted by the United States Citizenship & Immigration Service (USCIS). The following conditions apply:

1. Student must have been in F-1 status for nine months.
2. Student may apply up to 120 days before completion of studies and **applications must be received by US CIS by the last day of the term**. Students may choose their starting date to be within 60 days from the last day of the term.
3. Total period of employment is 12 months (full time).
4. Upon completion of *a higher level of studies*, a student may be eligible for another 12-month period of OPT.
5. Employment must be related to student's major field of study and must be commensurate with student's educational level.
6. Students who have done 12 months full time or more of CPT are not eligible for post-completion optional practical training.

7. A job is not required in order to apply for OPT, but students must be authorized for practical training before starting work. The Employment Authorization Document (EAD or “OPT” card) must be available before the student is allowed to begin authorized employment. EAD will have authorized dates on the front of the card.
8. OPT may be used prior to or following completion of studies. Please see an international student advisor for details.

*The above regulations are subject to change.* Always consult with an international student advisor for up-to-date information.



### ***Illegal Employment***

International students are sometimes tempted to work off campus without employment authorization. Each year the United States Immigration & Customs Enforcement (US ICE) discovers students working illegally. The consequences of illegal employment are serious. A record of illegal employment could make you ineligible for either H-1B or permanent residence status. Ultimately you may be deported and not allowed to return to the United States for at least five years. If you wish to work, please make an appointment to talk to an international student advisor about possible work options.

### ***H-1B Status***

The H-1B Temporary Worker visa status allows foreign nationals to work in the U.S. in specialty occupations for a period of up to six years. If planning to file for an H1B visa during Optional Practical Training, it is ideal to complete your studies in August.

The employment must be a professional position that requires specialized training. A minimum of a bachelor's degree is required. Students are recommended to apply for post-completion practical training before completion of their course of study. If the employment will continue beyond the practical training period, the employer may file an H-1B petition on behalf of the employee. The services of an experienced immigration attorney are recommended unless the employer is familiar with this process.

Employers must gain the approval of both the Departments of Labor (DOL) and the U.S. Citizenship & Immigration Service (US CIS). For DOL approval, an employer must show that the individual or company is paying the “prevailing wage” for the position, has notified other workers of intention to employ H-1B workers, that there is not a strike or lockout at the place of employment, and that the H-1B workers will not adversely affect the working conditions of the workers. For US CIS approval, the employer must show that the position is a professional position that requires specialized training and that the applicant has completed the specialized training. This entire application process will likely take between two to four months, unless expedite filing has been requested and the fee paid.

An approved H-1B petition is not transferable between employers. If an applicant decides to change employers, he or she must begin the entire process again. Dependents of H-1B visa holders are on an H-4 visa and are not authorized to accept employment.



## INCOME TAX REGULATIONS, SOCIAL SECURITY NUMBER, AND STATE IDENTIFICATION

### ***United States Tax Rules***

All persons who have been working in the state of Hawai‘i must file both federal and state income tax returns. This includes international students on F-1 student visas. The IRS *Publication 519, U.S. Tax Guide for Aliens*, describes federal income tax rules and tax return filing obligations for foreign nationals. This publication and others are available online at [www.irs.gov/pub/irs.pdf/p519.pdf](http://www.irs.gov/pub/irs.pdf/p519.pdf).

The filing of tax returns is very important. IRS computers compare forms submitted by employers to report income (Forms W-2, 1099, 1042S) with individual tax returns. If an individual return is found to be missing, the IRS contacts the individual concerned. The IRS computerized information is shared with state tax authorities, who may also contact the individual.

### ***Tax Status***

An F-1 student that has been in the United States for no more than five calendar years, including part years, is classified as a nonresident alien. A nonresident alien is taxed only on income from U.S. sources that includes compensation for services performed in the United States regardless of the location or currency of the payment.

Income effectively connected to a U.S. trade or business, compensation for services, and the taxable portion of scholarships and fellowships, are taxed at graduated rates using “single” or “married-filing-separately” rates.

Most nonresident aliens are limited to one personal exemption. A nonresident alien can only claim certain itemized deductions, not the standard deduction (see IRS *Publication 519*). Foreign nationals may be eligible for tax treaty benefits that may reduce or eliminate the tax obligation.

### ***Tax Treaty Information***

General information on tax treaties is available in IRS *Publication 901, U.S. Tax Treaties*. Information on specific treaties appears in the *Cumulative Bulletin* (Government Printing Office, Washington, D.C.; see ordering instructions in publications 519 or 901). The *Cumulative Bulletin* is also available at law libraries.

## **Federal Tax Returns**

All nonresident aliens file Form 1040NR or 1040NR-EZ, and Form 8843. Completing the forms is more involved if the individual has any income subject to graduated tax rates, is claiming tax treaty benefits, or has had insufficient withholding on fixed or determinable annual or periodic income (see Form 1040NR instructions).

You may obtain Form 1040NR or 1040NR-EZ, and Form (www.irs.gov/pub/irs-pdf/i1040nre.pdf) (instructions). To have forms mailed to you, call 1-800-829-3676. You will receive your form in seven to 10 working days. For further information call 541-1040. Forms can be downloaded at: <http://www.irs.ustreas.gov/>. The deadline to file your federal tax return is April 15th. [www.irs.gov/pub/irs-pdf/i1040nre.pdf](http://www.irs.gov/pub/irs-pdf/i1040nre.pdf) (form)

**Even if you did not work, you must file Forms 1040NR-EZ and Form 8843 by April 15.**  
[www.irs.gov/pub/irs-pdf/f8843.pdf](http://www.irs.gov/pub/irs-pdf/f8843.pdf)

## **Filing Assistance**

You may wish to have a professional tax accountant familiar with nonresident alien tax forms complete the forms for you. Check in the yellow pages of the telephone directory under **Tax Return Preparation** for a listing of accounting firms that provide this service. You should ask about fees and compare costs before choosing a company.

## **W-4 and W-2 Forms**

When you begin employment, your employer will give you the W-4 form to complete. This form gives the employer information about income tax withholding. A nonresident alien may only claim “single” status (regardless of actual marital status) and one exemption on Form W-4. A nonresident alien may not use Form W-4 to reduce withholding taxes. For further information, refer to IRS *Publication 515, Withholding Tax on Nonresident Aliens and Foreign Corporations*.

Each year in January, employers send their employees Form W-2. This form states your income for the year and how much tax was withheld. The W-2 form is required in order to file your tax return, and a copy of it must be returned to both the Federal Internal Revenue Service and the State Department of Taxation when you file your tax returns.

## **State Tax Returns**

The deadline to file your state tax return is April 20th. You must file Form N-15, which is for nonresidents. You may pick up Form N-15 in person from the Department of Taxation, 830 Punchbowl St., Window #3, in the courtyard. To have Form N-15 mailed to you, call 587-7572 or 587-4242. You should allow seven to 10 working days to receive the forms. Forms can be downloaded at [http://www.state.hi.us/tax/\(year\)ni5.htm](http://www.state.hi.us/tax/(year)ni5.htm).

## **Social Security Taxes**

Foreign nationals employed in the United States are subject to Social Security taxes with certain exceptions:

1. F-1 nonresident aliens are exempt from Social Security taxes on authorized employment. [26 U.S.C. 3121(b)(19)] F-1 resident aliens are not exempt. A foreign student who has been physically present in the United States for more than five years is a resident alien (for tax purposes only) unless the student can prove he or she is not intending to reside here permanently, [26 U.S.C. 7701(b)(5)(E)(ii)].
2. Students enrolled in and employed by an academic institution are exempt from Social Security taxes. This exemption applies to foreign nationals regardless of residency status.

### ***Social Security Number***

In essence, the Social Security number is a taxation number. It is also used as a standard means of identification for those living in the U.S. **Please note that having a Social Security number does not make you eligible for work**, nor does it make you eligible for Social Security benefits that are intended for citizens and permanent residents. The card will state that it is valid for work only with UNITED STATES CITIZENSHIP & IMMIGRATION SERVICE (USCIS) authorization.

Social Security cards are issued to international students for one reason only: employment authorization. To obtain a Social Security card, the international student should go to the Social Security Office with a valid passport, Form I-94 card, Form I-20, and a verification form from Hawai'i Pacific University's International Student Services. Human Resources will provide the form for those eligible to work on campus.

**The Social Security Administration Office is located in the Prince Kuhio Federal Building, 300 Ala Moana Blvd., Room 1123 (ground floor).** Office hours are Mondays through Fridays, 8:30 a.m. to 4:00 p.m. You should receive your Social Security card in approximately four to eight weeks. Further instructions are available from the International Student Services.

## COMMUNITY RESOURCES

### EMERGENCY SERVICES

**Emergency Dispatch**.....9-11  
In case of emergency, dial this number. If there is no answer or the line is busy, dial “0” and the operator will assist you. If you cannot stay on the telephone, make sure to tell the operator your exact location and what kind of help you need.

**American Red Cross**.....734-2101  
Helps with emergencies due to natural disasters such as earthquakes and hurricanes. Located at 4155 Diamond Head Rd., Honolulu, Hawai‘i 96816.

**Hawai‘i Poison Center** ..... (808) 983-6000  
24-hour emergency service that provides information about poisons and advice to parents in the event poisoning occurs. Located at Kapi‘olani Women and Children’s Medical Center, 1319 Punahou St., Honolulu, Hawai‘i 96822.

**Police**  
Confidential Recorded Message .....955-3500  
Crime Stoppers.....955-8300

**Sex Abuse Treatment Center (Message Line)**.....524-7273  
Confidential counseling and medical assistance for rape victims.

**Helping Hands Hawai‘i Suicide and Crisis Center** .....521-4555  
24-hour phone service for persons who need counseling or someone with whom to talk.

### OTHER VITAL SERVICES

Armed Forces Police.....438-2827  
Board of Water Supply Emergency .....748-5010  
Child Protective Services Intake .....832-5300  
Civil Defense Agency (O‘ahu) [www.co.honolulu.hi.us/ocda](http://www.co.honolulu.hi.us/ocda).....523-4121  
Coast Guard Search/Rescue Center  
    Emergency (toll free).....1-800-552-6458  
    Emergency Services (Hawai‘i) .....541-2450  
DCIS (Defense Criminal Investigative Services).....541-2590  
FBI (Federal Bureau of Investigation) .....566-4300  
Gasco, Inc.–Trouble Only .....526-0066  
Hawaiian Electric–General Trouble (All hours on O‘ahu) [www.heco.com](http://www.heco.com) .....548-7961  
Hawaiian Telcom (telephone hook-up / service) .....643-3456  
Life Guard Division .....922-3888  
Shelter for Abused Partners and Children.....841-0822  
Weather Service Forecasts for Honolulu .....973-4380

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## INFORMATION AND REFERRAL

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**Ask-2000** ..... 275-2000  
24-hour phone service for persons with any kind of problem or who do not know where to go for help. Provides information on all health, social service, and education resources on O‘ahu. Provides emergency assistance program when funds are available. Located at 200 N. Vineyard Blvd., Room 415, Honolulu, Hawai‘i 96817700. Web: [www.ask2000.org](http://www.ask2000.org)

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## ALCOHOL AND DRUG ABUSE

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**Alcoholics Anonymous (AA)** ..... 946-1438  
Support group for persons with alcohol problems. Regular meetings for those who would like to stop drinking. Located at 1400 Kapi‘olani Blvd., Kenrock Building C., Room #6, Honolulu, Hawai‘i 96814. Mailing Address: P.O. Box 2384, Honolulu, Hawai‘i 96804. Web: [www.hawaii-aa.org](http://www.hawaii-aa.org)

**Al-Anon** ..... 593-3977 or 1-888-4AL-ANON  
Support group for spouses and families of alcoholics. Web: [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

**Narcotics Anonymous (NA) □ Referral Service** ..... 734-4357  
Provides locations and meeting times for persons with drug problems, their families and friends. Mailing Address: P.O. Box 89636, Honolulu, Hawai‘i 96830. Web: [www.na-hawaii.org](http://www.na-hawaii.org)

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## CHILD CARE SERVICES

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**PATCH Childcare Switchboard** ..... 839-1988  
Assists parents in obtaining childcare. Located at 650 Iwilei Rd., Suite 205, Honolulu, Hawai‘i 96817. Web: [www.patch-hi.org](http://www.patch-hi.org)

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## HEALTH SERVICES

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**AIDS Hotline (Live Service)** ..... 1-800-243-7889  
24-hour free information about AIDS. Volunteers available to answer your questions about AIDS. Call Mondays through Fridays, 4:00 a.m. to 12 noon, Hawai‘i time. Located at 277 Ohua Ave., Honolulu, Hawai‘i 96815.

**Family Planning Information Line** ..... 737-6311  
24-hour information and referral service which answers questions about family planning, sexuality, pregnancy, sexually transmitted diseases, and other topics.

**Hawai‘i Dental Association** ..... 593-7956  
Provides emergency dental services as well as referrals to private dentists located near the caller’s home. Answering service screens calls after hours, and dentist on duty returns call. Mailing Address: 1345 S. Beretania St., Suite 301, Honolulu, Hawai‘i 96814. Web: [www.hawaiidentalassociation.net](http://www.hawaiidentalassociation.net)

- Planned Parenthood of Hawai'i**.....589-1149  
Provides pregnancy screening, counseling, referral, information on various birth control methods, contraception and abortion, physical examinations (pap smears and breast exams), diagnosis and treatment of minor gynecological problems, and complete family planning services at low cost. Located at 1350 S. King St., Suite 310, Honolulu, Hawai'i 96814. Office hours are Mondays through Fridays, 8:30 a.m. - 5:00 p.m.
- Life Foundation** .....521-2437  
Provides assistance to AIDS patients in maintaining spirit, energy, and dignity. Helps victims obtain economic and legal assistance. Promotes AIDS education, awareness, public support, and understanding. Located at 233 Keawe Suite 226, Honolulu, Hawai'i 96813.
- Kalihi-Palama Health Clinic** .....848-1438  
Provides low cost medical care for illness or injury. Located at 915 N. King St., Honolulu, Hawai'i 96817.
- Physicians Exchange** .....524-2575  
Answering service that can contact your physician or therapist when he or she is not in the office.
- Saint Francis Medical Center** .....547-6011  
Provides a referral for various services of doctors: 585-4555. Located at 2230 Liliha Street, Honolulu, Hawai'i 96817.
- STD and AIDS Hotline**..... 1-800-342-2437  
Provides smears and cultures for gonorrhea, blood tests for syphilis, and STD exams and treatment. Provides AIDS antibody screening, support groups, and information.
- Waikiki Health Center/Diamond Head Health Center** .....733-9280  
Provides TB tests, immunizations, VD screening, AIDS antibody screening, and family planning. Provides low cost medical clinic for illness or injury. Located at 277 Ohua Ave., Honolulu, Hawai'i 96815. The Diamond Head Office is located at 3627 Kilauea Ave., Room 305, Honolulu, Hawai'i 96816. Office hours are Mondays through Thursdays, 9:00 a.m. - 8:00 p.m.; Fridays, 9:00 a.m. - 4:30 p.m.; and Saturdays, 9:00 a.m. - 4:00 p.m.

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## LEGAL ISSUES

- American Civil Liberties Union of Hawai'i**.....522-5900  
The ACLU is a nonprofit, nongovernment agency that provides education, litigation, and legislative lobbying in the area of civil liberties guaranteed by the Constitution. P.O. Box 3410, Honolulu, Hawai'i 96801. Web: [www.acluhawaii.org](http://www.acluhawaii.org)
- Office of Consumer Protection** .....586-2630  
Investigates complaints by consumers about unfair and deceptive business practices and other problems. Helps persons with landlord/tenant problems. The *Handbook for the Hawai'i Residential Landlord-Tenant Code* is available free of charge to the public. Located at 235 S. Beretania St., Suite 801. Office hours are Mondays through Fridays, 7:45 a.m. - 4:30 p.m. Web: [www.hawaii.gov/dcaa/ocp](http://www.hawaii.gov/dcaa/ocp)
- Lawyers Referral and Information Service**.....537-9140  
Provides legal referrals of private attorneys. Call Mondays through Fridays 8:00 a.m. - 4:30 p.m. Located at 1132 Bishop St., Suite 906, Honolulu, Hawai'i 96813. Web: [www.hawaiilawyerreferral.com](http://www.hawaiilawyerreferral.com).

**Legal Aid Society of Hawai'i**.....536-4302  
Provides legal services at no charge to low-income persons for noncriminal cases including family law, housing, and consumer problems. Also provides a lawyer referral service. Located at 924 Bethel St., Honolulu, Hawai'i 96817. Web: [www.legalaidhawaii.org](http://www.legalaidhawaii.org)

**Mediation Center of the Pacific**.....521-6767  
Helps persons resolve domestic problems, minor civil disputes, landlord/tenant problems, and consumer complaints. Located at 680 Iwilei Rd., Suite 530, Honolulu, Hawai'i 96817.

**Victim and Witness Kokua Services**.....547-7401  
Assists persons who are victims or witnesses of a crime. Advises, explains procedures, and orients persons to the criminal justice system. Located at the Office of the Prosecuting Attorney, 1060 Richards St., 10th floor, Honolulu, Hawai'i 96813. Call toll free: 1-800-531-5538.

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## MENTAL HEALTH AND COUNSELING SERVICES

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**Child and Family Service**.....521-2377  
Provides counseling (individual, family, marital, etc.). Located at 200 N. Vineyard Blvd., Bldg. B Suite 20, Honolulu, Hawai'i 96817.

Department of Health, Mental Health Services, provides counseling (individual, family, marital, etc.) located at:

- Diamond Head Family Guidance Center.....733-9393
- Family Court Liaison Branch.....266-9922
- Windward O'ahu Family Guidance Center.....233-3770
- Kalihi-Palama Family Guidance Center.....832-3792
- Central O'ahu Family Guidance Center.....453-5900
- Leeward O'ahu Family Guidance Center.....692-7700

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## VOLUNTEERING

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**Helping Hands Hawai'i**.....536-7234  
Matches volunteers with agencies that need them. Located at 2100 N. Nimitz Hwy., Honolulu, Hawai'i 96819.

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## MISCELLANEOUS SERVICES

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**Bilingual Access Line**.....526-9724  
Provides 24-hour interpreter referral services in various foreign languages (e.g., Japanese, Korean, Cantonese, Mandarin, Ilocano, Tagalog, Tongan, Samoan, Vietnamese, and Lao). Interpreter services may be provided free of charge, depending on the circumstances. Located at 680 Iwilei Rd., Suite 430, Honolulu, Hawai'i 96817.

## HANDICAPPED SERVICES

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<b>Hawai'i Centers for Independent Living</b> .....	522-5400
Enables handicapped persons to live in their community independently through various support services (advocacy, housing, referral, financial, etc.). Located at 414 Kuwili St., Suite 102., Honolulu, Hawai'i 96817.	
<b>Disability and Communication Access Board</b> .....	586-8121
Clearinghouse on services and information on disability. Located at 919 Ala Moana Blvd., Room 101, Honolulu, Hawai'i 96814.	
<b>Handi-Van (Disabled)</b>	
Transportation service for those not able to use The Bus. 811 Middle St., Honolulu, Hawai'i 96817.	
Reservations .....	456-5555
Customer Service .....	454-5050

## HOSPITALS

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Castle Medical Center, 640 Ulukahiki St.....	263-5500
Kahuku Hospital, 56-117 Pualalea Rd.....	293-9221
Kaiser Permanente, 1010 Pensacola St.....	432-2000
Kaiser Medical Centers:	
3288 Moanalua Rd. ....	432-0000
333 Keahole St. ....	432-3700
Kalihi-Palama Health Clinic (Hale Ho'ola Hou), 915 N. King St.....	848-1438
Kalihi-Palama Dental Clinic, 915 N. King St.....	845-0686
Kapiolani Medical Center for Women & Children, 1319 Punahou St.....	983-6000
Kapiolani Medical Center at Pali Momi, 98-1079 Moanalua Rd.....	486-6000
Kuakini Medical Center, 347 N. Kuakini St.....	536-2236
Leahi Hospital, 3675 Kilauea Ave.....	733-8000
Queen's Medical Center, 1301 Punchbowl St.....	538-9011
Rehabilitation Hospital of the Pacific, 226 N. Kuakini St.....	531-3511
St. Francis Hospital, 2230 Liliha St.....	547-6011
Shriner's Hospital, 1310 Punahou St.....	941-4466



## RETURNING HOME AFTER GRADUATION

**B**efore you begin your job search, it is important to thoroughly think through how you have changed, what your new goals are, and the various obstacles you anticipate facing. Ideally, this will take place sometime midway through your academic program so that you can better orient your studies to help you attain your future goals. It is important to spend time reflecting carefully on the following:

### SELF-ASSESSMENT

1. How have you changed since coming to the United States?
2. How have your values been modified?
3. How do you interact with others differently?
4. What different expectations do you have of yourself and others?
5. How will family and friends at home respond to your new character development?

### REENTRY AND CULTURE SHOCK

1. What values and traditions in your home country have you missed most?
2. Which will be most frustrating to deal with?
3. Will your fellow nationals accept the changes you have undergone?
4. What cultural and social expectations will be placed upon you that may cause discomfort?
5. How will others respond to your American experience?

### CAREER GOALS AND EXPECTATIONS

1. What knowledge and skills have you acquired that you would like to utilize in your home country?
2. Is there a need for such skills?
3. How strong is the demand for individuals with your background?
4. What final courses might you take to make yourself more useful and marketable in your country?
5. Will you be seeking employment in the public, private, or nonprofit sector?
6. Which sector could most effectively assimilate your interests and skills?
7. What salary range will you be satisfied with?
8. Is this realistic in the job sector of your choice?
9. What is your time frame? Do you expect to begin work immediately upon return?
10. What steps can you take now to assure that you meet your scheduled goals?

After a long stay abroad, many international students enthusiastically anticipate returning home to their own language, old friendships and family, and familiar cultural setting. They tend to expect a smooth transition and do not prepare adequately for the experience of reentry. Thinking through the potential stumbling blocks prior to your return can greatly ease the transition between the two different societies. The more carefully you anticipate and prepare for the personal pressure and reverse culture shock, the more your energy can be focused on a successful job search.

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## **CAREER GUIDANCE DURING AND AFTER GRADUATION**

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Résumés, cover letters, interviews, and thank-you letters are crucial aspects of the job search that are all too often undertaken haphazardly. Appropriate styles and approaches vary greatly from country to country. In approaching potential home country employers, you will need to decide for yourself what techniques and styles are appropriate.

It is essential to dedicate a good deal of thought and energy to the writing of your résumé, cover letters, and thank-you letters, and toward preparation for your interviews. With a quality résumé and clearly thought out answers and ideas for your interviews, you will convey an air of confidence that is appealing to potential employers.

The Career Services Center at Hawai'i Pacific University contains valuable resources pertaining to all aspects of your job search.

**MEMBERS OF CONSULAR CORPS OF HAWAII**  
**www.consularcorpshawaii.org**

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>AUSTRALIA</b> Consulate General of Australia 1000 Bishop St., PH Honolulu, HI 96813-4299  Consul General David Binns E-mail: david.binns@dfatgov.au	<b>(808) 529-8100</b>	<b>(808) 529-8142</b>	<b>January 26</b>
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<b>AUSTRIA</b> Consulate of Austria 1314 S. King St., Suite 1260 Honolulu, HI 96814-1947  Honorary Consul General J. Hans Strasser E-mail: hans@hotelmark.com	<b>(808) 923-8585</b>	<b>(808) 597-1233</b>	<b>October 26</b>
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<b>BELGIUM</b> Consulate of Belgium 707 Richards St., Suite 600 Honolulu, HI 96813-4693  Honorary consul Jeffrey Daniel Lau E-mail: jlau@ollon.com	<b>(808) 535-1440</b>	<b>(808) 533-0144</b>	<b>July 21</b>
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<b>BRAZIL</b> Consulate of Brazil 345 Queen St., Suite 400 Honolulu, HI 96813  Honorary Consul Eric G. Crispin, AIA E-mail: brazilconsul@hawaii.rr.com	<b>(808) 235-0571 &amp;            (808) 255-2688</b>	<b>(808) 923-0851</b>	<b>September 7</b>
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<b>CHILE</b> Consulate of Chile 2240 Kuhio Ave., PH No. 3804 Honolulu, HI 96815-2820  Honorary Consul General Gladys Vernoy E-mail: vernoy@aloha.net	<b>(808) 561-1772</b>	<b>(808) 543-0155</b>	<b>September 18</b>
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<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>COOK ISLANDS</b> Consulate of Cook Islands 5315 Oio Drive Honolulu, HI 96821-1817	<b>(808) 842-8999 &amp; (808) 373-1315</b>		<b>August 4</b>
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Honorary Consul Robert E. Worthington  
E-mail: bworthi@ksbe.edu

<b>DENMARK</b> Consulate of Denmark 285 Sand Island Access Rd. Honolulu, HI 96819-2227	<b>(808) 844-2028</b>	<b>(808) 852-6778</b>	<b>April 16</b>
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Honorary Consul Laurence Vogel  
E-mail: denmarkhi@aol.net

<b>FINLAND</b> Consulate of Finland 1650 Ala Moana Blvd., Suite 813 Honolulu, HI 96815-1409	<b>(808) 943-2640</b>	<b>(808) 943-2640</b>	<b>December 6</b>
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Honorary Consul Erkki E. Inkinen  
E-mail: suomialoha@aol.com

<b>FRANCE</b> Consulate of France 1099 Alakea St., Alii Place, Suite 1800 Honolulu, HI 96813-4512	<b>(808) 547-5852 (808) 547-5625</b>	<b>(808) 941-7988 (secretary 10 a.m. - 2 p.m.)</b>	<b>July 14</b>
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Honorary Consul Patricia Y. Lee  
E-Mail: patylee@gmail.com  
plee@goodsill.com

<b>HUNGARY</b> Consulate of the Republic of Hungary 6710 Hawaii Kai Drive, Suite 1110 Honolulu, HI 96825-1544	<b>(808) 377-3637</b>	<b>(808) 396-2605</b>	<b>March 15</b>
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Honorary Consul Emese Komjathy  
E-mail: emesekomjathy@yahoo.com

<b>INDIA</b> Consulate General of India P.O. Box 10905 Honolulu, HI 96816	<b>(808) 732-7692</b>	<b>(808) 732-7692</b>	<b>January 26</b>
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Honorary Consul General Mrs. Sheila Watumull  
E-mail: www.indianconsulate-s.f.org (for all inquiries)

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>ITALY</b> Consulate of Italy 735 Bishop St., Suite 201 Honolulu, HI 96813-4822	<b>(808) 531-2277</b>	<b>(808) 531-2220</b>	<b>June 2</b>
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Honorary Vice-Consul Carmen Di Amore-Siah  
E-mail: Carmen@immigrateus.com

<b>JAPAN</b> Consulate General of Japan 1742 Nu‘uanu Ave. Honolulu, HI 96817-3201	<b>(808) 543-3111</b>	<b>(808) 543-3170</b>	<b>December 23</b>
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Consul General Toshio Kunikata  
E-mail: toshiokunikata@hotmail.com

<b>KIRIBATI</b> Consulate of Kiribati 95 Nakolo Place Honolulu, HI 96819-1845	<b>(808) 834-6775</b>	<b>(808) 834-7604</b>	<b>July 12</b>
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Honorary Consul William E. Paupe (Mrs. Kim) (April 27, 1990)  
E-mail: kiribaticonsul@aol.com

<b>KOREA</b> Consulate General of the Republic of Korea in Honolulu 2756 Pali Hwy. Honolulu, HI 96817	<b>(808) 595-6109/6374</b>	<b>(808) 595-3046</b>	<b>October 3</b>
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Consul General Dae-Hyun Kang  
E-mail: dhkang79@mofat.go.kr; consulatehi@mofat.go.kr, Consulate (General Affairs)

<b>MALAYSIA</b> Consulate of Malaysia 999 Bishop St., Suite 805 Honolulu, HI 96813-4432	<b>(808) 525-7702</b>	<b>(808) 525-8723</b>	<b>August 31</b>
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Honorary Consul Dató Herbert E. Wolff  
E-mail: generalherbwolff@aol.com

<b>MARSHALL ISLANDS</b> Consulate General of the Republic of the Marshall Islands 1888 Lusitana St., Suite 301 Honolulu, HI 96813-1518	<b>(808) 545-7767</b>	<b>(808) 545-7211</b>	<b>May 1</b>
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Consul General Philip Anungar  
E-mail: rmi.consulate@hawaiiintel.net

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>MEXICO</b> Consulate of Mexico 6282-A Ibis Avenue Ewa Beach, HI 96706	<b>(808) 499-2983</b>	<b>(808) 947-0828</b>	<b>September 15</b>
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Honorary Consul Laura Guzman  
E-mail: [langelconsulmexhi@yahoo.com](mailto:langelconsulmexhi@yahoo.com)

<b>MICRONESIA</b> Consulate General of Federated States of Micronesia 3049 Ualena St., Suite 910 Honolulu, HI 96819-1999	<b>(808) 836-4775</b>	<b>(808) 836-6896</b>	<b>May 10</b>
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Consul General Daniel H. Rescue  
E-mail: [fsmghnl@aol.com](mailto:fsmghnl@aol.com)

<b>MOROCCO</b> Consulate of the Kingdom of Morocco 1419 Sixteenth Ave. Honolulu, HI 96816	<b>(808) 383-2597</b>		<b>July 30</b>
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Honorary Consul M. Jan Rumi  
E-mail: [jrumi@morocco-in-hawaii.com](mailto:jrumi@morocco-in-hawaii.com)  
Website: [www.morocco-in-hawaii.com](http://www.morocco-in-hawaii.com)

<b>NETHERLANDS</b> Consulate of the Netherlands 745 Fort Street Mall, Suite 702 Honolulu, HI 96813-3814	<b>(808) 531-6897</b>	<b>(808) 531-6898</b>	<b>April 30</b>
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Honorary Consul General Gaylord G. Tom  
E-mail: [attygtom@aol.com](mailto:attygtom@aol.com)

<b>NEW ZEALAND</b> New Zealand Consulate 3929 Old Pali Rd. Honolulu, HI 96817	<b>(808) 595-2200</b>	<b>(808) 595-3409</b>	<b>February 6</b>
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Honorary Consul General Peter Cushman Lewis  
E-mail: [plewis7777@hawaii.rr.com](mailto:plewis7777@hawaii.rr.com)

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>NORWAY</b>	<b>(808) 734-5298</b>	<b>(808) 732-5853</b>	<b>May 17</b>
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Royal Norwegian Consulate  
4215 Kilauea Ave.  
Honolulu, HI 96816-4711

Honorary Consul Nina Hamre Fasi  
E-mail: Nfasi\_02@hotmail.com

<b>PALAU</b>	<b>(808) 524-5414, ext. 6</b>	<b>(808) 599-5004</b>	<b>October 1</b>
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Consulate of the Republic of Palau  
1154 Fort Street Mall, Suite 300  
Honolulu, HI 96813-2712

Honorary Consul General Michael John Moroney  
E-mail: PalauConsulhi@aol.com

<b>PERU</b>	<b>(808) 554-5858</b>	<b>(808) 944-8913</b>	<b>July 28</b>
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Consulate of Peru  
1910 Ala Moana Blvd., Suite 40 B  
Honolulu, HI 96815-1819

Honorary Consul Alvin Adams  
E-mail: Adamsa007@hawaii.rr.com

<b>PHILIPPINES</b>	<b>(808) 595-6316</b>	<b>(808) 595-2581</b>	<b>June 12</b>
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Philippine Consulate General  
2433 Pali Hwy.  
Honolulu, HI 96817

Consul General Ariel Y. Abadilla  
E-mail: honolulupc@hawaii.rr.com

<b>POLAND</b>	<b>(808) 955-4488/4567</b>	<b>(808) 942-5726</b>	<b>November 11</b>
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Consulate of Poland  
2825 South King St., Suite 2701  
Honolulu, HI 96826-3535

Honorary Consul General Bozena Anna Jarnot  
E-mail: Bozena@aloha.net

<b>PORTUGAL</b>	<b>(808) 226-0430</b>	<b>(808) 373-2469</b>	<b>June 12</b>
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Consulate of Portugal  
P.O. Box 240778  
Honolulu, HI 96824

Honorary Consul John Henry Felix, Ph. D.  
E-mail: eagle001@hawaii.rr.com

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>RUSSIA</b>	<b>(808) 737-5248</b>	<b>(808) 737-7806</b>	<b>June 12</b>
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Honorary Consulate General of the Russian Federation  
1670 Halekoa Dr.  
Honolulu, HI 96821

Honorary Consul General Natasha B. Owen  
E-mail: nowen@lava.net

<b>SAN MARINO</b>	<b>(808) 923-2468</b>	<b>(808) 926-5678</b>	<b>September 3</b>
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Consulate of the Republic of San Marino  
4615 Kahala Ave.  
Honolulu, HI 96816-5210

Honorary Consul Yukio Takahashi

<b>SLOVENIA</b>	<b>(808) 735-9594</b>	<b>(808) 545-5712</b>	<b>June 25</b>
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Consulate of Slovenia  
727 Honua St.  
Honolulu, HI 96816

Honorary Consul R.J. "Zap" Zlatoper  
E-mail: zapz@jamescampbell.com

<b>SPAIN</b>	<b>(808) 226-0430</b>	<b>(808) 373-2469</b>	<b>October 12</b>
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Consulate of Spain  
P.O. Box 240778  
Honolulu, HI 96824

Honorary Consul John Henry Felix, Ph. D.  
E-mail: eagle@hawaii.rr.com

<b>SRI LANKA</b>	<b>(808) 524-6738</b>	<b>(808) 524-6738</b>	<b>February 4</b>
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Consulate of the Democratic Socialist Republic of Sri Lanka  
60 North Beretania St., Suite 410  
Honolulu, HI 96817-4754

Honorary Consul Kasuma Cooray  
E-mail: kusuma@hawaii.edu

<b>SWEDEN</b>	<b>(808) 528-4777</b>	<b>(808) 523-1888</b>	<b>June 6</b>
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Consulate of Sweden  
Pacific Guardian Center  
737 Bishop St., Suite 2600  
Honolulu, HI 96813-3283

Honorary consul James M. Cribble  
E-mail: JMC@caselombardi.com

<b>COUNTRY</b>	<b>PHOHE</b>	<b>FAX</b>	<b>NATIONAL DAY</b>
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<b>SWITZERLAND</b>	<b>(808) 737-5297</b>	<b>(808) 734-3996</b>	<b>August 1</b>
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Consulate of Switzerland  
4231 Papu Circle  
Honolulu, HI 96816-4838

Honorary Consul Niklaus R. Schweizer, Ph.D.

E-mail: Niklaus@hawaii.edu

*Also serves as Ex-Officio Representative of the Principality of Liechtenstein*

<b>THAILAND</b>	<b>(808) 845-7332</b>	<b>(808) 848-0022</b>	<b>December 5</b>
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Royal Thai Consulate General  
1287 Kalani St., Suite 103  
Honolulu, HI 96817-4960

Honorary Consul General Colin T. Miyabara

E-mail: cmiyabara@aol.com

<b>TONGA</b>	<b>(808) 953-2449</b>	<b>(808) 955-1447</b>	<b>November 4</b>
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Consular Agency of Tonga  
738 Kaheka St., Suite 306B  
Honolulu, HI 96814-3726

Honorary Consul Agent Annie Kaneshiro

E-mail: TongaConsulAgcy@aol.com

## COMPREHENSIVE NONDISCRIMINATION NOTICE

Hawai'i Pacific University does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendment of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicapped), and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, treatment and employment in, the University's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discriminatory complaints may be directed to:

Linda Kawamura  
Title IX, Section 504 and Title VI Coordinator  
1166 Fort Street Mall, Suite 201  
Honolulu, Hawai'i 96813  
Telephone (808) 544-1191

The University recognizes its obligation to provide overall program accessibility throughout the University for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of service activities and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the University's compliance with those provisions may also be directed to:

Office of Civil Rights  
U.S. Department of Education  
221 Main St., Suite 1020  
San Francisco, California 94105

## UNIVERSITY POLICIES AND PROCEDURES

Please refer to the *Student Handbook* (obtained at the Student Life Office, 1188 Fort Street Mall) for detailed information of the following topics:

- Academic Dishonesty Policy
- Academic Grievance Procedures
- Sexual Harassment Policy
- Crime Prevention and Reporting Policy and Procedures
- HPU Drug and Alcohol Policy
- Code of Student Conduct
- Student Complaint Procedures
- Emergency Procedures

# Hawai'i Pacific University - Downtown Campus

## **UB-1164 BISHOP STREET**

### **1st Floor**

Academic Advising Center  
Classrooms

### **2nd Floor**

Admissions  
Center for Off-Campus Housing  
Classrooms  
Community Relations Office  
Financial Aid  
Housing Office  
Military Campus Programs Registrar  
Registrar

### **9th Floor**

Center for Graduate and Adult Services

- Graduate Admissions
- Graduate Advising
- Graduate Registrar

Classrooms

Client Services

Distance Learning

Information Technology Services

Management Information Systems

Network Technologies

Travel Industry Management Office (TIM)

### **11th Floor**

Admissions Transfer Services  
Admissions Undergraduate Files  
and Data Management  
Enrollment Management  
International Center  
International Student Services  
International Transcript and Articulations  
Student Affairs Office

### **15th Floor**

Director of Choral Activities  
Faculty Athletic Representative  
University Chaplain

## **LB-1060 BISHOP STREET**

### **Basement**

Classrooms  
Faculty Offices  
Printshop  
Sports Information

### **Mezzanine**

Classrooms  
Faculty Offices

### **2nd - 6th Floors**

Alumni and Parent Relations (4th)  
Classrooms (6th)  
Faculty Offices (4th)  
Faculty Support Center - LB- Branch (4th)  
Institutional Advancement (4th)  
Meader Library (2nd-5th)  
Tutoring and Testing Center (6th)

### **Penthouse**

Athletic Department  
Warner Auditorium

## **MP-1188 FORT STREET**

### **1st Floor**

Center for English Language Programs  
Classrooms  
Learning Assistance Center (LAC)  
Office of Student Life  
Student Club Meeting Room  
Teaching and Learning Center (TLC)

### **2nd Floor**

Classrooms  
Faculty Offices  
Teacher Education Program

### **Mezzanine**

Faculty Offices

### **3rd Floor**

Classrooms  
College of International Studies  
College of Professional Studies  
Faculty Offices

### **4th Floor**

Academic Administration  
Academic Support Center  
Classrooms  
College of Liberal Arts  
Faculty Assembly Office  
Faculty Offices  
Faculty Support Center

## **FC-1132 BISHOP STREET**

### **1st Floor - The Frear Center (Mall Annex)**

Communication Video Lab  
Frear Center Office  
Hardware and Telecom Lab  
HECO Technology Lab  
Information Systems Lab  
Multimedia Production Lab  
Software Engineering Lab  
Technology Classrooms  
Tech Support Office  
Web Services

## **FH-1132 BISHOP STREET**

### **5th Floor**

Career Services Center  
College of Business Administration  
College of Communication  
Faculty Offices

## **UP-1136 UNION MALL**

### **2nd Floor**

Human Resources Office

## **KK-KUKUI PLAZA**

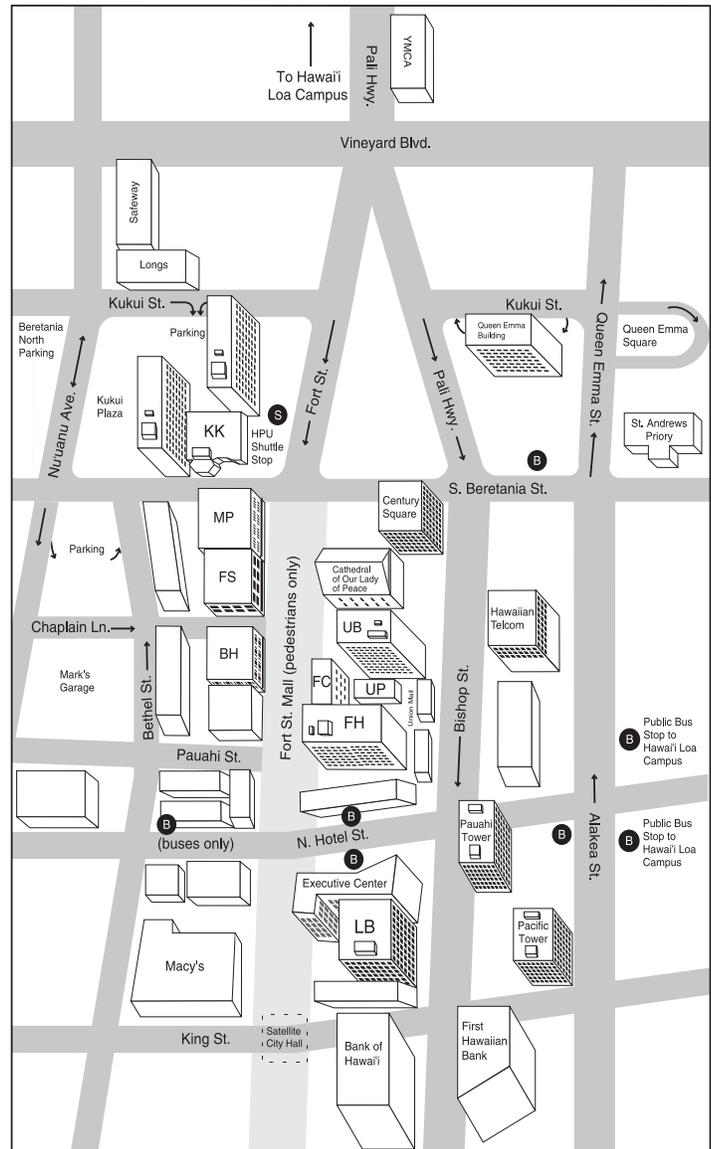
### **1st Floor**

Business Office

## **FS-1166 FORT STREET**

### **1st Floor**

Academic Computing Services  
Computer Classrooms  
Facilities/Maintenance/Repair Office  
Student Life/First-year Programs



## **FS-1166 FORT STREET (CONTINUED)**

### **2nd Floor**

Administrative Offices  
Administrative Support Operations  
Faculty Offices  
Graphic Arts Department  
Military Campus Programs  
President's Conference Room

### **3rd Floor**

Classrooms  
Faculty Offices  
Study Area  
University Relations

## **BH-HISTORIC BLAISDELL HOTEL**

### **1st Floor**

Sea Warrior Center

### **2nd Floor**

Athletics Training Room  
Bookstore  
Faculty Offices

### **3rd Floor**

Kalamalama Student Newspaper  
Mail Processing and Distribution Center

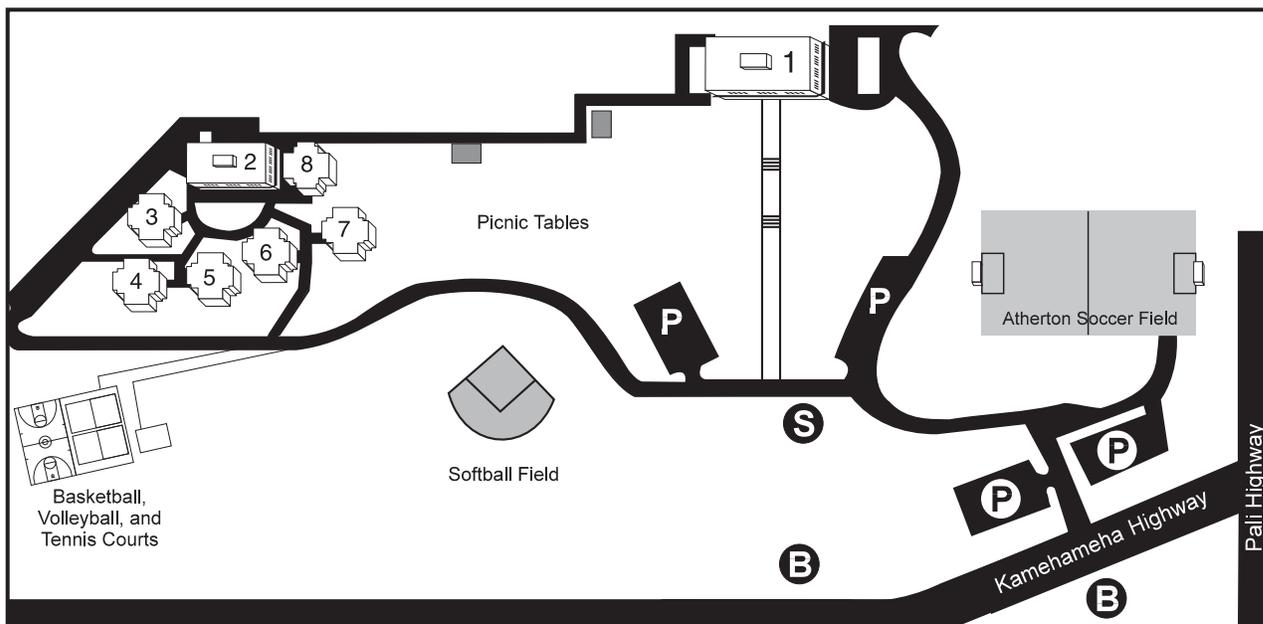
### **4th Floor**

Faculty Office  
Security Coordinator

**S** HPU Shuttle Bus Stop    **B** Public Bus Stop

Revised on December 18, 2006

# Hawai'i Pacific University - Hawai'i Loa Campus



## **AMOS STARR AND JULIETTE MONTAGUE COOKE MEMORIAL ACADEMIC CENTER (1)**

### **1st Floor**

Academic Advisors  
 Art Gallery  
 Bookstore/Mailroom  
 Faculty Offices  
 Housing  
 President's Conference Room  
 President's Office  
 Special Events Coordinator  
 Student Lounge

### **2nd Floor**

Classrooms  
 Faculty Offices  
 Faculty Research Lab  
 College of Natural Sciences  
 School of Nursing  
 Science Labs

### **3rd Floor**

Atherton Library Classroom  
 Educational Technology Center  
 Nursing Labs  
 Performing Arts Lab (HPU Theatre)

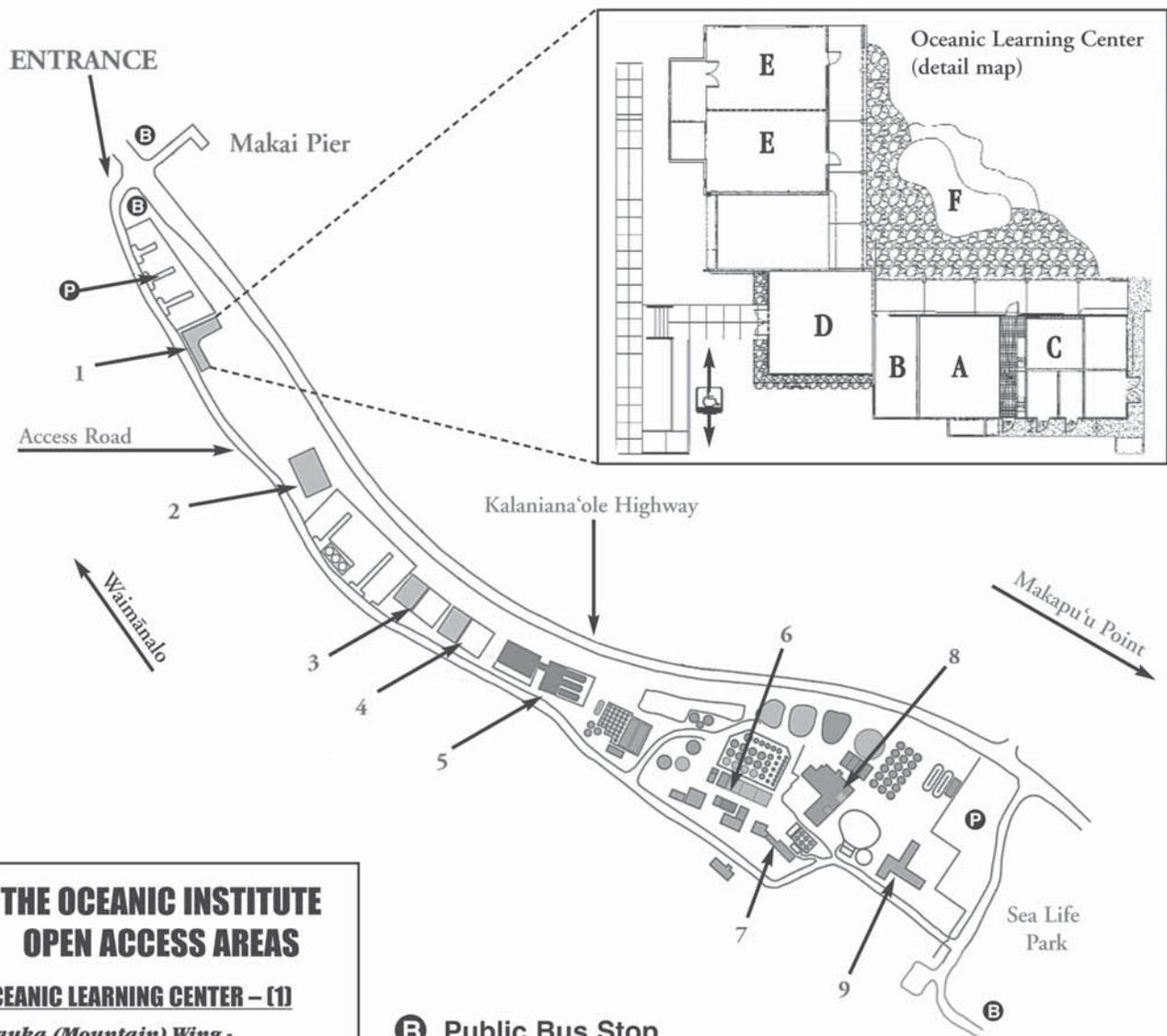
## **SAMUEL N. AND MARY CASTLE MEMORIAL DINING COMMONS (2)**

Dining Hall  
 Intramural Athletics  
 Snack Bar  
 Student Center  
 Fitness Center

## **RESIDENCE HALLS (3 - 8)**

Melia	(3)
Mokihana	(4)
'Ilima	(5)
Kukui	(6)
Lokelani	(7)
Lehua	(8)

# Oceanic Institute - An Affiliate of Hawai'i Pacific University



## THE OCEANIC INSTITUTE OPEN ACCESS AREAS

### OCEANIC LEARNING CENTER – [1]

#### *Mauka (Mountain) Wing -*

- A – Classroom and Wet Lab
- B – Media Lab
- C – OLC Office
- D – Visitor Lobby

#### *Makai (Ocean) Wing -*

- E – Training/Seminar Rooms
- F – Marine-Life Viewing Pond Courtyard

### OCEANIC INSTITUTE ADMINISTRATIVE OFFICE BUILDING – [9]

#### *Important Biosecurity Protocols:*

- HPU Students report to the Oceanic Learning Center
- Visitors must check in at the Administrative Office
- All other areas are restricted

- (B)** Public Bus Stop
- (P)** Parking

## THE OCEANIC INSTITUTE – RESTRICTED ACCESS AREAS

**ENVIRONMENTAL AND MARINE SCIENCE BUILDING – [2]** Restricted Access – Active Research

**MARINE FINFISH HATCHERY – [3]** Restricted Access – Active Research

**AQUATIC FEEDS RESEARCH MODULE – [4]** Restricted Access – Active Research

**NUCLEUS BREEDING CENTER FOR MARINE SHRIMP – [5]** Restricted Access – Active Research

**PHOTOPERIOD AREA – [6]** Restricted Access – Active Research

**BRITTINGHAM BUILDING – [7]** Restricted Access – Active Research

**DOHERTY BUILDING – [8]** Restricted Access – Active Research

Revised on August 23, 2006

*Hawai'i Pacific University*

International Student Services • 1164 Bishop Street, Suite 1100 • Honolulu, Hawai'i 96813-2830 • Telephone: (808) 543-8088