Online Application Guide
https://apply.studyabroad.hawaii.edu

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APPLICATION DEADLINES
(Dates are subject to change)
SPRING (Kōbe, Japan only) October 1
SPRING October 15
SUMMER February 17
YEAR in Japan March 1
FALL April 1

Last updated: January 2022
APPLICATION CHECKLIST

UH-System and non-UH students are welcome to apply online. Applications missing any of the following items will be deemed incomplete and not considered for review.

www.studyabroad.hawaii.edu/students/applications

☐ General information Provide all information requested.

☐ Program of study statement Write a 500-word essay detailing your objectives for the study abroad program.

☐ Confidential academic references Read the “Applicant’s Waiver Statement” and sign the waiver. All forms must be completed by college/university faculty members who are able to judge your academic qualifications for studying abroad. All completed reference forms must be submitted directly by each evaluator to the Study Abroad Center.

- **Semester/Year programs:**
  
<table>
<thead>
<tr>
<th>three (3) academic</th>
<th><strong>OR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>two (2) academic +</td>
<td></td>
</tr>
<tr>
<td>one (1) from an employer or supervisor</td>
<td></td>
</tr>
</tbody>
</table>

- **Summer programs:** two (2) academic references

*Repeat Study Abroad Center applicants—Students who have already successfully completed a UHMSAC program and are applying for another program or term need only ONE reference form filled out by their former resident director and/or appropriate faculty member.*

☐ Student Progress Report First-year college students require an academic progress report from each of their current college instructors.

☐ Transcripts are required from the following students:

  - students not enrolled in any of the 10 University of Hawai‘i campuses
  - first-year college students must provide their high school transcript
  - transfer students whose records do not appear on their UH STAR report

Transcripts should be mailed directly from the school to the Study Abroad Center and have the specific program location indicated on the transcript request form.

☐ Application fee $30.00, payable online after the application is complete

☐ Visa status (NON-U.S. CITIZENS ONLY) Submit a copy of the document that allows you to legally study/live in the U.S.: DS 2019 (J-1 visa holders), I-20 (F-1 visa holders) or Alien Registration Card (permanent residents)

Submit your completed application and fee to the Study Abroad Center on or before the deadline set for the program. A selection committee will review the application and make its recommendation to the Study Abroad Center. If admitted, you will receive program-specific acceptance forms and other pertinent information.

Last updated: January 2022
STARTING AN APPLICATION

Apply here:
https://apply.studyabroad.hawaii.edu

Opening the application homepage will present you with two login options: UH Login and Guest Login.

- **UH Login**: for users with a UH username and ID
- **Guest Login**: for users not part of the UH system and/or from a different university

![Application homepage](image1.png)

*Figure 1: The application homepage.*

**UH Login**
Using the UH Login requires your UH username and password, and any application you make will be auto-filled with your UH username, ID number, and email.

**Guest Login (Non-UH Login)**
Using the Guest Login, aka the “non-UH login”, will create a new account on the application database. This is meant for students that do not have a UH login but still want to apply for a Study Abroad Center program. Creating a Guest Login will require a working email address and a password.

![Guest Login page](image2.png)

*Figure 2: Guest Login page.*

_Last updated: January 2022_
Creating a Guest Account

1. Email needs to have an “@” and a “.” (i.e. a@a.a passes)
2. Password requirements:
   a. at least 14 characters long
   b. 1 upper case letter
   c. 1 lower case letter
   d. 1 number
   e. 1 special character (e.g. !#$%&'()*+,-./:;<=>?@[\]^_`{|}~)
   f. cannot be the same as the email address
3. After your account is created, you will receive an email with a link to confirm your account.

Create Guest Account

Your guest account has been created! The next step is to validate your guest account. Please check your email for instructions on how to validate your guest account.

Figure 3: System message when a guest account is created.

4. The link in the email to confirm your account will expire after 1 hour. You will need to request a new link if your link is expired (see Figure 4).

Guest Account Verification

⚠️ Confirmation link has expired. 
[Request Another]

Figure 4: Request button for when a confirmation link has expired.

Resetting Your Password

Forgot your password?

(email) 

Reset My Password

No account? Create one now. 
Guest Login

Figure 5: Password Reset page.

1. Enter an email address that will be sent a link to reset your password.
2. If the email address you enter does not exist in the system, the webpage does not let you know.
3. Reset link will expire after 55-minutes. You will need to request another link if yours is expired (See Figure 6).

Last updated: January 2022
4. Password reset requirements:
   a. **Different from your last 10 passwords**
   b. at least 14 characters long
   c. 1 upper case letter
   d. 1 lower case letter
   e. 1 number
   f. 1 special character (e.g. !"#$%&'()*+,-./:;<=>?@\^_`{|}~)
   g. cannot be the same as your email address

5. An email will be sent to notify you that your password has been changed.

**Locked Account due to Invalid Password**

- After 5 login attempts, the account will lock and disallow any further login attempts for 15-minutes (See Figure 7).
- If you don’t want to wait 15-minutes to try again then you can click on the “Forgot your password?” link and reset your password to login.
- There is no limit to the number of times you can try again, provided you wait 15-minutes between each lock-out.

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**Guest Login**

- Your account has been locked due to multiple invalid login attempts. Please wait 15 minutes before trying to login. [Forgot your password?](#)

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_Last updated: January 2022_
Creating an Application

- On the main page, click the “New Application” button to generate a new application (See Figure 8).

- Select the program you wish to apply for in the dropdown menu and press “Apply.” (See Figure 9)

- **Note**: You can only create one application per term (i.e. Summer, Spring, Fall, Academic Year). If you want to change your program to a different location in that same term, you must contact the SAC at uhmsac@hawaii.edu.
FILLING IN YOUR APPLICATION

Application Sections

An application will have multiple sections that need to be filled in (See Figure 10). Follow the links to fill out each section.

All students are required to complete the sections under “Required Info.”
  - First-Year college students are required to complete the “Student Progress Report” section under “Additional Info.”
  - Other “Additional Info” is only necessary if you have that information.

Each section has a “Save” button at the bottom that must be clicked to save the information (See Figure 11). Saving will bring you back to the Application Checklist page.

Sending Email Requests for References and Progress Reports

To request a Confidential Academic Reference, press the “New Request” button. It will generate a block to make your reference request (See Figure 12 and 13).

Last updated: January 2022
The “Applicant’s Waiver Statement” must be checked off to send a request.

- Input the reference’s email address and press “Send.” Each reference you request must be sent individually.
  - **Note:** We *strongly* recommend consulting with your instructor or employer and receiving their permission before sending them a request.

- References you list will appear after the request has been sent, as well as the Status of their reference. If the person you contacted submitted their reference, a “Completed” status will appear in the “Status” column (See Figure 14).
- Use the “Reminder” button to resend the request email, in case the reference needs access to the original email.

*Last updated: January 2022*
Students that have already successfully completed a UHMSAC program (AKA “repeat applicant”) need only one reference if they are applying again (See Figure 15). Inputting the program and term you studied abroad will make sure the app reads your one reference request as fulfilling our Confidential Academic References requirement.

- If you are not a repeat applicant, leave the field blank.
- Faculty-Sponsored Study Tour (FaSST) students and/or students who studied abroad independently (not through UHMSAC) are not considered “repeat students.”
- First-Year college students: The “Student Progress Report” section under the “Additional Info” area uses the same format to request progress reports (See Figure 16). You must also include the information about your course, such as the course alpha, course number, section number, and name.

Program of Study Statement

- All students applying for a study abroad program must submit a 500-word Program of Study Statement. It can be typed or copy-pasted directly into the textbox in the “Program of Study Statement” section (See Figure 17).

  - Prompt: “Write a concise, 500-word essay of your proposed study abroad program and how it relates to your present academic program. Discuss the classes you wish to take. Describe also the personal benefits you expect to receive from the program. Discuss how aspects of the particular program apply directly to your personal, academic and professional goals. What specific features of the program appeal to you? If there is anything on your transcript(s) you need to explain (poor grades, withdrawals, leaves of absence, etc.), please do so.”
Program of Study Statement

Write a concise, 500-word essay of your proposed study abroad program and how it relates to your present academic program. Discuss the classes you wish to take. Describe also the personal benefits you expect to receive from the program. Discuss how aspects of the particular program apply directly to your personal, academic and professional goals. What specific features of the program appeal to you? If there is anything on your transcript(s) you need to explain (poor grades, withdrawals, leaves of absence, etc.), please do so.

Completing and Submitting Your Application

Figure 18: Application Checklist with all required information filled in.

- When all required fields are filled in, a green check mark will appear next to the section (See Figure 18). Green check marks must appear for all sections under “Required Info” to activate the “Submit & Pay” section.

Last updated: January 2022
• **Note**: Your Confidential Academic References do not need to be submitted by your faculty to receive the green check mark. It will appear when you have made the appropriate number of reference requests. Before the deadline, you can still go into your app and remind your referees to submit their references by the deadline.

### Submit & Pay

The $30 application fee is **non-refundable**.

Fields marked with an asterisk (*) are required.

Please complete all the Required Info sections before submitting your application.

- **I certify that the information given up to this point is true and complete. I authorize the University of Hawai‘i at Mānoa Study Abroad Center to review any information in the custody of the University of Hawai‘i at Mānoa, for the purpose of determining my eligibility for this program. Further, I agree to release any and all records and transcripts held by any institution to the University of Hawai‘i at Mānoa Study Abroad Center and any other parties that the University of Hawai‘i at Mānoa Study Abroad Center deems appropriate, as necessary for my participation in this program.**

If accepted as a participant in this program, I shall be subject to rules and requirements of the University of Hawai‘i at Mānoa Study Abroad Center, the University of Hawai‘i at Mānoa, cooperating universities in the U.S. and overseas. I understand and agree that I am subject to immediate dismissal from the program if I violate any rule, and I agree to assume financial responsibility for all program fees.

[Submit & Pay button]

**Figure 19: Submit & Pay section for the application**

- Clicking the “Submit & Pay” button will take you to a Paypal page where you can pay for the $30.00 application fee. An email confirmation will be sent once the payment is submitted.
- A message and green check mark will appear on your application when the fee has been processed (See Figure 20).

**Application Fee Paid on 2020-11-05 14:10:32 HST**

**Figure 20: Written indication that the application fee has been paid**

- After the payment is received, you can use the “Submit” button to formally submit your application. A status message of your application submission will appear, and your application status will change to “Submitted.” (See Figure 21 and 22)
  - If there are any issues with your payment, contact SAC immediately at [uhmsac@hawaii.edu](mailto:uhmsac@hawaii.edu)
- After submission, your online application’s status (See Figure 22) will change depending on where it is in the review process. There are three statuses viewable online:
  - **Incomplete**: The application is missing required information and/or has not yet been submitted and paid for.
  - **Submitted**: You have submitted your application and it is awaiting the deadline and/or review.
  - **Under Review**: Your application is being reviewed by a panel of UH faculty members.

_Last updated: January 2022_
- **Completed**: The panel has made their decision on your application, and an email has been sent to inform you of their decision.

### Submit & Pay

![Checklist showing application fee has been paid and application submitted.](image1)

![Status indication of a submitted application.](image2)

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## AFTER SUBMITTING YOUR APPLICATION

- Submitting your application will lock all your submitted information.
- You have until the deadline to use your application to remind any faculty members or supervisors to submit their references or progress reports.
- If there are items that need to be corrected, the Study Abroad Center may “un-submit” your application and ask for corrections. You will receive an email with instructions on what to fix. After making corrections, you can re-submit the application via the “Submit” button without having to pay the application fee again.
- Everything will be locked in after the deadline passes, and a panel of UH faculty members will review the applications.

### Acceptance

- The UHM Study Abroad Center will contact you by email in approximately two weeks to notify you of your application’s acceptance status:
  - **Accepted**: Your application has been accepted.
  - **Exception**: Your application has been accepted with an exception for a GPA lower than the 3.0 requirement.
  - **Denied**: Your application has not been accepted, but you are welcome to apply for another term and/or program.
  - **Incomplete**: Your application was incomplete at the time of the deadline.

If your application was accepted, then you will receive instructions for the next steps and two packets to complete. Completing the packets and submitting a $500.00 initial payment will confirm your intent to participate in the program. The initial payment will be applied towards the total costs of the program. If you do not intend to participate, then you do not need to complete the packets or submit a payment.

- The initial payment can be paid online through the application site. After acceptance, a new payment button will appear at the bottom of your application (See Figure 23).

*Last updated: January 2022*
Clicking the “Pay $500” button will take you to a Paypal page where you can pay for the $500.00 initial payment. An email confirmation will be sent once the payment is submitted.

A message and green check mark will appear on your application when the initial payment has been processed

- If there are any issues with your payment, contact SAC immediately at uhmsac@hawaii.edu