



# VISITING STUDENT

ONLINE APPLICATION  
INSTRUCTION MANUAL

## I. CREATE AN ACCOUNT

First step is to create an account to HPU's online application portal.

1. Go to the Sign-Up page: [www.hpu.edu/apply](http://www.hpu.edu/apply) and fill out your information:
  - **First Name:** Should match the "Given Name" section of your Passport
  - **Last Name:** Should match the "Surname" section of your Passport
  - **Email Address:** Should be your personal email; no school/university emails
  - **What is the last school you attended?** If not listed, list "Unknown School"
  - **reCAPTCHA:** (Checkmark) "I'm not a robot"
2. Click the "Submit" button on the bottom-right corner to continue.

### Sign Up

First Name

Last Name

Email Address

What is the last school you attended? If not listed, choose "Unknown School"

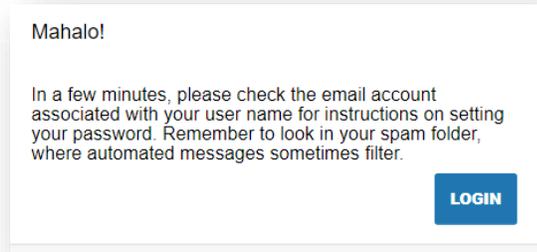
I'm not a robot



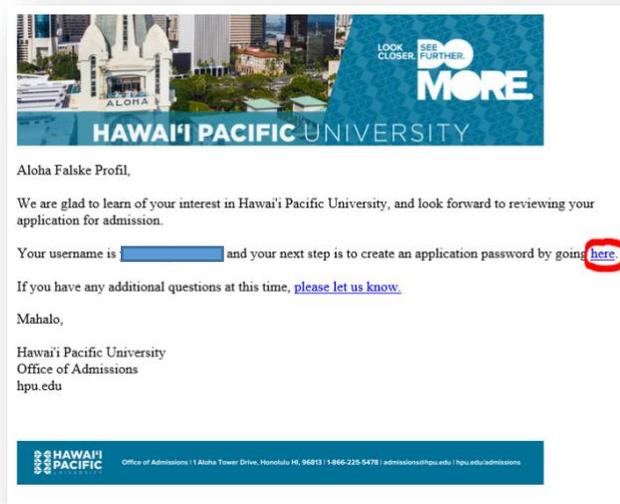
**SUBMIT**

3. Email Verification:

Once you have submitted your Sign-Up details, you will receive the following prompt:



4. Check your email inbox for an email from HPU’s Admissions Office to set-up your application passport, and click the link to do so:



5. By clicking the link, you will be redirected back to the Admissions Application website’s **Create Password** page.

Create Password

New Password  
 .....

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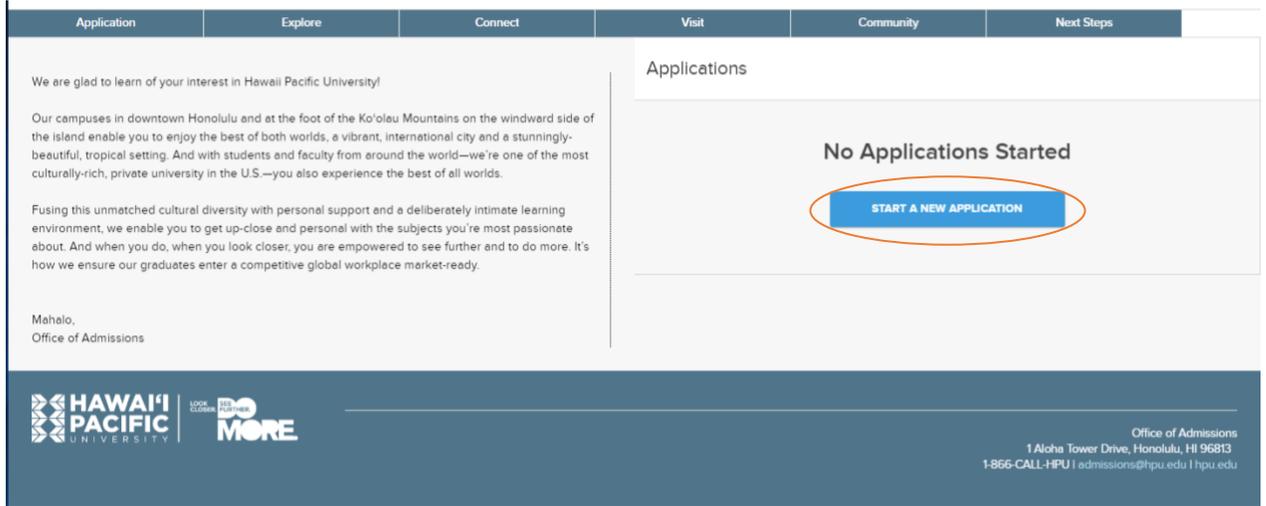
Confirm New Password  
 .....

**CREATE PASSWORD**

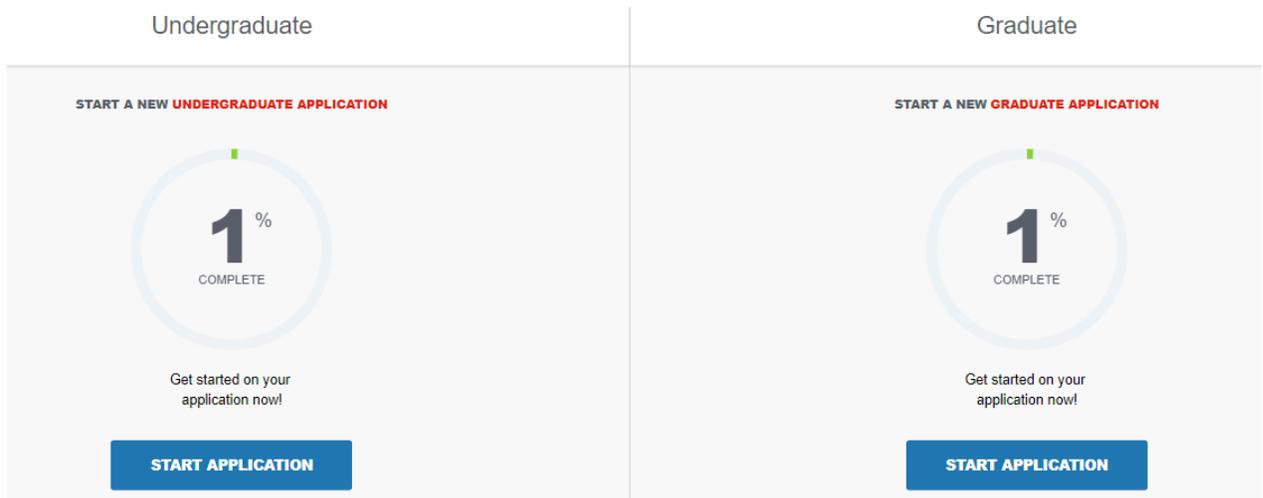
*Please note that our password must include letters and numbers.*

## II. START A NEW APPLICATION

1. Once you log in to the Admissions Application portal, click the “Start a New Application” on the right-hand panel of the portal.



2. Select your application type, you have two options: **Undergraduate Application** (for Bachelor’s-level students) or **Graduate Application** (for Master’s-level students).



3. Click the “Start Application” for the appropriate application type; you want to attend on, while at HPU. A series of questions will be prompted:

The screenshot shows a 'New Application' form with the following fields and options:

- I am applying:** without the intention of pursuing a degree at HPU
- I am a:** Visiting or Exchange Applicant
- I plan to take courses:** on-campus
- Term:** [Redacted]

A blue button labeled 'START APPLICATION' is located at the bottom right of the form.

**PLEASE NOTE:** Visiting Students must select the below options to prompt the correct application!

- Applying “**without the intention of pursuing a degree at HPU**”
- A “**Visiting or Exchange Applicant**”
- And planning to take courses “**on-campus**”
- Term “**Spring or Fall 20xx**” (*respective semester and year*)

### III. COMPLETE REQUIRED INFORMATION

#### 1. Personal Information:

- **First Name** – must match the “Given Name” section of your passport.
- **Last Name** – must match the “Surname” section of your passport.
- **Citizenship** – select the option that applies to you.
- **Date of Birth**
- **Legal Sex**
- **Country of Citizenship** – select the country from a drop-down list.
- **Is English your first language?** “Yes” or “No”

*If no, what is the primary language spoken at home?*

The screenshot shows a web form with the following fields and sections:

- First Name:** A text input field with a red asterisk and the text "This field is required." Below it is a "Middle Name" field.
- Last Name:** A text input field with a red asterisk and "This field is required." Below it are two dropdown menus for "Personal Prefix" and "Suffix", both with the text "Please select an option".
- Former Last Name/Maiden Name:** A text input field.
- Citizenship:** A dropdown menu with a red asterisk and "Please select an option".
- Date of Birth:** A section with a red asterisk and "This field is required." It includes a "Date of Birth" label, a "Day" dropdown, a "Month" dropdown, and a "1945" year dropdown. There is a red 'x' icon on the right.
- Legal Sex:** A dropdown menu with a red asterisk and "Please select an option".
- Gender Identity:** A section with the text "If you would like the opportunity, we invite you to share more about your gender identity." and a "No" dropdown.
- Ethnicities:** A section with the text "Select one or more of the following ethnicities that apply to you (use CTRL and click to select multiple options)". It lists: Hawaiian Native, Part or Mixed Hawaiian, Caucasian or White, and Black or African American.
- First-generation student:** A checkbox with the text "Are you a First-generation college student? (Check the box if your parents did not complete a bachelor's degree or higher.)".
- Country of Citizenship:** A dropdown menu with a red asterisk and "Please select an option".
- Is English your first language?:** A dropdown menu with a red asterisk and "Please select an option".

At the bottom left, it says "Please complete the missing fields." and at the bottom right, there is a blue "CONTINUE" button.

## 2. Mailing Address and Contact Information:

- **Mailing Address.**
- **Is your permanent address different from your mailing address?** – “Yes” or “No”
- **Phone Number & Cell Phone Number** – *for international phone numbers, please enter + followed by the country code, city code and phone number. Ex: +49 (12) ...*

For mailing address and permanent address, please enter **Apartment or Unit #** (if applicable) in space for **Address Line 2**.

Mailing Address  
Country  
• Afghanistan (AF) ▼

• **Street address line 1**  
Street address line 1

Street address line 2

• **City**  
This field is required.

• **Postal Code**  
This field is required.

Is your permanent address different from your mailing address?  
• Please select an option ▼  
This field is required.

• **Phone Number (Ex: Domestic - (123) 456-7890)**  
This field is required.

For international phone numbers, please enter + followed by the country code, city code and phone number  
Ex: +49 (12) 345 67

Cell Phone Number (Ex: Domestic - (123) 456-7890)

For international phone numbers, please enter + followed by the country code, city code and phone number  
Ex: +49 (12) 345 67

Please complete the missing fields.

**CONTINUE**

## 3. Application Information:

- **Have you previously applied to HPU?** “Yes” or “No”
- **How long do you plan to study at HPU as a Visiting Student?** – *1 semester or 2 semesters.*
- **Are you working with an educational agent?** – *if yes, select agency name from the drop-down and type their email address in the next row.*
- **Have you ever been responsible for a disciplinary violation?**
- **Have you ever been adjudicated of a felony or other crime?**

• Have you previously applied to HPU?  
 Yes  
 No

• Have you previously attended HPU?  
 Yes  
 No

Are you an SAE nominated student whose coordinator has completed the SAE nomination form? If you are unsure, please answer no.  
Please select an option

How long do you plan to study at HPU as a visiting student?  
Please select an option

• Are you working with an educational agent?  
Please select an option  
This field is required.

Information provided below regarding the following two questions will be considered in the context of the rest of your application and does not necessarily prevent you from being admitted.

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.

• Have you ever been found responsible for a disciplinary violation?  
 Yes  
 No

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.

• Have you ever been adjudicated of a felony or other crime?  
 Yes  
 No

#### 4. Self-reported test scores:

- **Would you like to report any test scores to HPU? "Yes" or "No"**

#### 5. Citizenship:

- **Country of Birth** – *select the country from a drop-down menu.*

#### 6. International Students Supplemental Documents Upload:

- **Proof of English Proficiency** – see [www.hpu.edu/visiting](http://www.hpu.edu/visiting) for accepted scores.
- **Passport** – *upload legible, scanned copy of the biographical page in your passport.*
- **Statement of Financial Sponsorship (SFS)** – *download and complete the SFS form at [www.hpu.edu/oiss/forms](http://www.hpu.edu/oiss/forms) if you will apply for an I-20 to obtain F-1 student visa.*
- **Proof of Finances** - *attach your financial documents detailing your source of funding in English and U.S. dollars on bank letterhead, with a bank official's signature, stamp, or seal. Documents dated more than nine months prior to the semester start date are acceptable for the application process only.*

*You have the option to upload supporting documents needed to process an I-20.*

**•Proof of English Proficiency:** You can meet English language proficiency requirements in one of the following ways:  
 1.) English Language Test (e.g. TOEFL, Duolingo, IELTS, PTE)  
 2.) English Language School Certificate (e.g. ESL School Certificate)  
 3.) A U.S. high school diploma or degree from an accredited college or university in the U.S.  
 See the HPU Admissions website for full details and other English language test exempt countries.  
 Visiting or Bachelors: <https://www.hpu.edu/engrequirement>; Masters or Doctorate: <https://www.hpu.edu/graduate-admissions/grad-international>.

**•Passport:** upload legible, scanned copy of the biographical page in your passport.

**•Statement of Financial Sponsorship:** Download and complete the form at <https://www.hpu.edu/oiss/forms> if you will apply for an I-20. If you are already living in the U.S. and do not require an I-20, upload a copy of your proof of visa or U.S. permanent resident card.

**•Proof of Finances:** Attach your financial documents detailing your source of funding in English and U.S. dollars on bank letterhead, with a bank official's signature, stamp, or seal. Documents dated more than nine months prior to the semester start date are acceptable for the application process only. You may be required to submit updated financial documents for the student visa process.  
 Note: if you are already living in the U.S. on a valid U.S. visa or permanent resident card, please skip this and proceed to the next question.

Select "\*" to add another document file

No file selected

**ADD ATTACHMENT**

**CONTINUE**

## 7. Previous College Information:

- **College Name** – *type out university/school name in this field. If the name of the university/school does not appear as an option, select "Unknown School". For Visiting students only: submit your transcripts in English from the most recent or current school/college/university attended.*
- **Start Term/Year** – *fill out the semester and year started your current studies*
- **Upload unofficial transcripts, if available** – *upload a copy of unofficial transcripts, must be in PDF format*

It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first. For Visiting students only, submit your transcripts in English from the most recent or current school/college/university attended.

College Name

- Unknown School

• We are unable to match your institution in our database. Please enter the institution name, state/province, country.

• Start Term/Year (eg. Fall/2016)

End Term/Year (eg. Spring/2018)

Have you or will you earn a degree from the institution listed above?

Upload an unofficial transcript, if available

No file selected

**ADD PREVIOUS COLLEGE INFORMATION**

## 8. Emergency Contact Information:

Fill out the contact information of the person you would like HPU to contact if there is an emergency while you are studying abroad at Hawai'i Pacific University.

- **Emergency Contact First Name**
- **Emergency Contact Last Name**
- **Emergency Contact Relationship**
- **Emergency Contact Phone Number**
- **Emergency Contact Email**
- **Address**

Please include the information of the person you would like us to contact if there is an emergency while you're at HPU.

• **Emergency Contact First Name:**  
This field is required.

• **Emergency Contact Last Name:**  
This field is required.

• **Emergency Contact Relationship:**  
Please select an option.  
This field is required.

• **Emergency Contact Phone:**  
This field is required.

• **Emergency Contact Email:**  
This field is required.

Emergency Contact Address:

• **Country**  
This field is required.

## 9. Additional Information:

• Do you have a fee waiver code?

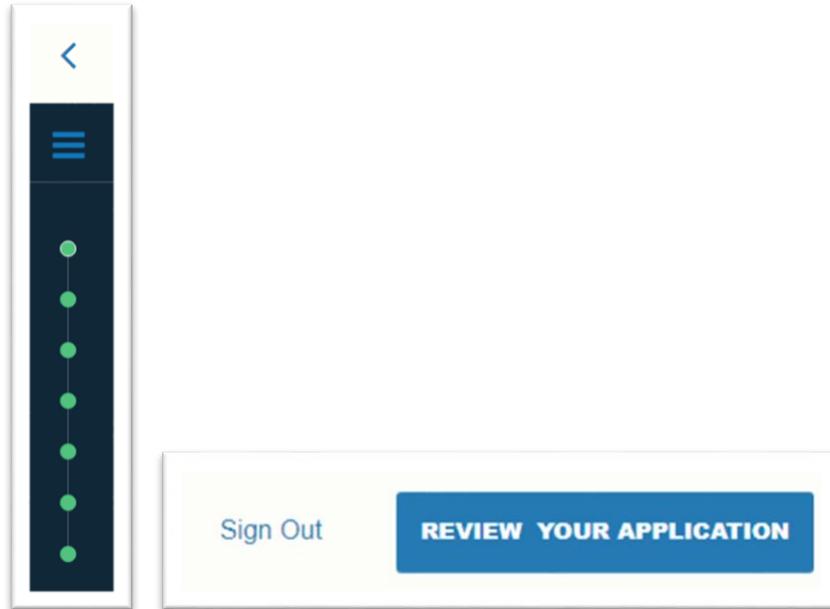
Yes

No

- If yes, enter the app fee waiver code.

## IV. REVIEW AND SUBMIT YOUR APPLICATION

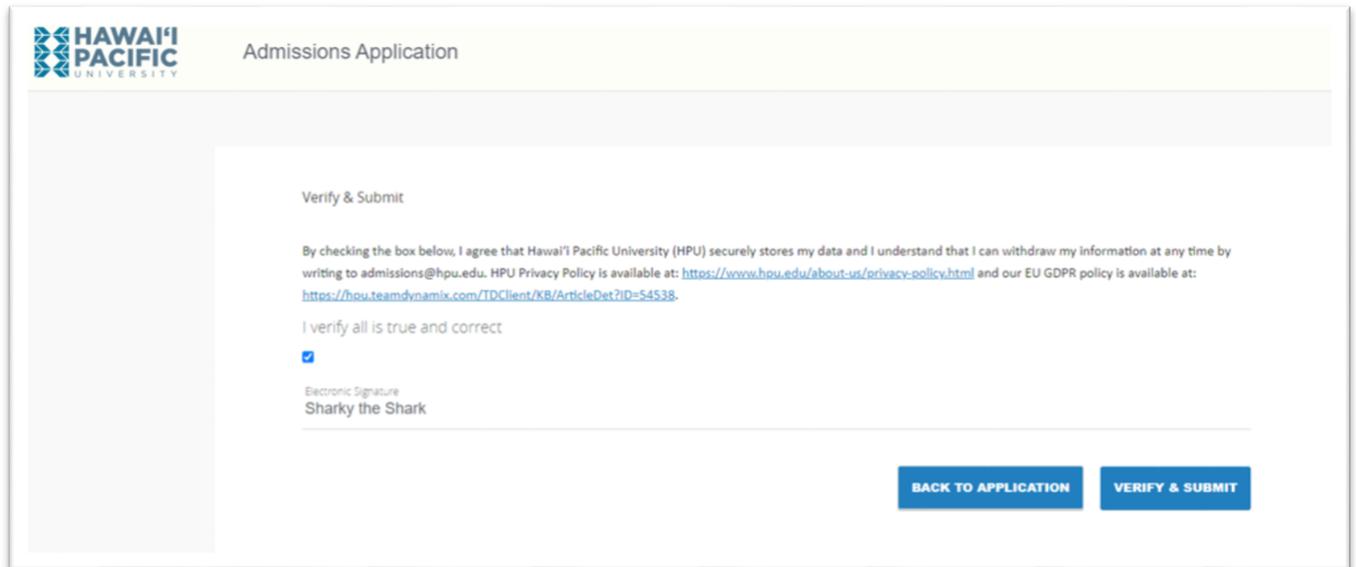
1. Once you have completed your application and all sections indicated in the left-hand panel are green, click on the “**Review Your Application**” button.



2. You will be redirected to a secure payment portal to complete the payment of the application fee (if applicable). Follow the steps on the screen to complete it.

The image shows a payment portal for Hawaii Pacific University. At the top, it says 'HAWAII PACIFIC UNIVERSITY SmartPay powered by CASP@ire'. The total amount is \$245.00. The page is titled 'Enter credit card information' and contains the following fields: Credit Card Number, Expiration Month (with a 'Select Month' dropdown), Expiration Year (with a 'Select Year' dropdown), Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (with a 'United States' dropdown), Card ID Code, and Email Address. There are red asterisks next to most fields. To the right of the fields, there are logos for American Express, Discover, JCB, MasterCard, and VISA. At the bottom right, there is a note: '(You'll have a chance to review this order before it's final.)' and a 'Continue Checkout' button. At the very bottom, there are links for 'terms', 'privacy', and 'security'.

3. Verify and Submit: by checking the box, you agree that HPU securely stores your data. You can withdraw your information at any time by writing to the admissions team.



The screenshot shows the 'Admissions Application' page for Hawaii Pacific University. The page title is 'Admissions Application'. The main content area is titled 'Verify & Submit'. It contains the following text: 'By checking the box below, I agree that Hawaii Pacific University (HPU) securely stores my data and I understand that I can withdraw my information at any time by writing to admissions@hpu.edu. HPU Privacy Policy is available at: <https://www.hpu.edu/about-us/privacy-policy.html> and our EU GDPR policy is available at: <https://hpu.teamdynamix.com/TDClient/KB/ArticleDet?ID=54538>. I verify all is true and correct'. Below this text is a checked checkbox. Underneath the checkbox, it says 'Electronic Signature' and 'Sharky the Shark'. At the bottom right of the form, there are two buttons: 'BACK TO APPLICATION' and 'VERIFY & SUBMIT'.

4. You should now be able to click **“Submit Your Application”** once you are redirected back to the application page.
5. For any questions, please contact your admissions counsellor at HPU at

**visiting@hpu.edu**