



VISITING STUDENT  
ONLINE APPLICATION INSTRUCTION MANUAL

## ACCOUNT SETUP

For more information on the HPU application process: [click here](#).

- Go to the Sign-Up page for the Admissions Application: [hpu.edu/app](http://hpu.edu/app) 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**
  - **What is the last school you attended? If not listed, choose “Unknown School”:** International schools typically do not appear in this section, so type in: “Unknown School”
  - **reCAPTCHA:** (Checkmark) “I’m not a robot”

Filling out all information should make a “Submit” button appear on the bottom-right corner; click it to continue.

**Sign Up**  
First Name  
Falske Profil

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Last Name  
Testkonto


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Email Address  
visiting@hpu.edu


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

Unknown School ▼



I'm not a robot



reCAPTCHA  
Privacy - Terms

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

Mahalo!

In a few minutes, please check the email account associated with your user name for instructions on setting your password. Remember to look in your spam folder, where automated messages sometimes filter.

LOGIN

- Check your email inbox for an email from Hawaii Pacific University's Admissions Office to set-up your application passport, and click the link to do so:



Aloha Falske Profil,

We are glad to learn of your interest in Hawai'i Pacific University, and look forward to reviewing your application for admission.

Your username is [visiting@hpu.edu](mailto:visiting@hpu.edu), and your next step is to create an application password by going [here](#).

If you have any additional questions at this time, [please let us know](#).

Mahalo,

Hawai'i Pacific University  
Office of Admissions  
hpu.edu



- 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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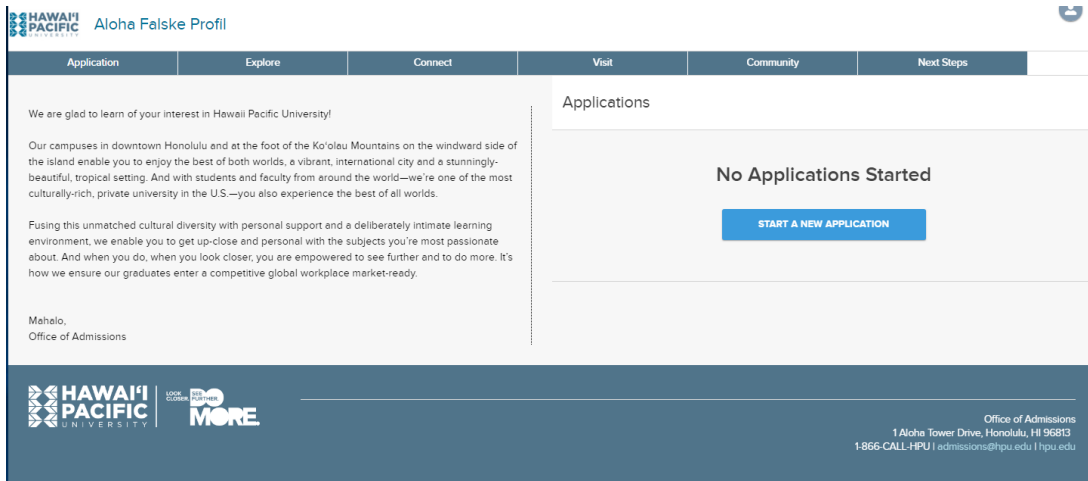
Confirm New Password

\*\*\*\*\*

CREATE PASSWORD

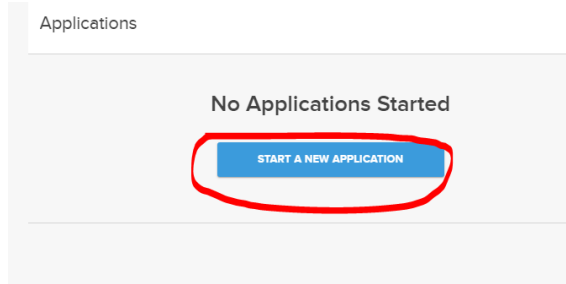
*Your password must include letters and numbers.*

- By clicking “Create Password”, you will be brought to the Admissions Application portal.

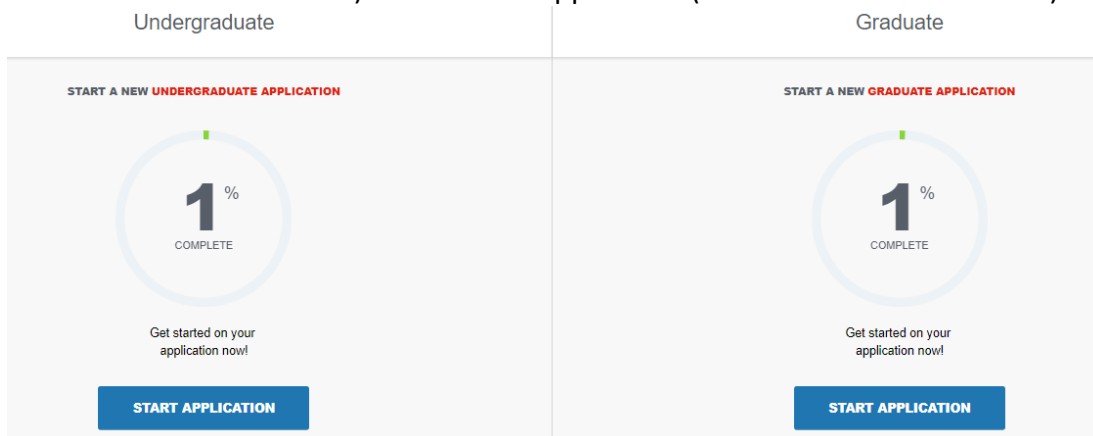


## NEW APPLICATION

1. 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).



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

**New Application**  
I am applying  
 without the intention of pursuing a degree at HPU

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I am a  
 Visiting or Exchange Applicant

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I plan to take courses  
 on-campus

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Term  
 Spring 2020

**START APPLICATION**

- Visiting students will always be:
    - Applying “**without the intention of pursuing a degree at HPU**”
    - A “**Visiting or Exchange Applicant**”
    - And planning to take courses “**on-campus**”
    - The term will be **Fall 2021**
- Personal Information:
    - The student’s **First Name** and **Last Name** must match up to the name as listed on their passport.
    - Citizenship would be “**Other (Non-US)**”
    - **Date of Birth**
    - **Sex**
    - **Country of Citizenship:** Select the country from a drop-down list
    - **Is English your first language?**
    - **What is the primary language spoken at home?**
  - Mailing Address and Contact Information:
    - **Mailing Address:** Information like your I-20 packet will be sent to the address listed here
    - **Permanent Address:** Student’s permanent address
    - **Phone Number & Cell Phone Number:** For international phone numbers, please enter + followed by the country code, city code and phone number  
 Ex: +49 (12) 345 67
  - Application Information:
    - **Have you previously applied to HPU? “No”**
    - **Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form?: “No”**

- **Are you working with an educational agent?:** [select agency name in the drop-down, if any]
- **Agent/Coordinator Email Address:** [type in the agent's primary email, if any]
- **Have you ever been responsible for a disciplinary violation?**
- **Have you ever been adjudicated of a felony or other crime?**

Application Information

• Have you previously applied to HPU?

Yes

No

Are you an S4IE nominated student whose coordinator has completed the S4IE nomination form? If you are unsure, please answer no.

No

Are you working with an educational agent?

• Kilroy Education Norway

Agent/Coordinator Email Address

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

7. Citizenship:

- **Country of Birth:** Select the country from a drop-down list
- **Upload Passport, ID Page:** [upload a passport copy, must be in PDF form]

8. Previous College Information:

- **College Name:** [type out college name in this field]
- If student did not attend a college/university and is coming straight from high school, you can type in the high school in place of a College Name.
- If the name of the school does not automatically populate, it will default to **"Unknown School"**. Please select **"Unknown School"**.

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.

College Name

- Oslo Metropolitan University

Unknown School

- A second field will appear: **“We are unable to match your institution in our database. Please enter the institution name, state/province, country.”** You can now type in the College Name properly.

College Name

- Unknown School

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

- Oslo Metropolitan University

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Start Term/Year (eg: Fall/2016)

- Fall 2016

- **“Upload an unofficial transcript, if available”.** [upload an unofficial transcript, must be in PDF form].

Upload an unofficial transcript, if available

Tangonan, Kevin - OMU.pdf

- You can also **“Add Previous College Information”** at the bottom of the page, if the student attended more than one school (college/university and/or high school).

 **ADD PREVIOUS COLLEGE INFORMATION**

- You can also **“Remove Previous College Information”** at the top of the newly created section.

- REMOVE PREVIOUS COLLEGE INFORMATION

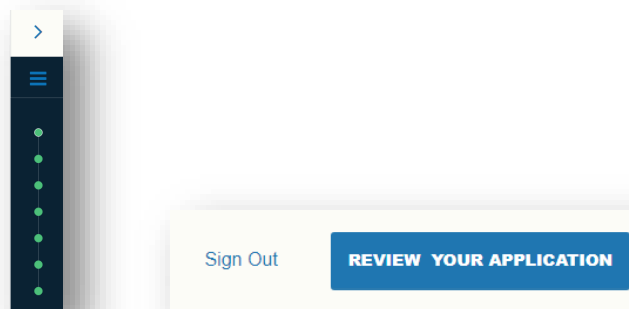
It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first.

- College Name  
\_\_\_\_\_
- 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?  
Please select an option ▼
- Upload an unofficial transcript, if available  
No file selected 📎

9. Emergency Contact Information:

- Fill out 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, Last Name, Relationship, Phone Number, Email, and Address

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





11. You should now be able to click **“Submit Your Application”**, once you are redirected back to the application page.
  
12. If you have any supporting documents (i.e. Statement of Financial Sponsorship (SFS), Bank Statement, Test Scores, English Proficiency Clearance, Letter of Recommendation, Personal Statement, CV/Resume) or any questions please send them to Kevin Tangonan at [visiting@hpu.edu](mailto:visiting@hpu.edu). 😊