



Hawai'i Pacific University
Information for Partners

Office of International
Exchange & Study
Abroad Programs

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Aloha from Hawai'i Pacific University!

Your colleagues here at HPU are honored and privileged to welcome exchange and study abroad students from your esteemed institution. It is our sincere hope to continue to provide excellent academic service to further our mutual goal of cultural and personal understanding. We are pleased to provide you with this informational document briefly describing aspects of Hawai'i Pacific University that your students should expect and will find useful. The HPU Office of International Exchange & Study Abroad Programs will maintain and update this document and send it out accordingly per academic year to all our exchange partners.

Mahalo,

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Application Information:

Academic Terms:

HPU's academic year is divided primarily in semesters.

Fall Semester: August – December

Spring Semester: January – May

Please follow this link for exact dates and continuously updated information: [Academic Calendar](#)

Application Deadlines:

Fall 2017 Admission Deadlines	
May 1	<ul style="list-style-type: none"> • Application • Health Clearance Form 1B for MMR Immunization Verification
June 1	<ul style="list-style-type: none"> • Course Request Form • *Immunization Verification for Meningococcal, Tetanus/Diphtheria/Pertussis and Varicella
Upon Arrival	<ul style="list-style-type: none"> • International Health Insurance Waiver Form *Proof of insurance coverage must also be submitted to the Office of International Students and Scholars • Health Clearance Form 2: Tuberculosis Clearance (required if studying in Hawaii for 5 months or longer)

We recommend that you submit your **complete** application along with the required documents as early as possible to allow sufficient time for processing and to ensure that you will receive your J-1 [visa](#) in time.

Admission Requirements:

Hard copy; the application will be sent electronically, however, **must be typed**, and **mailed back** to the HPU address below.

Please review the Application Checklist on the second page of the application for a quick review of what should be included. **All academic transcripts and bank statements to be sent must be an original copy and translated into English.**

English Proficiency:

All applicants whose native language is not English must verify their English proficiency. Admission depends upon English test results:

Undergraduate: [HPU Undergraduate English Proficiency Requirements](#)

	Overall	Writing Score
TOEFL (IBT)	80	20
TOEFL (PBT)	550	4.0
TOEFL (CBT)	213	20
IELTS	6.0	6

Graduate: [HPU Graduate English Proficiency Requirements](#)

	Overall	Writing Score
TOEFL (IBT)	80	25
TOEFL (PBT)	550	5TWE
TOEFL (CBT)	213	25
IELTS	6.0	6.5

Legal Requirements:

Visa:

United States visa requirements vary depending upon the country of origin. Please consult with your local US Embassy or Consulate.

Visiting students, including exchange students, require a **J-1 visa** in order to study in the United States. Please follow this link for more information: [US Visa Requirements](#)

International Student Check-in Session:

Upon arrival Exchange Students must register their immigration documents with the Office of International Students and Scholars. New Student Orientation will be January 13, 2017. Online orientation registration for Spring 2017 will open in November 2016. At that time, students may register at <https://campus.hpu.edu>. Click on the New Student tab.

Health Immunizations:

HPU/State of Hawaii health requirements have changed for incoming students. Students can visit the [State of Hawai'i Health Clearance Requirements](#) page to learn more about these

requirements. There is also a [Frequently Asked Questions](#) site will give you specific information about the State of Hawai'i requirements.

Students must have received two doses of measles vaccine in their own country with at least one of the two being Measles, Mumps, Rubella (MMR) separated by at least one month (written proof - such as an official vaccination record - is required). To be cleared, students must fill out this form: [Health Clearance Form 1B for MMR Immunization Verification](#). You will need print the form to obtain the appropriate signatures verifying that you have had the required vaccinations and/or tests.

*Please note that the Hawaii State Department of Health has recently proposed adding more routinely recommended vaccinations to the list of required immunizations. Students planning to attend classes in Fall 2017 and beyond may need to provide proof of the following vaccinations: Meningococcal, Tetanus/Diphtheria/Pertussis and Varicella. We will share information as soon as it is made available to us by the Hawaii State Department of Health.

Health Insurance:

Health insurance is required of visiting exchange students and students will have a Medical Fee of \$100 placed on their account until proof of insurance is shown. This fee may be waived if you submit the International Student [Health Insurance Waiver](#), which verifies that you have adequate health insurance that meets HPU's minimum coverage criteria. Please note that the form needs to include a Parent or Guardian's signature for those under 21 years of age at time of completing form.

Tuberculosis (TB):

Hawai'i State Law requires that students take a TB test in Hawai'i if they are staying longer than 5 months. HPU will provide arriving students with information on how and where to get tested. Note: this TB test must be taken in Hawaii, **after arrival**, according to State of Hawaii law. Here is the form to fill out once arriving in Hawaii: [TB form](#)

Employment:

J-1 visa exchange students may apply for part-time (under 20hrs/week) positions at HPU. Upon arrival, please check with the Office of International Students and Scholars for details.

Please follow the link for more information: [Employment](#)

Costs:

Tuition:

Exchange students do not pay tuition to HPU. They pay tuition to their home institutions.

Estimated Cost of Living:

Please follow this link for continuously updated information: [Estimated Cost of Living](#)

**This estimate may vary from current HPU estimations. This pricing includes transportation, books, etc.

Housing:

On-campus:

We encourage students to apply for our Waterfront Lofts student housing as soon as possible if they would like to live on campus:

http://www.hpu.edu/StudentServices/ResidenceLife/Waterfront_Lofts.html

Off-campus:

Commuter Services offers tips and resources for finding housing in and around Honolulu. For resources about finding off-campus housing, please visit:

http://www.hpu.edu/StudentServices/CommuterServices/Off-Campus_Housing_Resources/Housing.html

Most international students (both exchange and otherwise), choose to live in off-campus housing. Off-campus housing costs may vary by location, number of occupants, and lease conditions and length.

Expect to pay around *\$1000/month should the student choose this living option (estimate may not account for food). Please follow this link for more housing information: [Housing](#)

Studies:

Requirements for Course Registration

After we receive your complete application with all required documents we will send students the HPU Course Request Form to complete.

- Once we register you for a full course load, you will only be able to make changes to your schedule in person with an HPU academic advisor. By that time many courses may be full so please review the courses carefully before hitting 'submit' as it may be difficult to change your schedule.
- All international students are required by U.S. Citizenship and Immigration regulations to be enrolled full-time.
- Undergraduate* minimum: 12 credits
- Graduate* minimum: 9 credits
- Students may not register for more than 16 credits (5 courses) of undergraduate or more than 12 credits (4 courses) of graduate level of study
- All programs offered by HPU are open to exchange student enrollment as long as student meets all course prerequisites, which will be determined by an HPU academic advisor and the appropriate academic department.

- In addition to any online classes, undergraduates must take at least 4 courses in class (not online) and graduates must take at least 3 courses in-class (not online).
- Undergraduate applicants may take only undergraduate classes and graduate applicants may take only graduate classes. Please do not mix up the levels of classes!
- Pay attention to the location of the class! We have several campuses: Downtown, Hawaii Loa Campus, and Online. There is an HPU shuttle available between Downtown and HLC, however please give yourself at least 30 minutes to commute between the different campuses when selecting classes. For reference, here are links to our campus maps and virtual tour:

<http://www.hpu.edu/Welcome/virtualcampustour.html>

Please note the class locations for each campus.

DOWNTOWN

MP = Model Progress

FS = Fort Street

UB = Upper Bishop

FH= Old First Hawaiian

LB = Lower Bishop

PL = Pioneer Plaza

ATM =Aloha Tower Market Place

KK = Kukui Plaza

HAWAI'I LOA CAMPUS

AC = Academic Center

NA1 = Nursing Annex 1

OCEANIC INSTITUTE

OI= Learning Center

- There is a fee each time you add or drop a class once the semester begins.

How to Search for Courses:

1. Open this link: https://bweb.hpu.edu:4443/hpud/bwckschd.p_disp_dyn_sched
2. *If the link is not working, please try using a different browser. The link can also be found by typing 'Course Search' in the top right corner of the HPU website www.hpu.edu
3. Select term, ex: 'Fall 2017' (Fall Courses are avail in March and Spring courses are avail in Oct.)
4. Select the subject you are interested in
5. Under 'Part of Term', select 'Full Term'
6. Hit 'class search' button
7. Review courses
8. Once you click on the course, please pay attention to the 'Remaining' section. If it says '0,' that course is full and we will not be able to register you for it.
9. Select a full course load PLUS several alternates

10. Input the CRN, Course, Section, and Title of each course in the form (refer to image below to determine the CRN, etc)

Title	CRN	Course	Section										
													
Principles of Management - 1625 - MGMT 2000 - A													
Associated Term: Spring 2016 Registration Dates: Nov 02, 2015 to Jan 25, 2016 Levels: Graduate, Undergraduate Attributes: Lower-Level Satellite, Undergraduate, College of Business													
Dwntwn/HI Loa/Ocean Inst Class Campus Lecture Undergraduate Schedule Type 3.000 Credits View Catalog Entry													
Scheduled Meeting Times <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Time</th> <th>Days</th> <th>Where</th> <th>Date Range</th> </tr> </thead> <tbody> <tr> <td>Class</td> <td>10:45 am - 11:40 am</td> <td>MWF</td> <td>Model Progress 245</td> <td>Jan 19, 2016 - May 08, 2016</td> </tr> </tbody> </table>				Type	Time	Days	Where	Date Range	Class	10:45 am - 11:40 am	MWF	Model Progress 245	Jan 19, 2016 - May 08, 2016
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Class	10:45 am - 11:40 am	MWF	Model Progress 245	Jan 19, 2016 - May 08, 2016									

For past course syllabi: <http://apps.hpu.edu/cis/web/index.php/search>

Please note: Fall course schedules will not be available until mid-March and Spring course schedules will not be available until Mid-October.

For questions, please email studyabroad@hpu.edu

***Undergraduate**= Bachelor level courses

***Graduate**= Master level courses

HPU Services:

Office of International Student Services:

The Office of International Students and Scholars offer various services to visiting, exchange, and degree seeking international students' needs while they attend HPU. They assist international students with orientations and issues relating to the nonimmigrant visa status. The International Student Advisors are available by appointment to answer questions pertaining to travel, program extensions, passport renewals, visa questions, and any questions relating to maintaining student status while in the United States.

Please follow this link for more information: [International Students and Scholars](#)

Tutoring Center:

The Tutoring Center, on the 6th floor of the LB building, is staffed by fellow students who possess particular knowledge about a language and/or language, provide these skills in assisting their peers master their coursework.

Please follow the link for more information: [Tutoring Center](#)

Airport Shuttle:

Commuter Services provides a shuttle service gratis for incoming students. This service must be requested before the student lands so that the shuttle may arrange to meet them at the airport upon their arrival. The shuttle will run from HNL Airport to a destination of the student's choice, usually their new/old residence or HPU's Downtown Campus.

Please follow the link for more information: [HPU Airport Shuttle](#)

Center for Off Campus Housing (Commuter Services):

Commuter Services offers tips and resources for finding housing in and around Honolulu. Please follow the link for more information: [Commuter Services](#)