



# Online Application Guide

<https://apply.studyabroad.hawaii.edu>

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### University of Hawai'i at Mānoa Study Abroad Center

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

## 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](http://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:**  

three (3) academic
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**OR**

two (2) academic + one (1) from an employer or supervisor
--
  - **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.

## 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



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.

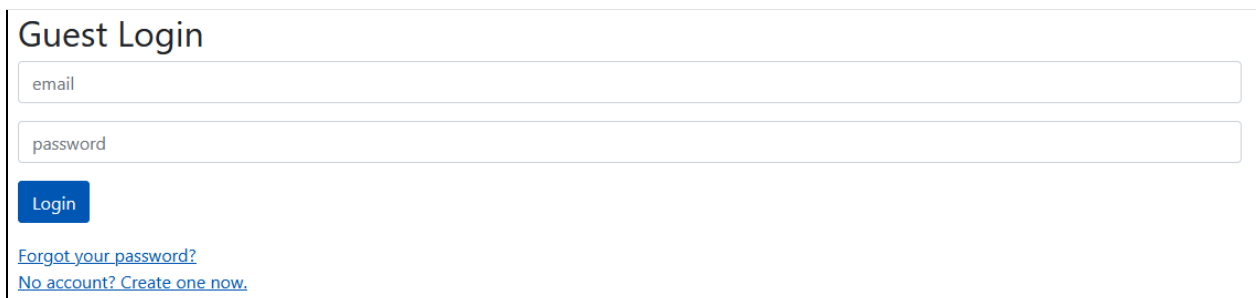


Figure 2: Guest Login page.

## 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.

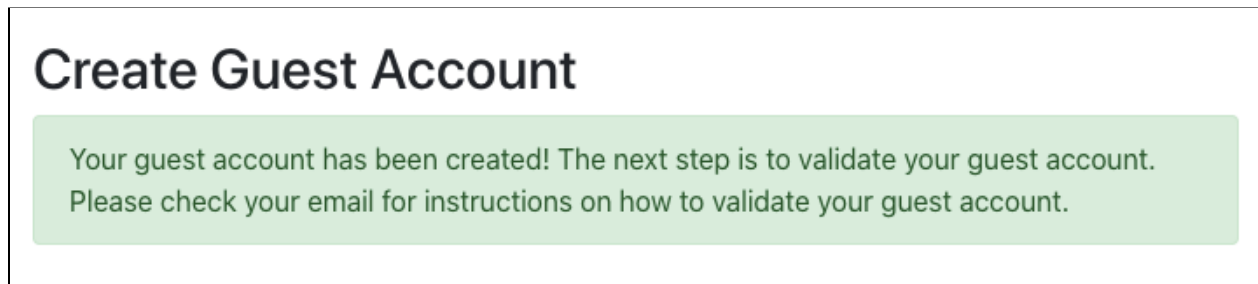


Figure 3: System message when a guest account is created.

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).

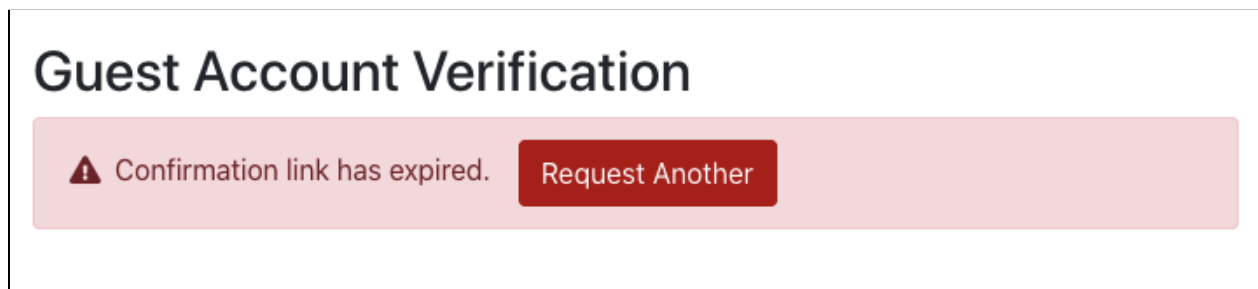


Figure 4: Request button for when a confirmation link has expired.

## Resetting Your Password

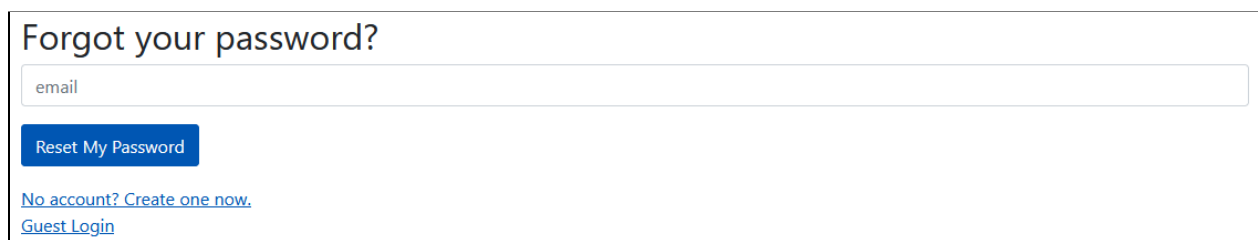


Figure 5: Password Reset page.

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).

## Guest Account Password Reset

There is a problem with this password reset link. Please [request another](#).

[Guest Login](#)

[No account? Create one now.](#)

Figure 6: System message for requesting another password reset link.

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.

## Guest Login

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

Login

[Forgot your password?](#)

[No account? Create one now.](#)

Figure 7: System message for a locked account.

## Creating an Application

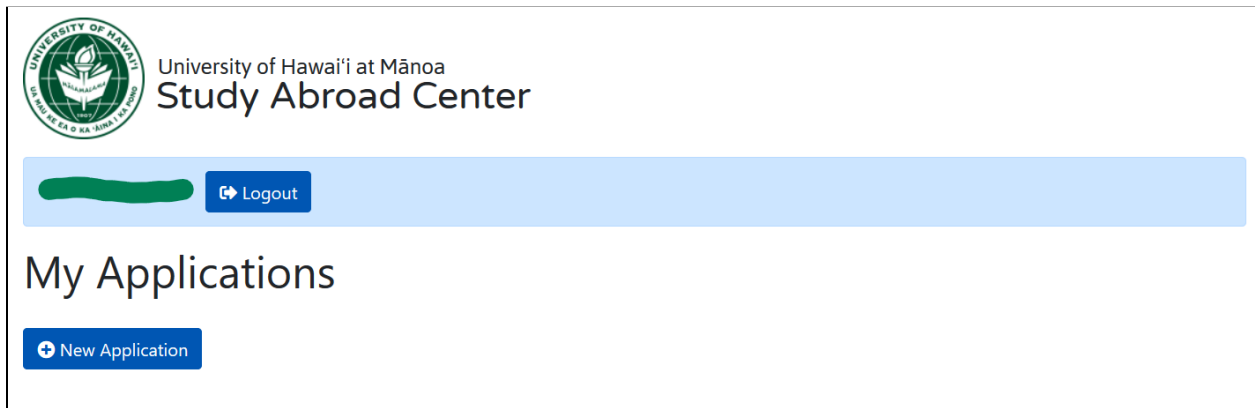


Figure 8: The main application page after logging in

- On the main page, click the “New Application” button to generate a new app (See Figure 8). Apps for multiple terms can be generated on the same page.

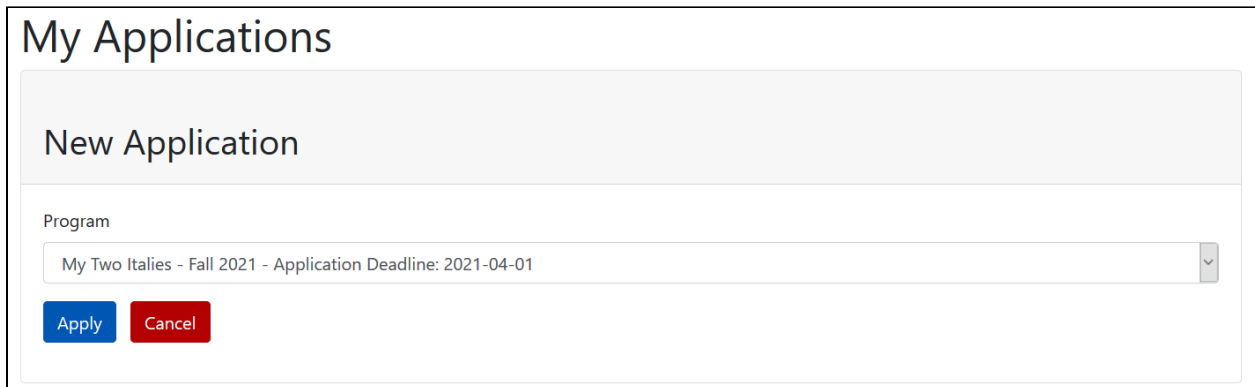


Figure 9: Dropdown menu to select a program

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

# FILLING IN YOUR APPLICATION

## Application Sections

PROGRAM/LOCATION ABROAD:	Shanghai, China
STUDY ABROAD TERM:	Summer 2021
DEADLINE:	2021-02-17 23:59:59
STATUS:	Incomplete

[My Apps](#) > Application Checklist

### Application Checklist

#### Required Info

- [Applicant Information](#)
- [Academic Background](#)
- [Confidential Academic References](#)
- [Program of Study Statement](#)
- [Supplemental Information](#)
- [Study Abroad Survey](#)

#### Additional Info

- [Passport & Visa](#)
- [Transcripts](#) (if they're not in STAR)
- [Student Progress Report](#) (First-Year college students)

Figure 10: Application Checklist

- 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.



Figure 11: Save and Cancel buttons

## 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).

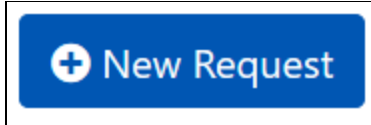


Figure 12: Request Button

## New Request

Fields marked with an asterisk (\*) are required.

**APPLICANT'S WAIVER STATEMENT:** In accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, the University recognizes that students enrolled in its Study Abroad Academic Programs have the right to inspect and review all materials in their files. The student may waive his or her right to review this confidential reference form by checking the box next to the following statement.

\* I understand my right under the provision of PL 93-980.513 to inspect letters of recommendation on my behalf. In order to encourage the referee to write with candor, I have elected not to exercise my rights under the aforesaid statute and affirm that I shall not do so in the future. The waiver will remain in effect until I notify the University, in writing, at which time this document will be removed from my file and returned to the referee, or until this recommendation is destroyed.

\* Reference Email Address (you need to request each reference individually)

Figure 13: Request for a Confidential Reference Form

- 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.

Request ID	Reference Email	Status	Type
		Completed 2020-11-05 14:07:34	former resident director and/or appropriate faculty member
		Reminded 2021-01-08 15:58:17	<input type="button" value="Reminder"/>

Figure 14: Status table of references sent out

- 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.



**Repeat Study Abroad Center applicants:** one (1) reference

Students who have already successfully completed a UHMSAC program and are applying for another program or term need only ONE (1) reference form filled out by their former resident director and/or appropriate faculty member.

Prior UHMSAC Program and Term

Program - Term

Save

Figure 15: Field to designate that you participated on an SAC program before

- Students that have already successfully completed a UHMSAC program (AKA “repeat students”) 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.
  - 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).

**Additional Info**

- [Passport & Visa](#)
- [Transcripts](#) (if they're not in STAR)
- [Student Progress Report](#) (First-Year college students)

Figure 16: Additional Information

### 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).

## 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.

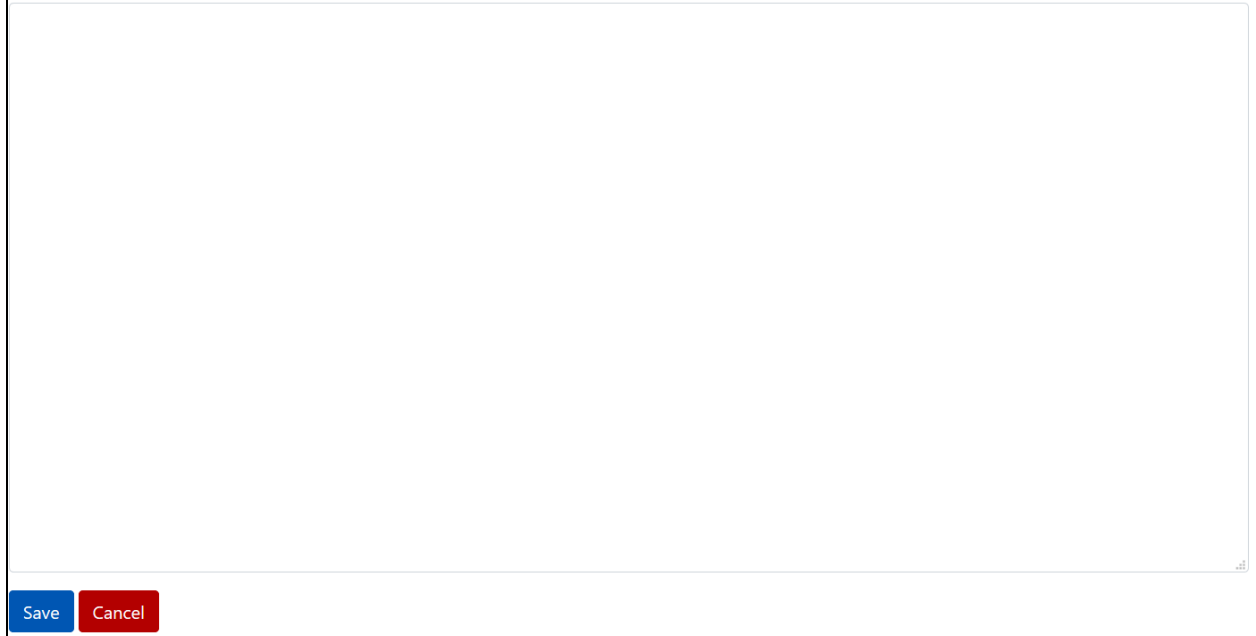
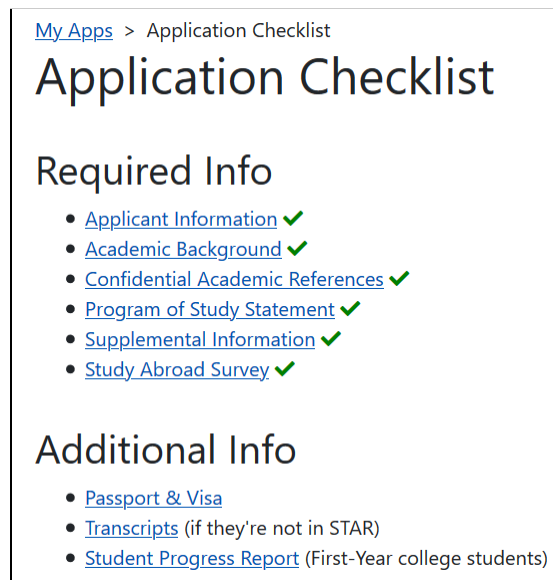


Figure 17: Program of Study Statement fillable field

## Completing and Submitting Your Application



[My Apps](#) > Application Checklist

### Application Checklist

#### Required Info

- [Applicant Information](#) ✓
- [Academic Background](#) ✓
- [Confidential Academic References](#) ✓
- [Program of Study Statement](#) ✓
- [Supplemental Information](#) ✓
- [Study Abroad Survey](#) ✓

#### Additional Info

- [Passport & Visa](#)
- [Transcripts](#) (if they're not in STAR)
- [Student Progress Report](#) (First-Year college students)

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.

- **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

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

Submit & Pay	
The \$30 application fee is <b>non-refundable</b> .	
• Application Fee Paid on 2020-11-05 14:10:32 HST ✓	
• Submitted on 2021-01-08 17:07:45 HST ✓	

Figure 21: Checklist showing application fee has been paid and application submitted.

<b>STATUS:</b>	<b>Submitted</b>
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Figure 22: Status indication of a submitted application

## 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).

## Initial Payment

A **\$500 non-refundable** initial payment is required to ensure your place in the program. This initial payment will be applied toward the cost of the program.

Pay \$500

*Figure 23: Initial Payment button*

- 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