Clear Form

University of Hawai`i
Change of Home Institution Form

All students accepted or enrolled in the University of Hawai`i system have a home institution. The home institution should be the school from which you are seeking a degree, and it is where you may apply for financial aid or Veterans Administration benefits.

To change your home institution: Complete this form and submit it to the Admissions/Records Office of the institution you want to designate as your new home. **Further admissions requirements may apply, depending on your intended major at the new home institution. Please check with the new home institution.**

Do NOT use this form to apply to UH Manoa, UH Hilo & UH West O`ahu.

Deadline to Submit this Form for Early Registration: April 1 for Summer or Fall Terms; November 1 for the Spring Term.
(Earlier deadlines may apply for restricted admission majors. Please check with the new home institution.)

NAME:_____SSN:_____
Last First M.I.

UH E-mail Address: _____ @hawaii.edu Daytime Phone Number:_____

Current Mailing Address: _____

EFFECTIVE TERM: ❑ Summer 20_____ ❑ Spring 20_____ ❑ Fall 20_____

CURRENT HOME INSTITUTION (choose only one):

❑ Hawai`i CC ❑ Kapi`olani CC ❑ Leeward CC ❑ Windward CC ❑ UH-West O`ahu
❑ Honolulu CC ❑ Kaua`i CC ❑ Maui CC ❑ UH-Hilo ❑ UH-Manoa

NEW HOME INSTITUTION (choose only one):

Changing your home institution may affect your graduation requirements. See your Academic Counselor for more information.

❑ Hawai`i CC ❑ Kapi`olani CC ❑ Leeward CC ❑ Windward CC
❑ Honolulu CC ❑ Honolulu CC Off-Campus Site ❑ Kaua`i CC ❑ Maui CC

MAJOR (first choice) _____ CERT/DEGREE (e.g. AA, AS, AAS, CA)_____

MAJOR (second choice)_____ CERT/DEGREE (e.g. AA, AS, AAS, CA)_____

Are you currently on an F-1 or M-1 Student Visa Status?

❑ No
❑ Yes **Instructions**: You are not allowed to change your home institution using this form. Contact the Admissions Office or your international student advisor at your current home institution for details.

Have you applied for or are you receiving Financial Aid at your current home institution?

❑ No
❑ Applied Only/Not Awarded ❑ Yes, Receiving Aid

Instructions: Financial Aid is not transferable between institutions. You will need to contact the Financial Aid Office at your new home institution for instructions on what you need to do to apply for aid there.

NOTE: ***You cannot change your home institution if financial aid has already been disbursed for the semester of the change.***

Have you applied for or are you receiving Veteran's Benefits?

❑ No
❑ Yes **Instructions:** Contact the VA advisor at the new home institution for instructions on how to transfer your benefits to your new school.

_____ _____
Student's Signature **Date**

----------FOR OFFICE USE ONLY----------

Financial Aid Clearance _____Yes _____No Approved by:_____
VA Benefits Clearance _____Yes _____No Approved by:_____

Date additional Admissions docs requested:_____ Banner ID_____

Requested:_____ Received:_____
_____ _____

SOAHOLD updated?_____ Effective Term:_____ Residency:_____

Approved by:_____ Secondary curriculum updated?_____ Student notified:_____

12/10/03