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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,
Hawai’i Pacific University
Office of International Exchange & Study Abroad Programs
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Exchange Program Contact:

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Application Information:

Academic Terms:
HPU's academic year is divided primarily in semesters.
Fall Semester: September – December
Spring Semester: January – May

Please follow this link for exact dates and continuously updated information: Academic Calendar

Application Deadlines:
For Fall- May 1 (Application) June 1 (Course Request, Health Immunizations, International Health Insurance Waiver)
For Spring- October 1 (Application) November 1 (Course Request, Health Immunizations, International Health Insurance Waiver)

We recommend that you submit your 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. Please follow the link for more information: Admission Requirements

English Proficiency:
All applicants whose native language is not English must verify their English proficiency. Admission depends upon English test results:
TOEFL: IBT: 80 & Writing Score 25/ CBT: 213 & Writing Score 25/ PBT: 550 & Writing Score 5
IELTS: 6 & Writing Score 6.5
HPU English Proficiency Requirements
**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**

**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). A Health Immunization Form will be sent to you with your Course Request Form and Health Insurance Waiver. You will need print the form to obtain the appropriate signatures verifying that you have had the required vaccinations and/or tests.

**Health Insurance:**
Health insurance is required of visiting exchange students and students will be automatically enrolled in and charged for the [Kaiser HMO Medical](#) only plan. 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. The International Student Health Insurance Waiver will be sent to the student with the Course Request Form and Health Immunization Form. 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.

**Employment:**
J-1 visa exchange students may apply for part-time (under 20hrs/week) positions at HPU. Upon arrival, please check with the International Center for details. Please follow the link for more information: **Employment**
Costs:

Tuition:
Visiting 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
*Please note that figures here may vary from current HPU estimations. Please consult the HPU website for up-to-date information.
**This estimate may vary from current HPU estimations. This pricing includes transportation, books, health insurance, technology fee, and Uni-card.

Housing:

On-campus:
HPU on-campus housing is extremely limited and solely reserved for incoming new freshman. It is not available for exchange students.

Off-campus:
Commuter Services offers tips and resources for finding housing in and around Honolulu. Please follow the link for more information: Commuter Services

Most international students (both exchange and otherwise), choose to live in off-campus housing. HPU does provide the services of an Off-campus housing office. Off-campus housing costs may vary by location, number of occupants, and lease conditions and length. Many international students decide to rent from Ohana Student Housing and Hawaii Student Housing. 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. 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 3 courses in class (not online) and graduates must take at least 2 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.

Please note the class locations for each campus.

**DOWNTOWN**

- MP = Model Progress building
- FC = Frear Center
- FS = Hawaii Pacific University building (I have absolutely no clue why this is coded FS!!)
- LB = Lower Bishop (1060 Bishop Street)
- UB = Upper Bishop (Finance Factors Center; 1164 Bishop Street)
- KK = Kukui Plaza

**HAWAI’I LOA CAMPUS**

- AC = Academic Center
- NA1 = Nursing Annex 1

- 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](https://bweb.hpu.edu:4443/hpud/bwckschd.p_disp_dyn_sched)
   *If the link is not working, please try using a different browser. The link can also be found on the top right corner of [www.hpu.edu](http://www.hpu.edu) called ‘Course Search.’*

2. Select ‘Fall 2014’
3. Select the subject you are interested in
4. Under course level, select ‘Undergraduate’ or ‘Graduate’
5. Hit ‘class search’ button
6. Review courses
7. 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.
8. Select a full course load PLUS several alternates
9. Input the CRN, Course, Section, and Title of each course in the form (refer to image below to determine the CRN, etc)

For past course syllabi: [http://apps.hpu.edu/cis/web/index.php/search](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:**

**International Student Services:**
The International Student Services offers 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 the link for more information: [International Student Services](#)

**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](#)

**International Student Check-in Session:**
This event introduces students to HPU resources and familiarizes them with the campus.

*Spring 2015 check in date*: Thursday, January 15, 2015

*Please coordinate plane tickets to arrive in Oahu before this date.*

**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](#)
Downtown Campus Map (continued)

**FC-1132 BISHOP STREET**
Classrooms: FC102A, FC102B, FC105, FC106, FC107, FC110, FC112, FC113
Communication Video Lab: FC103, FC108
MAC LAB: FC104

**FH-1132 BISHOP STREET**
Lower Lobby
Bookstore

**FS-1166 FORT STREET**
3rd Floor
Alumni and University Relations, FH307
Creative Suite, FH307
Human Resources, FH310
Payroll Office, FH310
5th Floor
Career Services Center, FH502
College of Business Administration, FH504
Faculty Offices

**FS-1166 FORT STREET**
Lower Lobby
Bookstore
3rd Floor
Agriculture and Social Sciences, FS301, FS303, FS304, FS306, FS307
Faculty Offices

**BH-HISTORIC BLAISDELL HOTEL, 1154 FORT STREET**
1st Floor
Sea Warrior Center

**KK-KUKUI PLAZA, 50 S. BERETANIA STREET**
Athletics Training Room, C-117A
Men’s Basketball Office, C-117A

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**HAWAII LOA CAMPUS MAP**

Map Key
S HPU Shuttle Stop
P Public Bus Stop
F Parking

**AMOS STARR AND JULIETTE MONTAGUE COOKE MEMORIAL ACADEMIC CENTER (1)**
1st Floor
Art Gallery
Bookstore
Classroom
Faculty Offices
Faculty Support Center
President’s Office
Security Office
Student Lounge
Teaching and Research Labs
2nd Floor
Academic Advising
Classrooms
Faculty Offices
College of Natural and Computational Sciences
College of Nursing and Health Sciences
Science Labs
3rd Floor
Atherton Library
Classroom
Educational Technology Center
Nursing Labs
Paul & Vi Loo Theatre

**SAMUEL N. AND MARY CASTLE MEMORIAL DINING COMMONS (2)**
Campus Recreation
Dining Hall
Student Center
Fitness Center

**RESIDENCE HALLS (3 - 8)**
Melia (3)
Mokihana (4)
‘Ilima (5)
Kukui (6)
Lokelani (7)
Lehua (8)

**RESIDENCE LIFE (9)**
Residence Life
Residence Life Study Room - Annex 2
Counseling and Behavioral Health Services

**COLLEGE OF NURSING AND HEALTH SCIENCES(10)**
Classroom
Social Work Faculty

**PHYSICAL PLANT (11)**
Maintenance/Groundskeeping/Transportation

www.hpu.edu