



Tip Sheet for University of Hawai'i Community College Applications

Below are questions from the University of Hawai'i Community College System application. Knowing the answers to these questions will help you complete your application.

Ask your parent(s)/guardian(s) to help you fill in these answers.

Step I: Create your application account

Important! Make sure to write down your UH application login information!

Username: _____

Password: _____

SECTION I: PERSONAL INFORMATION

(Note: Please be sure to fill out your legal name and date of birth correctly when you complete your UH application!)

Biographic Info (*required):

- Name*
- Previous Name* — *Do you have any academic records, test scores, etc. under a previous name? (If yes, be prepared to provide this info in the application, even if only one name has a previous and not the other.)*
- Gender assigned at birth*
- What is your current gender identity*
- Birth Information* — DOB, Country, City, State, County

Contact Info (*required):

- Student's permanent address*
- Student phone number* — (tip: put mobile number or number you can be easily reached at)
- Student email address* — (tip: put email address that you check often)

Race & Ethnicity (optional section):

- Do you consider yourself to be of Hispanic/Latino origin?
- Select your race.

Military Information (optional section):

Check one:		Questions:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently serving in the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently serving in the National Guard or Reserves?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you ever serve in the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you ever serve in the National Guard or Reserves?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you a dependent of a member of the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy), National Guard/Reserves or Veteran?
What branch(es) are you affiliated with? Check all that apply. <ul style="list-style-type: none"> <input type="radio"/> Air Force <input type="radio"/> Army <input type="radio"/> Coast Guard <input type="radio"/> Marine Corps <input type="radio"/> Navy 		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you plan to use military or VA benefits to fund your education?

Other Information (*required section):

- SSN Acknowledgement* - Although not required for enrollment, the SSN is used in providing students an annual Education Tax Credit Statement (1098-T), processing federal financial aid, Veterans' benefits, and military Tuition Assistance and for identification purposes as required by law.
- Social Security Number (optional) – 9 digits
- Parent/Guardian Schooling - Additional aid and services may be available to you based on the level of your parents'/guardians' schooling (optional).
 - o Highest school completed by Parent/Guardian 1
 - o Highest school completed by Parent/Guardian 2
- Hawaiian Ancestors* - Are any of your ancestors of Hawaiian descent?

Residency (*required section):

Check one:		Required questions:
<input type="checkbox"/> 17 or younger	<input type="checkbox"/> 18 or older	Will you be 17 years or younger, or 18 years or older when you enroll at the University of Hawaii System?
If 17 years or younger:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you married or a legally emancipated minor?
If YES:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Where do you claim legal residence?
IF NO:		
What is the citizenship status of your parent or legal guardian? <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Non-Citizen <input type="checkbox"/> U.S. National/COFA <input type="checkbox"/> Permanent Resident		
IF US CITIZEN, US NATIONAL/COFA, or PERMANENT RESIDENT:		
Who claims you as a dependent on their tax returns?		
Where does your parent or legal guardian claim legal residence?		
Has your parent or legal guardian been physically present in Hawaii continuously for the last 12 months (excluding vacations)?		
Did your parent or legal guardian file a Hawaii State Tax Return as a resident for the last tax year?		

Undergraduate Additional Information (required section):

Check one:		Required questions:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you previously attended a University of Hawai'i campus after graduating high school? Select campuses.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no to first question: Is this your first time attending college after graduating high school?

SECTION 2: ACADEMIC HISTORY (optional)

High School Attended (required section*)

- High School, Country, State, City, Zip Code
- Dates Attended – start date to end date

High School Academic Information (optional section)

You can enter additional test score information in this section. This may be used for placement purposes. Ask your high school counselor for a copy of your transcript; it contains this information. [Click here](#) for more information.

IMPORTANT: *If you would like to send your high school coursework and test scores directly to UH for placement purposes, put in your student HIDOE ID# in the text box provided.*

- High School Cumulative Grade Point Average (GPA)
- Class Rank (example: 401/579 or leave blank if not applicable)
- GPA (Weighted) (If you have taken courses such as AP, IB, etc. in high school)
- Class Rank (Weighted) (example: 423/579 or leave blank if not applicable)
- Smarter Balanced Test Scores (optional section)
 - o Test Date, English Score (1-4)
 - o Test Date, Math Score (1-4)
- HiSET Test Scores (optional section)
 - o Test Date, Language Arts-Writing
 - o Test Date, Mathematics
- GED Scores (optional section)
 - o Test Date, Reasoning Through Language Arts
 - o Test Date, Mathematical Reasoning

High School Coursework (optional section)

If you are applying to a community college, enter only your Math and English courses and grades. These may be used for placement purposes. [Click here](#) for more information.

REMINDER: *If you provided your HIDOE ID# in the previous section, you may skip this section since your information will be automatically sent to UH.*

English courses
Course Name:
Grade Level:
Final Grade:
Credits/Units:
Institution Name:

Math courses
Course Name:
Grade Level:
Final Grade:
Credits/Units:
Institution Name:

Colleges Attended (optional section)

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

Standardized Tests (optional section)

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. [Click here](#) for more information.

- ACT – Test Date, ACT Student ID, Test Scores
- IELTS – Test Date, Candidate Number, Test Scores
- SAT – Test Date, College Board ID, Test Scores
- TOEFL – Test Date, Test Registration ID, Test Scores

SECTION 3: SUPPORTING INFORMATION (optional)

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents. [Click here](#) for more information.

Documents to include (if needed):
Certificate of Eligibility for Military/Veteran Benefits
Health Clearance Form
Military Documentation
Proof of Hawaiian Ancestry
Proof of Pacific Island District Citizenship
UH Personnel Notification Form
OR: I am not Adding Any Documents

SECTION 4: PROGRAM MATERIALS (required)

This section allows you to choose your course of study, major at the UH campus you are applying to.