

# Guide to Completing the UH System Applications

1. Students must go to this link to begin the UH System Application and apply to UH West O'ahu: [https://www.sis.hawaii.edu/uhdad/bwskalog.P\\_DisloginNon](https://www.sis.hawaii.edu/uhdad/bwskalog.P_DisloginNon)

THE UNIVERSITY of HAWAII SYSTEM LIKE NO PLACE ELSE ON EARTH

## Admissions Login

Please read the **NOTICE TO APPLICANTS** and **Graduation and Persistence Rates**.

It is highly recommended that you visit the **Admissions Office website** for admissions requirements and deadlines before starting the application process.

### STUDENTS CURRENTLY ENROLLED IN THE UH SYSTEM

- Transferring to UH Manoa, UH West Oahu, or UH Hilo: Please refer to the respective admissions offices web pages for application information.
- Transferring to a Community College: Fill out and submit the **Change of Home Institution form** instead of completing this application.

**RUNNING START AND EARLY ADMISSIONS APPLICANTS:** Please contact your high school counselor.

**APPLICATION FEE:** UH Hilo (except Summer Session and non-degree seeking), UH Manoa, UH West Oahu (except Summer Session) and non-resident Community College applicants are required to make an on-line payment of this non-refundable and non-transferable application fee (by Visa, or Master Card) upon submission of this application. If you are unable to pay by credit card, please contact the respective admissions office directly for assistance.

**Returning users:**  
Enter your login information below. Login ID is case sensitive.  
(Do not share your Login ID and PIN with other users.)

|                                  |                                      |
|----------------------------------|--------------------------------------|
| <b>Login ID:</b>                 | <input type="text"/>                 |
| <b>PIN:</b>                      | <input type="text"/>                 |
| <a href="#">Forgot your PIN?</a> | <input type="button" value="Login"/> |

Returning Applicants can enter their Login ID and Pin

Unauthorized access is prohibited by law in accordance with Chapter 708, Hawaii Revised Statutes; all use is subject to University of Hawaii Executive Policy E2.210.

**First time users:  
Create a Login ID and PIN**

First Time Dual Credit students,  
click on link to create Login ID  
and Pin


Release: UH:8.7.2:5

University of Hawaii

2. For First Time Users: Login ID must be no longer than nine alphanumeric numbers. Pin number must contain six numbers. See picture below.

THE UNIVERSITY of HAWAII SYSTEM LIKE NO PLACE ELSE ON EARTH

## Admissions Login - New User

 Please create a Login ID and PIN. A strong Login ID and PIN will help to secure your application information. Do not use sequential or repetitive numbers in your PIN.

**Be sure to write down your login ID and PIN for future reference.**

Your Login ID can be up to nine alphanumeric characters. It is case sensitive.

Create a Login ID:

Your PIN must be six numbers.

Create a PIN:  Verify PIN:

[Return to Admissions Login](#)

Release: UH:8.7.2:5

University of Hawaii

© 2017 Ellucian Company L.P. and its affiliates.

3. Choosing Institution: Students must select University of Hawaii West Oahu. For site, select UH West Oahu Main Campus.

THE UNIVERSITY of HAWAI'I SYSTEM LIKE NO PLACE ELSE ON EARTH

[HELP](#)

### Choose Institution

Select the UH institution to which you are applying. Go to [HELP](#) to link to each campus' website for information about the institution.

The University of Hawaii offers classes at community-based centers throughout the state. University and Education Centers are available on the islands of Hawaii, Kauai, Maui, Molokai, and Oahu. The **table below** lists the institutions which offer classes at these Centers. If you intend to primarily enroll at a University or Education Center, after selecting the institution, please select the appropriate location (site) from the drop-down list. For more information, please contact the respective center directly (<https://www.hawaii.edu/campuses/edcenters.html>) or the admissions office for assistance (<http://www.hawaii.edu/admissions/>).

| Institution                        | Site(University/Education Center)   | Institution                    | Site(University/Education Center)  |
|------------------------------------|---|--------------------------------|--|
| Hawaii Community College           | Palamanui - West Hawaii University Center<br>Hawaii CC Main Campus  | University of Hawaii at Manoa  | Maui - University Center<br>American Samoa (College of Ed Prog)<br>UH Manoa, Main Campus   |
| Leeward Community College          | Waianae Education Center<br>Leeward CC Main Campus  | University of Hawaii West Oahu | Hana Education Center<br>Palamanui - West Hawaii University Center<br>Kauai - University Center<br>Lanai Education Center<br>Maui - University Center<br>Molokai Education Center<br>UH West Oahu, Main Campus |
| University of Hawaii, Maui College | Hana Education Center<br>Lahaina Education Center<br>Lanai Education Center<br>Molokai Education Center<br>UH Maui College, Main Campus |                                |  |

When you are finished, click **Continue**.

**NOTE:** To apply to UH-Manoa, UH-Hilo and/or UH-West Oahu, please submit a separate application to each institution. To apply to a community college, you should submit an application to only one campus. Once you are accepted by a community college, you may change to a different community college by submitting a [Change of Home Institution form](#) to the new campus of your choice.

**Institution**

University of Hawaii West Oahu

**Site**

UH West Oahu Main Campus

Continue

For Institution: Select University of Hawaii West Oahu.

For Site: Select UH West Oahu Main Campus.

[Return to Admissions Login](#)

4. Selecting Application Type: All students will need to select Non-Degree & Summer School for their application; regardless of academic term (fall or spring). Selecting Non-Degree & Summer School will waive the \$50 application fee for students.

THE UNIVERSITY of HAWAI'I SYSTEM LIKE NO PLACE ELSE ON EARTH

[HELP](#)

### Select an Application Type

To apply for admissions, first select the type of application you want to complete. To assist you in selecting the appropriate application type, please refer to the following table:

| Program Applying To  | Application Type                     |
|--|--------------------------------------|
| Undergraduate studies with no prior college coursework   | Undergraduate Studies (First Time)   |
| Former Running Start, Early Admit or Summer Scholar students who have graduated from high school (with no college coursework other than Running Start, Early Admit or Summer Scholar courses.) | Undergraduate Studies (First Time)   |
| Undergraduate studies with some college coursework   | Undergraduate Transfer and Returning |
| Unclassified Non-degree and Summer Session (including Early College, Running Start or Early Admit)   | Non-Degree & Summer School           |

If further clarification is needed, please contact the [admissions office](#) for assistance.

**Application Type:**

Non-Degree & Summer School

Continue

Students must select Non-Degree & Summer School in order to waive the \$50 Application Fee

[Return to Admissions Login](#)

5. Apply for Admission: Students must select the Admission Term they are applying for (Fall 2017) and write in their name.

THE UNIVERSITY of HAWAII SYSTEM LIKE NO PLACE ELSE ON EARTH

[HELP](#)

### Apply for Admissions

**Important:** Your application must be submitted by the [deadline for the institution and term](#) for which you are applying. Select the term to which you are applying and then enter your **legal** name. When you are finished, click **Fill Out Application** to continue.

**NOTE:** Please use upper and lower case throughout the application.  
For example:  
Chris Lee - CORRECT  
CHRIS LEE - INCORRECT  
chris lee - INCORRECT  
**International students:** Please enter name as it appears on your passport.

|                          |                            |
|--------------------------|----------------------------|
| <b>Application Type:</b> | Non-Degree & Summer School |
| <b>Admission Term:</b>   | Fall 2017 ▼                |
| <b>First Name:</b>       | Jon                        |
| <b>Middle Name:</b>      |                            |
| <b>Last Name:</b>        | Doe                        |

[Return to Application Menu](#)

For Academic Term: Select Fall 2017

Write in first name and last name, with each name having a capitalized letter in the beginning.

6. Application Checklist: To begin. Click on the link and fill in the required fields. Blue Bubbles will have a red check mark once all required fields are completed. See Examples Below.

THE UNIVERSITY of HAWAII SYSTEM LIKE NO PLACE ELSE ON EARTH

[HELP](#)

### Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the application. (You cannot make changes to an application online once it has been submitted.) **For contact information for the admissions offices, go to Help or click here.**


At any point, you may click **Finish Later** to save your data. You will need your Login ID and PIN so that you may return at a later time to finish.

|                                |                             |
|--------------------------------|-----------------------------|
| 1. Name                        | 6. Residency Declaration    |
| 2. Permanent Address and Phone | 7. Planned Course of Study  |
| 3. Mailing Address and Phone   | 8. High (Secondary) Schools |
| 4. Personal Information        | 9. Colleges                 |
| 5. Citizenship Related Data    |                             |

Release: UH:8.7.2:5 University of Haw

[HELP](#)

## Application Checklist

 This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the application. (You cannot make changes to an application online once it has been submitted.) **For contact information for the admissions offices, go to Help or click here.**


At any point, you may click **Finish Later** to save your data. You will need your Login ID and PIN so that you may return at a later time to finish.

-  1. Name
-  2. Permanent Address and Phone
-  3. Mailing Address and Phone
-  4. Personal Information
-  5. Citizenship Related Data
-  6. Residency Declaration
-  7. Planned Course of Study
-  8. High (Secondary) Schools
-  9. Colleges

7. Name: Enter your name and select Yes or No if you have attended UH West Oahu campus before. Once complete, click on continue.

[HELP](#)

### Name (Checklist item 1 of 9)

 Enter your Name Information, please be sure to enter your **legal** name. When you're finished, click **Continue** to navigate to the next section. Please remember to use upper and lower case without punctuation.

|   |   |
|---|---|
| <b>First Name:</b>  | Jon   |
| <b>Middle Name:</b>   |   |
| <b>Last Name (Family Name or Surname):</b>  | Doe   |
| <b>Name Suffix (examples: Jr, Sr, III):</b>   |   |
| <b>If you have academic records, test scores, etc. under another name, please list here (format First Middle Last)</b>        |   |
| <b>Have you ever applied to this campus before?<br/>If yes, which semester and what action was taken on that application?</b> |   |
| <b>Have you attended this campus before?</b>  | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response |

[Return to Checklist without saving changes](#)

8. Permanent Address and Phone: Type in your address, city, state and zip code. Write in phone number. If this is your mailing address, click on the box near the bottom stating, Use this information for my Mailing Address.

[HELP](#)

### Permanent Address and Phone (Checklist item 2 of 9)



Enter your Permanent Address Information. When you are finished, click **Continue** to navigate to the next section.

**NOTE:** Use upper and lower case. Do not use #, ., %/ or other special punctuation or characters (including diacritical marks) in Street, City, State or Province Lines.  
For example:

88-777 King St Apt 12 - CORRECT  
88-777 King Street 12 - CORRECT  
88 777 KING ST APT 12 - INCORRECT  
88-777 King St., #12 - INCORRECT  
88-777 KING ST., #12 - INCORRECT

**Attention international applicants:** A non-U.S. permanent address is required.

When entering phone numbers, enter either a domestic (local/~~mainland~~) OR international number. Do not enter both types of phone numbers.

#### Permanent Address


|   |                       |            |
|---|-----------------------|------------|
| Street Line 1:                                    | 81-1001 Farington HWY |            |
| Street Line 2:                                    |                       |            |
| City:   | Kapolei               |            |
| State/Province (US and Canada affiliated):        | Hawaii                |            |
| Zip/Postal Code (US and Canada affiliated):       | 96707                 |            |
| Island (if Hawaii Address):                       | -- Select --          |            |
| International Province/International Postal Code: |                       |            |
| Country (if not US):                              | -- Select --          |            |
| Area Code - Phone Number (US Phone):              | 111                   | - 222-3333 |
| Area Code - Phone Number (Other US Phone):        |                       | -          |
| International Phone Number:                       |                       |            |

☐ Use this information for my Mailing Address

[Checklist](#) [Continue](#) [Finish Later](#)

9. Mailing Address: Write in Street line, City, State and Zip code. Also write in phone number. Be sure to use Uppercase letters where appropriate.

#### Mailing Address and Phone (Checklist item 3 of 9)

 Enter your Mailing Address. When you are finished, click **Continue** to navigate to the next section.

**NOTE:** Use upper and lower case. Do not use #, ., %/ or other special punctuation or characters (including diacritical marks) in Street, City, State or Province Lines.  
For example:

88-777 King St Apt 12 - CORRECT  
88-777 King Street 12 - CORRECT  
88 777 KING ST APT 12 - INCORRECT  
88-777 King St., #12 - INCORRECT  
88-777 KING ST., #12 - INCORRECT

**NOTE:** When entering phone numbers, enter either a domestic (local/mainland) OR international number. Do not enter both types of phone numbers.

#### Mailing Address


If this address is temporary, please enter expiration date (MM/DD/YY):

|   |                       |
|---|-----------------------|
| Street Line 1:                                    | 91-1001 Farington HWY |
| Street Line 2:                                    |                       |
| City:   | Kapolei               |
| State/Province (US and Canada affiliated):        | Hawaii                |
| Zip/Postal Code (US and Canada affiliated):       | 96707                 |
| Island (if Hawaii Address):                       | -- Select --          |
| International Province/International Postal Code: |                       |
| Country (if not US):                              | -- Select --          |
| Area Code - Phone Number (US Phone):              | 111 - 2223333         |
| International Phone Number:                       |                       |

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

10. If U.S. Citizen, please skip Citizen Related Data. If not a U.S. Citizen, please complete this page.

 Enter your Mailing Address. When you are finished, click **Continue** to navigate to the next section.

**NOTE:** Use upper and lower case. Do not use #, ., %/ or other special punctuation or characters (including diacritical marks) in Street, City, State or Province Lines.  
For example:

88-777 King St Apt 12 - CORRECT  
88-777 King Street 12 - CORRECT  
88 777 KING ST APT 12 - INCORRECT  
88-777 King St., #12 - INCORRECT  
88-777 KING ST., #12 - INCORRECT

**NOTE:** When entering phone numbers, enter either a domestic (local/mainland) OR international number. Do not enter both types of phone numbers.

#### Mailing Address

If this address is temporary, please enter expiration date (MM/DD/YY):

|   |                       |
|---|-----------------------|
| Street Line 1:                                    | 91-1001 Farington HWY |
| Street Line 2:                                    |                       |
| City:   | Kapolei               |
| State/Province (US and Canada affiliated):        | Hawaii                |
| Zip/Postal Code (US and Canada affiliated):       | 96707                 |
| Island (if Hawaii Address):                       | -- Select --          |
| International Province/International Postal Code: |                       |
| Country (if not US):                              | -- Select --          |
| Area Code - Phone Number (US Phone):              | 111 - 2223333         |
| International Phone Number:                       |                       |

[Checklist](#) [Continue](#) [Finish Later](#)

11. Residency Declaration: For Section A1, write down the state you live in (Hawaii) and the month and year you have lived in Hawaii. This can be your birthday.
- Place a check on the appropriate boxes.
  - For Section A2, please have your parent/guardian complete this section and place a check mark on the appropriate boxes.

### SECTION A

I claim legal residency in the State (or country) of:  since   
(month/year)

**YES NO Check the Appropriate Box**

- ☐ ☐ I have been present in Hawai'i continuously for the last 13 months
- ☐ ☐ I have filed a Hawai'i Individual Tax Return as a resident for the last two years
- ☐ ☐ I am registered to vote.  
If yes, in which state?
- ☐ ☐ I voted in the last election.  
If yes, in which state?
- ☐ ☐ My Parent(s)/Legal Guardian(s) claimed me on their Personal Income Tax. (If yes, SECTION A2 must be completed by your parent or legal guardian.)  
If yes, which state?
- ☐ ☐ I am less than 18 and unmarried. (If yes, SECTION A2 must be completed by your parent or legal guardian.)

### SECTION A2

**YES NO Parent/legal guardian: Please complete this section.**

- ☐ ☐ I (parent/legal guardian) claim legal residency in the State of Hawai'i
- ☐ ☐ I (parent/legal guardian) have been present in Hawai'i continuously for the last 13 months
- ☐ ☐ I (parent/legal guardian) have filed a Hawai'i Individual Tax Return as a resident for the last two years
- ☐ ☐ I (parent/legal guardian) am registered to vote  
If yes, in which state?
- ☐ ☐ I (parent/legal guardian) have voted in the last election  
If yes, in which state?
- ☐ ☐ I (parent/legal guardian) am a US citizen
- ☐ ☐ If not a US citizen: I (parent/legal guardian) have been a Permanent Resident for more than one year

Relationship to Applicant:

I (parent/legal guardian) certify that responses provided in this section are complete and true to the best of my knowledge.

Parent/Legal Guardian Signature:  Date:   
(type full name as signature) (MM/DD/YY)

12. For Section B: Select No to the question, "This past year, I enrolled in a publicly supported college or university outside the State of Hawai'i." Skip to Section C.

13. For Section C: Scroll to the end of the answers and select, “None of the above exemptions apply to me.” See example below.

**SECTION B – College Enrollment**

This past year, I enrolled in a publicly supported college or university outside the State of Hawai`i.

☐ YES ☒ NO (If NO, skip to Section C)

I paid the following tuition at that institution:

☐ Resident

☐ Nonresident

☐ Resident, due to nonresident exemption based on:   
(specify type of exemption)

**SECTION C – Exemptions from the Nonresident Tuition Differential**

Indicate if any of the following exemptions from the nonresident tuition differential apply to you (documentation required):

☐ I am a full-time faculty or staff member of the University of Hawai`i, or a spouse or legal dependent of such a person. (Submit employment contract.)

☐ I am Hawaiian and a resident of another state. (Submit an official copy of your Birth Certificate, and, if necessary, that of your parents/grandparents documenting Hawaiian ancestry.)

☐ I am a citizen of  which has no public institution of higher education granting baccalaureate degrees. ( [Residency Regulations](#) , refer to item #2 of the Board of Regents Exemptions.)

☐ I am a member or authorized dependent of a member of the U.S. armed forces, on active duty, stationed in Hawai`i. (Submit the [Verification](#) form.)

☐ I am a member of the Hawai`i National Guard or Hawai`i-based Reserves. (Submit the [Verification](#) form.)

☐ I am a veteran discharged within three years of enrollment and eligible for GI Bill Educational Benefits. (Submit the [Veteran Exemption form](#) .)

☐ I am an individual eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, and am enrolling within 3 years of the Veteran's discharge. (Submit the [Transferred Benefit From Veteran Exemption form](#) .)

☐ I am an individual eligible to use transferred Post 9/11 GI Bill educational benefits from an Active Duty Military Member. (Submit the [Transferred Benefit From Active Duty Member Exemption form](#) .)

☐ I am eligible to use Post 9/11 GI Bill educational benefits under the John D. Fry Scholarship. (Submit the [John D. Fry Veteran Scholarship Exemption form](#) .)

☒ None of the above exemptions apply to me



14. Under Planned Course of Study: select Early College, Running Start and Early Admit. A second tab will appear after you select the continue tab, Press continue again to move to the next section.

#### Planned Course of Study (Checklist item 7 of 9)

Select your Planned Course of Study. **\*\*The program you are selecting has concentration(s) or specialization(s) available, if you wish to be considered for this area, please click on Enter Concentration and select the appropriate option from the drop down.** When you're finished, click **Continue** to navigate to the next section.

Planned Course of Study: Early College, Running Start and Early Admit

Concentration: -- Select --

Change this Program

Select Early College, Running Start and Early Admit.  
Press continue, then press continue again to move to the next section.

The Western Undergraduate Exchange (WUE) is a tuition program of the Western Interstate Commission for Higher Education (WICHE).  
The following regions are eligible for participation in the WUE:

- Alaska
- Arizona
- California
- Colorado
- Idaho
- Montana
- Nevada
- New Mexico

- North Dakota
- Oregon
- South Dakota
- Utah
- Washington
- Wyoming
- U.S. Pacific Territories and Freely Associated States\*

\*Only the Commonwealth of the Northern Marianas Islands and Guam can participate in WUE

at this time.

For eligibility, restrictions, and terms/conditions for:

UH Manoa click [here](#).

UH Hilo click [here](#).

UH West Oahu click [here](#).

I want to participate in the Western Undergraduate Exchange (WUE) and agree to the terms and conditions of the program. ☐ Yes ☐ No ☒ No Response

Checklist

Continue

Finish Later

15. High (Secondary) Schools: On this page, you can click on [Lookup High School Code](#) to find your high school.

- On the High School Lookup Page, Select Hawai'i.
- Select the High School City (For example, Ewa Beach for Campbell High School.
- Select your High School and press next.
- The High School Code for James Campbell High School is: 120003.
- The High School Code for Kapolei High School is: 120161.
- The High School Code for Waianae High School is: 120222.

#### High (Secondary) Schools (Checklist item 8 of 9)



First enter information for the High School that you are currently attending or from which you have graduated.

Use one of the following codes if you did not graduate from and are not currently attending a U.S. or U.S. territory high school:

|               |  |
|---------------|--|
| <b>12HOME</b> | Home schooled  |
| <b>12GEDX</b> | High school equivalency diploma  |
| <b>12DNDR</b> | Did not graduate ( <b>leave Graduation Date or Expected Date blank</b> ) |
| <b>77XXXX</b> | Completed a foreign high/secondary school                                |
| <b>88XXXX</b> | If mainland high school code not found                                   |

If you attended more than one high school, click the **Add or View another High School** button at the bottom of the form to enter information on additional high schools. Enter information on all high schools attended.

Click **Lookup High School Code** to search for your High School code. If you do not find it, enter your school information in the fields provided.

When you are finished, click **Continue** to navigate to the next section.

|   |  |
|---|--|
| High School Code:   | <input type="text"/> <a href="#">Lookup High School Code</a> |
| If School not found:  |  |
| High School Name:   | <input type="text"/>   |
| Street1:  | <input type="text"/>   |
| Street2:  | <input type="text"/>   |
| City:   | <input type="text"/>   |
| State/Province:   | -- Select --   |
| ZIP/Postal Code:  | <input type="text"/>   |
| Country (if not US):  | -- Select --   |
| Additional Information:   |  |
| Graduation Date or Expected Date:   | Month -- Select -- Year (YYYY) <input type="text"/>          |
| For current high school students participating in the Early Admit/Jump Start/Dual Credit program, please have your parent/guardian initial here. I as a parent/guardian, acknowledge and authorize my child to enroll in University of Hawai'i courses. |  |
| <input type="text"/>  |  |
| <input type="button" value="Add or View another High School"/>  |  |
| <input type="button" value="Checklist"/> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/>  |  |

Code for James Campbell High School is: 120003.

Code for Kapolei High School is: 120161.

Code for Waianae High School is: 120222.

#### High School Lookup Page

Select either the State, Province or Country where your high school is located. Then choose List Cities in Selected State, Province or Country and the Select High School City page will display. Choose the Return to High School page link if you decide not to select a high school code now, and the main High School page will display.

|                             |           |
|-----------------------------|-----------|
| Select a State or Province: | Hawaii    |
| OR                          |           |
| Select a Country:           | Select... |

[Return to High School page](#)

Select Hawaii, then select city the school is located in. Once the city is selected, you will see a list of schools. Select your high school and then press next.

16. Colleges: Press Lookup College Code.
- Select Hawai'i and press next.
  - Select Kapolei and press next.
  - Select, "U of Hawai'i West Oahu" and press next.
  - University of Hawai'i West Oahu College Code is: 1042
  - Once the code is selected, all fields will be automatically completed.
  - Press Continue to progress to the next section.

|                                    |                        |                                     |
|------------------------------------|------------------------|-------------------------------------|
| College School Code:               | 1042                   | <a href="#">Lookup College Code</a> |
| <b>If College not found:</b>       |                        |                                     |
| College Name:                      | U of Hawaii West Oahu  |                                     |
| Street1:                           | 91-1001 Farrington Hwy |                                     |
| Street2:                           |                        |                                     |
| City:                              | Kapolei                |                                     |
| State/Province:                    | Hawaii                 |                                     |
| Zip/Postal Code:                   | 96707                  |                                     |
| Country (if not US):               | None                   |                                     |
| GPA (example: 3.89):               |                        |                                     |
| <b>Attendance Information:</b>     |                        |                                     |
| College Attend From Date:          | Month -- Select --     | Year (YYYY)                         |
| College Attend To Date:            | Month -- Select --     | Year (YYYY)                         |
| Highest Degree Earned or Expected: | None                   |                                     |
| If not found, enter degree:        |                        |                                     |
| Degree Earned or Expected Date:    | Month -- Select --     | Year (YYYY)                         |
| Major:                             | -- Select --           |                                     |
| If not found, enter major:         |                        |                                     |

[Add or View another College or Degree](#)

[Checklist](#) [Continue](#) [Finish Later](#)

17. You will be directed back to the application checklist. Once all the blue bubbles have a red checkmark, press "Application is Complete." If all the bubbles have a red check mark, you have completed the UH System Application

### Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the application. (You cannot make changes to an application online once it has been submitted.) **For contact information for the admissions offices, go to Help or click here.**

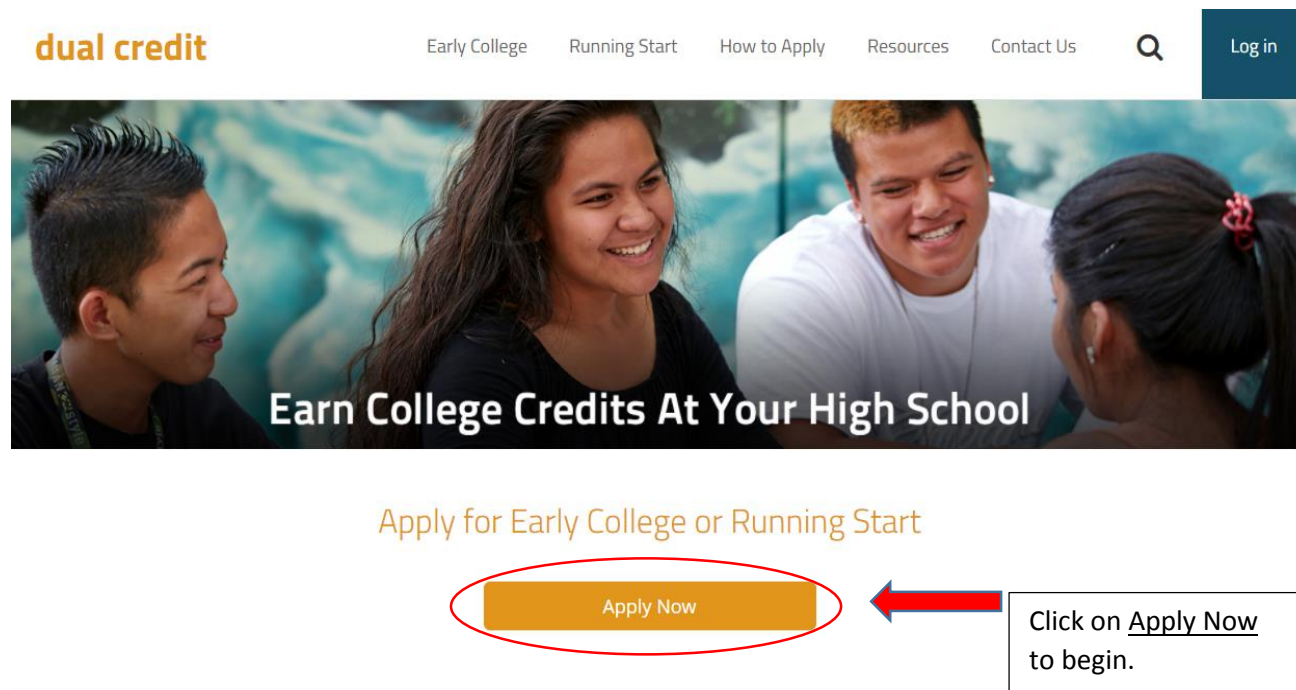
At any point, you may click **Finish Later** to save your data. You will need your Login ID and PIN so that you may return at a later time to finish.

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Name                        | 6. Residency Declaration    |
| 2. Permanent Address and Phone | 7. Planned Course of Study  |
| 3. Mailing Address and Phone   | 8. High (Secondary) Schools |
| 4. Personal Information        | 9. Colleges                 |
| 5. Citizenship Related Data    |                             |

[Application is Complete](#) [Finish Later](#)

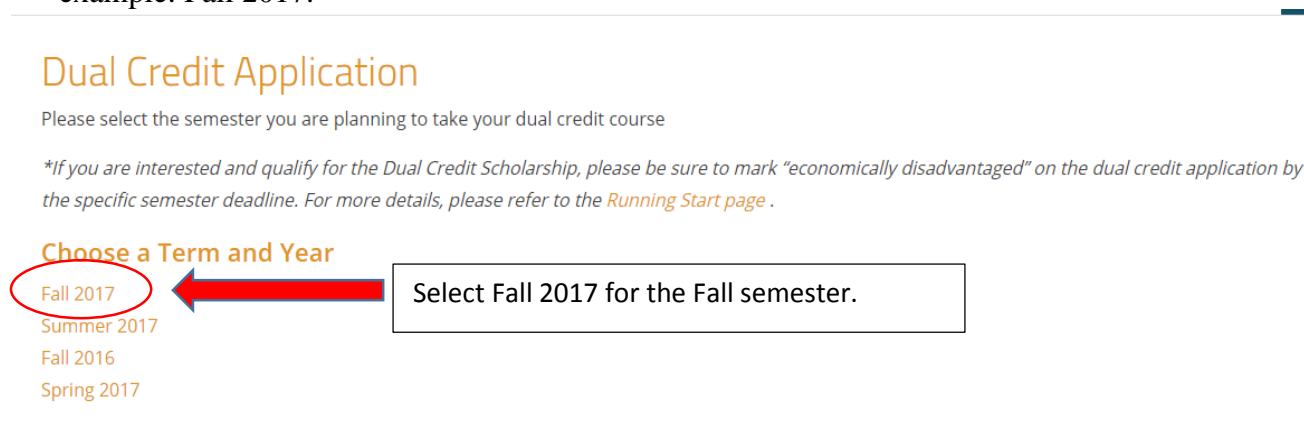
## Guide to Completing the Dual Credit Application

1. To begin the Dual Credit Application, students must go to this link:  
<http://www.hawaii.edu/dualcredit/>



The screenshot shows the top of the Hawaii Dual Credit Application website. The header includes the "dual credit" logo in orange and blue, followed by navigation links: "Early College", "Running Start", "How to Apply", "Resources", and "Contact Us". A search icon and a "Log in" button are on the right. Below the header is a large banner image of four diverse students smiling. Overlaid on the banner is the text "Earn College Credits At Your High School". Below the banner, the text "Apply for Early College or Running Start" is displayed. A red circle highlights an orange "Apply Now" button, with a red arrow pointing to it from a text box that says "Click on Apply Now to begin."

2. Students must select the Academic Term they will be taking Dual Credit Courses. For example: Fall 2017.



The screenshot shows the "Dual Credit Application" form. The title "Dual Credit Application" is in orange. Below it, the text reads: "Please select the semester you are planning to take your dual credit course". A note in italics states: "\*If you are interested and qualify for the Dual Credit Scholarship, please be sure to mark 'economically disadvantaged' on the dual credit application by the specific semester deadline. For more details, please refer to the [Running Start page](#)." Below this is the section "Choose a Term and Year" in orange. A list of terms is shown: "Fall 2017", "Summer 2017", "Fall 2016", and "Spring 2017". The "Fall 2017" option is circled in red, with a red arrow pointing to it from a text box that says "Select Fall 2017 for the Fall semester."

3. Students, select your high school, write in your name, mailing address, home number and email. Please indicate your high school standing (Junior or Senior) and expected high school graduation year. Students will also need to select Not Economically or Economically Disadvantaged.

## Dual Credit Application

for Fall 2017

### Student Information

|                          |  |                                       |  |
|--------------------------|--|---------------------------------------|--|
| High School              | <input type="text" value="Campbell"/>  |                                       |  |
| Student's Name           | <input type="text" value="Doe"/>   | <input type="text" value="John"/>     | <input type="text" value="Middle Name"/> |
| Mailing Address          | <input type="text" value="11-222 AnyStreet"/>  | <input type="text" value="Any City"/> | <input type="text" value="00000"/>       |
| Home Phone               | <input type="text" value="(808) 333-4444"/>  |                                       |  |
| Cell Phone               | <input type="text"/>   |                                       |  |
| Email                    | <input type="text" value="Email@gmail.com"/>   |                                       |  |
| Class                    | <input type="radio"/> Freshman <input type="radio"/> Sophomore <input checked="" type="radio"/> Junior <input type="radio"/> Senior  |                                       |  |
| Expected Graduation Year | <input type="text" value="2019"/>  |                                       |  |
| Residency                | <input checked="" type="radio"/> U.S. Citizen<br><input type="radio"/> Resident Alien <i>(Copy of card required)</i><br><input type="radio"/> Foreign Student <i>(additional forms required, see your high school counselor)</i> |                                       |  |
| Qualifies as             | <input checked="" type="radio"/> Not Economically disadvantaged <input type="radio"/> Economically Disadvantaged   |                                       |  |

Required Field. Select one to continue the application.

4. Once your contact information is complete, scroll down to until you see courses. From here; write in the Dual Credit course, the amount of credits (usually 3 credits), select if the class is a High School Requirement or Elective, select the location of the class (High School) and the college campus (University of Hawai'i West O'ahu). Students must select Other for source of funding.
5. Once the first class has been added, click on the Add Course button to add another course.
- a. Fall 2017 Courses: ENG 198, MATH 82 and ED 100.

### Courses

| Term and Year                          | Fall 2017                      |  |  |  |   |
|--|--------------------------------|--|--|--|---|
| Course ?                               | Credits ?                      | Requirement ?  | Location ?   | Campus ?   | Source of Funding ?   |
| <input type="text" value="ENG 198"/>   | <input type="text" value="3"/> | <input checked="" type="radio"/> HS Elective<br><input type="radio"/> HS Requirement | <input type="radio"/> College Campus ?<br><input checked="" type="radio"/> High School ? | <input type="text" value="University of Hawai'i - West O'ah"/> | <input type="radio"/> Personal ?<br><input checked="" type="radio"/> Other ?                      |
| Click Add Course to add another course |                                |  |  |  | <input type="button" value="Remove Course"/> <input checked="" type="button" value="Add Course"/> |

Select Other for Source of Funding

## Courses

Term and Year Fall 2017

| Course ? | Credits ? | Requirement ?  | Location ?   | Campus ?                           | Source of Funding ?   |
|----------|-----------|--|--|------------------------------------|---|
| ENG 198  | 3         | <input checked="" type="radio"/> HS Elective<br><input type="radio"/> HS Requirement | <input type="radio"/> College Campus ?<br><input checked="" type="radio"/> High School ? | University of Hawai'i - West O'ahu | <input type="radio"/> Personal ?<br><input type="radio"/> Other ? |
| MATH 82  | 3         | <input checked="" type="radio"/> HS Elective<br><input type="radio"/> HS Requirement | <input type="radio"/> College Campus ?<br><input checked="" type="radio"/> High School ? | University of Hawai'i - West O'ahu | <input type="radio"/> Personal ?<br><input type="radio"/> Other ? |
| ED 100   | 3         | <input type="radio"/> HS Elective<br><input checked="" type="radio"/> HS Requirement | <input type="radio"/> College Campus ?<br><input checked="" type="radio"/> High School ? | University of Hawai'i - West O'ahu | <input type="radio"/> Personal ?<br><input type="radio"/> Other ? |

Remove Course

Add Course

- Once all the Dual Credit courses have been selected, scroll down and press Submit Application.
- Press the Print button and complete all signatures. Your Dual Credit Application is now complete.

 Print

## Student

**Date** 2017-07-12

**High School** Campbell

**Student's Name** Doe, John

**Mailing Address** 11-222 AnyStreet, Any City, 00000

**Home Phone** (808) 333-4444

**Cell Phone**

**Email** Email@gmail.com

**Class** Junior

**Expected Graduation Year** 2019

**Residency** U.S. Citizen

**Qualifies as** Economically Disadvantaged

## Courses

Term and Year Fall 2017