

Completing the UH Mānoa Online Application *tips*

- Create a **login** and **password**. You will need it to login if you decide to complete your online application at a later time. Once you submit an online application, you will not be able to access it with your login and password. Do not lose or forget your login and password because it cannot be recovered and you will have to complete another application with a new login and password.
 - Select the **appropriate UH campus** (Mānoa) and **application type** (First Time vs. Transfer).
- 1) Name**
 - Provide your legal given name. Do not use nicknames or shortened versions of your name.
 - 2) Permanent Address and Phone**
 - Make sure this information is accurate as the permanent address will be used as a secondary address to your mailing address.
 - 3) Mailing Address and Phone**
 - Make sure this information is accurate as physical correspondence (e.g. a decision letter) from the Office of Admissions will be sent to this address.
 - 4) Personal Information**
 - Provide an email that you check regularly. Electronic correspondence from the Office of Admissions will be sent there.
 - SSN is not required for the application, but recommended if applying for financial aid.
 - 5) Residency Declaration**
 - Answer the questions as accurately as possible. If you are a dependent under your parents and they are not with you to complete the Residency Declaration section at the Application Day event, it is best that you go home and complete this section before submitting the application.
 - 6) Planned Course of Study**
 - Select the major that you are interested in studying.
 - If you are undecided, select General Arts and Sciences-BA.
 - 7) High (Secondary) Schools**
 - Click on the “Lookup High School Code” to find your school. If at all possible, do not type in the name of the high school unless it is not listed as a choice in the “Lookup High School Code”.
 - Make sure that you correctly input the graduation/expected graduation date.
 - If you have attended multiple high schools, only list the graduation date on the school you have/will graduate from.
 - 8) Colleges**
 - If you have not taken college courses, you can skip this section.
 - If you have participated in Running Start or other dual enrollment programs, please complete this section.
 - 9) Citizenship Related Data**
 - Complete this section if you are NOT a U.S. Citizen
 - 10) High School Curriculum**
 - In order to fill out this section, it would be helpful to have access to an unofficial copy of your high school transcript.
 - If you have courses in progress, list them in the appropriate section and put “IP” in the final grade column.
 - 11) Standardized Test Scores**
 - If you have taken these tests more than once, list all dates and scores separately.
 - 12) Application Fee Information**
 - You will need to enter credit/debit card information in this section.
 - If you will be using another form of payment (e.g. check or money order), please mail it to UH Mānoa Office of Admissions. Include your first name, last name, and date of birth with this payment.
 - If you will be using an application fee waiver (e.g. College Board-SAT), please submit it at the Application Day event or mail it in to UH Mānoa Office of Admissions. Include your first name, last name, and date of birth with this form.

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UNIVERSITY of HAWAII'Ī
MĀNOA