

## INTERNATIONAL STUDENT APPLICATION CHECKLIST

(Revised January 2012)

1. Complete and return the paper application [hilo.hawaii.edu/admissions/forms](http://hilo.hawaii.edu/admissions/forms), or submit an online application [apply.hawaii.edu](http://apply.hawaii.edu).
2. If completing the paper application, attach and mail a \$50.00 US bank check or international money order, or complete and return the “Application Fee Form (Credit/Debit Card)” form and forward it by mail, fax, or email attachment. ([hilo.hawaii.edu/admissions/forms](http://hilo.hawaii.edu/admissions/forms)) If completing the online application [apply.hawaii.edu](http://apply.hawaii.edu), you will need to pay the \$50.00 US application fee using a credit or debit card before you can submit your application.
3. F-1 students must complete and transmit the Supplementary Information Form for International Students [hilo.hawaii.edu/admissions/forms](http://hilo.hawaii.edu/admissions/forms). The financial support requirement is \$32,766 US\*/equivalent. \* All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with State law and/or action by the Board of Regents or university administration.
4. All international students must submit a copy of their passports by mail, fax, or email attachment.
5. Students who are non-native speakers of English should have an official copy of their IELTS, TOEFL, or SAT test scores sent to the Admissions Office. The student examinee copy of the test results can be sent to the Admissions Office by fax or email attachment. This speeds the processing of your application while we wait for the official copies to arrive.
6. If you are a high school graduate, ask the registrar to send an official copy of your transcript. Transcripts must be in English. Students who attended a three-year senior high school may be required to send an official transcript from your junior high school.
7. If you have attended college, please have official transcripts sent to the Admissions Office. Transcripts must be in English. Students who have attended accredited and degree granting institutions may have their courses evaluated for transfer credit. Course descriptions in English are required to complete the transfer credit report.
8. Application deadlines: **Fall – May 1 Spring – October 1**

**F-1 students should strive to meet these deadlines.** Once you have been accepted for admission, you will receive your official acceptance letter and the Form I-20. You must then make arrangements to obtain your F-1 student visa from the US Embassy or Consulate Office.

### FOR YOUR INFORMATION:

- The United States government and the State of Hawaii do not make financial aid available to F-1 international students. There are limited University of Hawaii at Hilo institutional financial aid funds available to international students. You can contact the Financial Aid office at [ubhfao@hawaii.edu](mailto:ubhfao@hawaii.edu).
- Please email the International Admissions Counselor [pgrossma@hawaii.edu](mailto:pgrossma@hawaii.edu) or the UH Hilo Admissions Office at [ubhadm@hawaii.edu](mailto:ubhadm@hawaii.edu) for assistance with the application process.

Mailing Address: University of Hawaii at Hilo Admissions Office  
200 West Kawili Street  
Hilo, Hawaii 96720 USA  
Phone Number: 1-808-974-7414  
Fax: 1-808-933-0861  
Email: [ubhadm@hawaii.edu](mailto:ubhadm@hawaii.edu)

International Students' Home Page: [hilo.hawaii.edu/studentaffairs/international](http://hilo.hawaii.edu/studentaffairs/international)