1 1 Applications instructions HPU 2019-03-08

1 2019 International Admissions Online Application Instruction Manual with NOTES 2019-03-08

2a HPU sample coverpageonlineapplication

2b VedleggslistenHPU 2019-03-08

2c healthclearanceform_1a_mmr 2019-03-08

3 SAMPLE HPU Statement of Financial Support sfs-form-visiting 2019-03-08

3b SAMPLE Preliminary Statement of Financial Support 2019-03-08

APPLICATION INSTRUCTIONS
Hawaii Pacific University
2019-03-08
Note: Instructions are given in a combination of English and Norwegian.

Prepare the following documents in pdf format

- **Transcript (s)** (*Karakterutskrift*)
  NTNU: Bestilles via STUDENTWEB
  For å få karakterutskrift med navnet av programmet ditt velg følgende:

  > *MER – Bestillinger – Karakterutskrift med digital signatur- BESTILL*
  > **Velg:** *Engelsk – Grupper etter utdanningsplan*

- List of **courses in progress** which do not appear on my transcript
  Skriv dette selv. Feks: Overskift: navnet ditt, courses in Progress Spring 2019, Course code, course title.

  Standard oppsett for COURSES IN PROGRESS:
  www.ntnu.no/international/studentweb/coursesinprogress.docx

  Tip 1: etter dokumentet lastes ned – velg VIEW- EDIT DOCUMENT. Resten er selv forklarende.
  Tip 2: Engelsk navn på NTNU fag/emne?: skriv fagkode i søke felt på INNSIDA eller se
  https://www.ntnu.edu/studies/coursesearch

- **Merge** your transcript and the list of courses in progress **to ONE PDF DOCUMENT**

- **Copy of passport** information page (name, date of birth, citizenship, etc.)

- **Documentation of English proficiency**
  - Transcript/Vitnemål from upper secondary school showing a grad of at least 4 in English from upper secondary school or your TOEFL/IELTS test results
  NB! **OK med Norsk utgave**. Sett **en ring rundt karakter i englesk** og ved siden av **skriver du «ENGLISH»**
  - Skriv ut beskrivelsen av karaktersystemet og **legg dette bak vitnemålet fra vgs**
  se *https://www.ntnu.no/international/studentweb/vgsgradingsystem.pdf*

  - Merge/scan the transcript and description of the grading system to **one pdf document.**

Complete the on-line application and upload the required documents

- **LINK TO APPLICATION: www.hpu.edu/app**

- **Follow instructions on:**
  www.ntnu.no/international/usa/hpuapplicationinstructions.pdf

  Important notes:
  <u>**SECTION 9:**</u>
  <u>**Note 1:**</u> Merge transcript and courses in progress to one document before uploading
  <u>**Note 2**</u>: upload your "vitnemål fra vgs" to Section 9 under "Add Previous College Information"
  <u>**Other notes:**</u>
  - Leave **section 10 blank**
  - **Check that your credit card does not have regional limitations for the USA. Typically done under security settings on "nettbank".**

Prepare HARD COPIES of the following documents

- **Cover page – edit the one sent to you by email or use the one available on**
  Forside for online-søkere

- **List of enclosures: use the one sent to you by email. No changes necessary**

- **Health clearance form**
  see:
  https://www.hpu.edu/admitted-students/files/healthclearanceform_1a_mmr.pdf

- **Statement of Financial Sponsorship (SFS)**
  see link: https://www.hpu.edu/oiss/files/sfs-form-visiting.pdf
  use Sample as a guideline:

- **Copy of passport name page**

- **Documentation of Funding**
  Financial statement from the State Educational Loan Fund, Norway. *Skriv dette ut selv fra:* ***https://www.lanekassen.no/forelopiguttalelse/***

- **Personal Statement** – for tips see
  https://www.ntnu.no/international/studentweb/statementofpurpose.pdf
  This is for graduate degree seeking students, but gives you an idea of what to address. **No more than 2 pages. HPU may require even less.** Follow their instructions.

- **Letter of Recommendation** - for tips see:
  https://www.ntnu.no/international/studentweb/recommendations.html

- **CV/Resume**

| **Scan as one document** |
| :--- |
| **Cover page** **List of supporting application materials** **Health Clearance Form** **Statement of Financial Sponsorship (SFS)** **Copy of passport name page** **Statement of Financial support from Lånekassen** **Letter of Recommendation** **Personal Statement** **CV/Resume** **Cnfirmation receipt of application fee and deposit payment from Touchnet.**
DOCUMENT NAME SUGGESTION:
NTNU applicant Fall 2019 – YOUR LAST NAME |
| **Send your application to HPU visiting@hpu.edu** |
| **Send the scanned application to: visiting@hpu.edu**
SUBJECT: NTNU visiting student Fall 2019 YOUR LAST NAME

SUGGESTION FOR TEXT:
To whom it may concern:
Enclosed you will find my application materials for the visiting student program.
I have applied on-line and uploaded all the required documents. Should you require additional application materials please notify me as soon as possible. My email address is given on the cover page of the enclosed application. Thank you for considering my application.

Sincerely yours,
YOUR NAME |
| **What next?** |
| send a short email to dale.licata@ntnu.no to say you have completed the application if you are a student in Gjøvik/Ålesund include your international coordinator in the cc line of the email
see *https://www.ntnu.no/international/usa/checklist123.pdf* |

With special comments for NTNU students
2019-03-08

INTERNATIONAL ADMISSIONS

ONLINE APPLICATION INSTRUCTION MANUAL

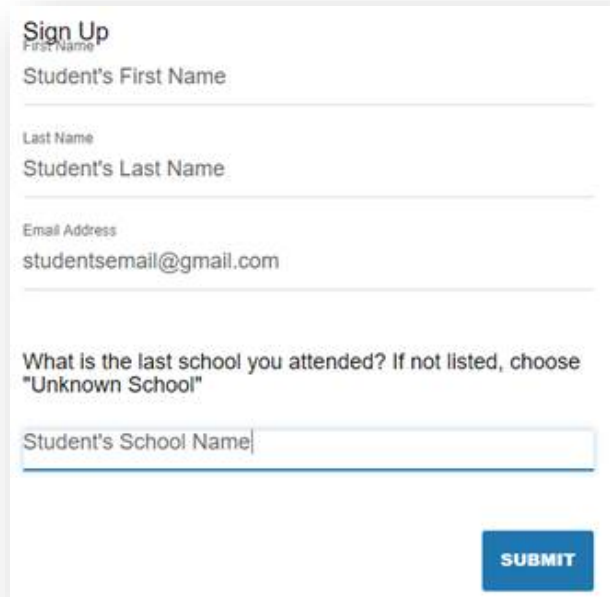For more information on the HPU application process: **click here**.

1. To build an HPU Online Application: http://www.hpu.edu/apply, click "Apply" in the Visiting area.
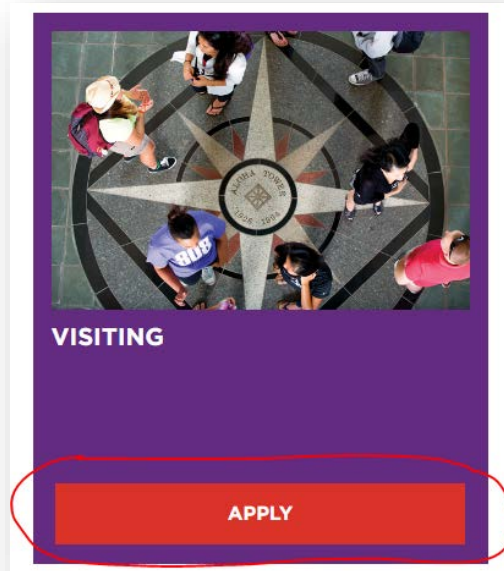
2. You will be redirected to our Sign-In page for the Admissions Application: hpu.edu/app. Click on "Sign Up" to create an account.
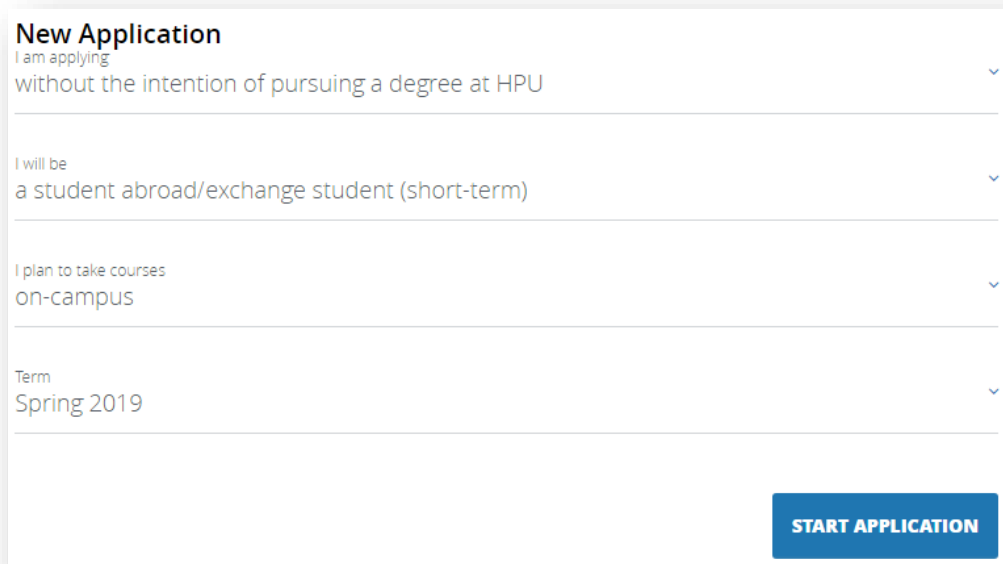
3. Fill in the information requested about the student. Be sure to use the student's own personal email to create their account as each application needs to be created with a unique email address. **NTNU: use your @stud.ntnu.no email**

Sign Up

First Name

Student's First Name

Last Name

Student's Last Name

Email Address

studentsemail@gmail.com

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

Student's School Name

SUBMIT

4. An email message will be sent to the email you provided with a link to create your application password. Once created, return to the following URL: http://hpuapp.force.com/apply to sign into your created account.

5. Click create new application, and a series of questions will be prompted.

New Application

I am applying

without the intention of pursuing a degree at HPU

I will be

a student abroad/exchange student (short-term)

I plan to take courses

on-campus

Term

Spring 2019

START APPLICATION

- Visiting students will always be:
    - Applying **"without the intention of pursuing a degree at HPU"**
    - A **"student abroad/exchange student (short-term)"**
    - And planning to take courses **"on-campus"**
    - The term can be either **Spring 2019** or **Fall 2019**

6. 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)**"

7. Mailing Address and Contact Information:
    - **Mailing Address**: Information like your acceptance letter will be sent to the address listed here
    - **Permanent Address**: Student's permanent address

8. Citizenship:
    - **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]   NTNU: Answer "No" to this question
    - **Agent/Coordinator Email Address:** [type in t NTNU Ålesund: au@ntnu.no
    - **Upload Passport, ID Page:** [upload a passport copy, must be in PDF form]

Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form?
No

Are you working with an educational agent?
ELS

Agent/Coordinator Email Address
studentsagent@els.net

Country of Birth
Country
Bangladesh (BD)

Upload Passport, ID page
Tangonan, Kevin - Passport.pdf

9.   Previous College Information:
- **College Name:** [type **NTNU : NTNU - Norwegian University of Science and Technology**
- 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

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

Start Term/Year (eg: Fall/2016)
Fall 2016

- **"Upload an unofficial transcript, if available".** [upload an unofficial transcript, must be in PDF form]. **NTNU: Husk ''courses in progress!!**

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). **NTNU: Det er her du laster opp vitnemål fra vgs!**

+ ADD PREVIOUS COLLEGE INFORMATION

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

10. Self-Reported Test Scores: **NTNU: LEAVE THIS SECTION BLANK ie skip it!**
   - **Would you like to report any test scores to HPU**? Select either "Yes" or "No"

   - Select **'Yes',** if you are able to upload the following test scores to fulfill the English Proficiency Requirement: ACT, SAT, TOEFL, IELTS, or Other (like the DAAD).

- If you plan to use country-specific tests for direct admissions to clear English Proficiency Requirements (for students from Denmark, Germany, Norway, or Sweden), your previously uploaded transcripts from the **Previous College Information** section will be evaluated when processed. There is no need to re-upload the transcript in this section.

- **"Upload an unofficial test score, if available".** [upload an unofficial test score, must be in PDF form].

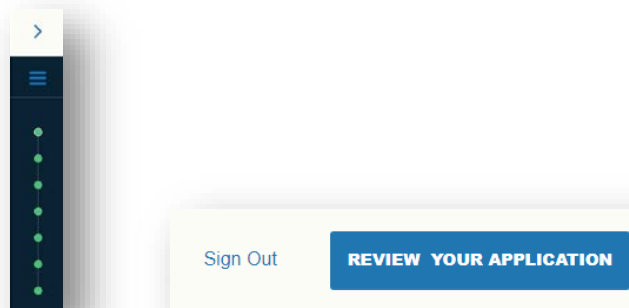11. Once you have completed your application and all sections indicated in the left-hand panel are green, click on the "**Review Your Application**" button on the top right corner.
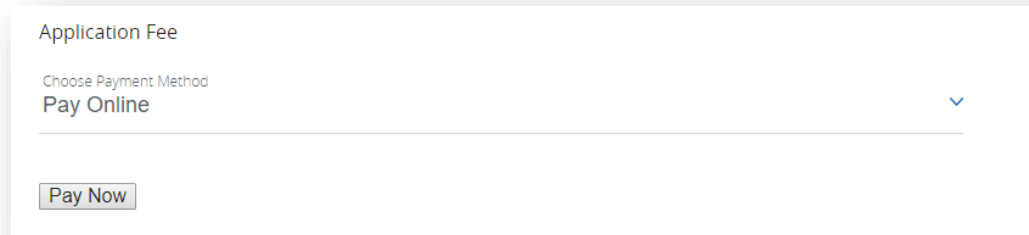

12. Once you have reviewed your application. Click on the "Save & Pay" button on the right-hand panel.

NTNU: Husk å sjekk at du har nok penger på konto og det er ingen regionalt begrensninger for USA på kreditkortet ditt.

13. Next you will be redirected to pay the $255 Application Fee/Enrollment Deposit. For "**Choose Payment Method**", select "**Pay Online**". Then click the "**Pay Now**" button at the bottom.

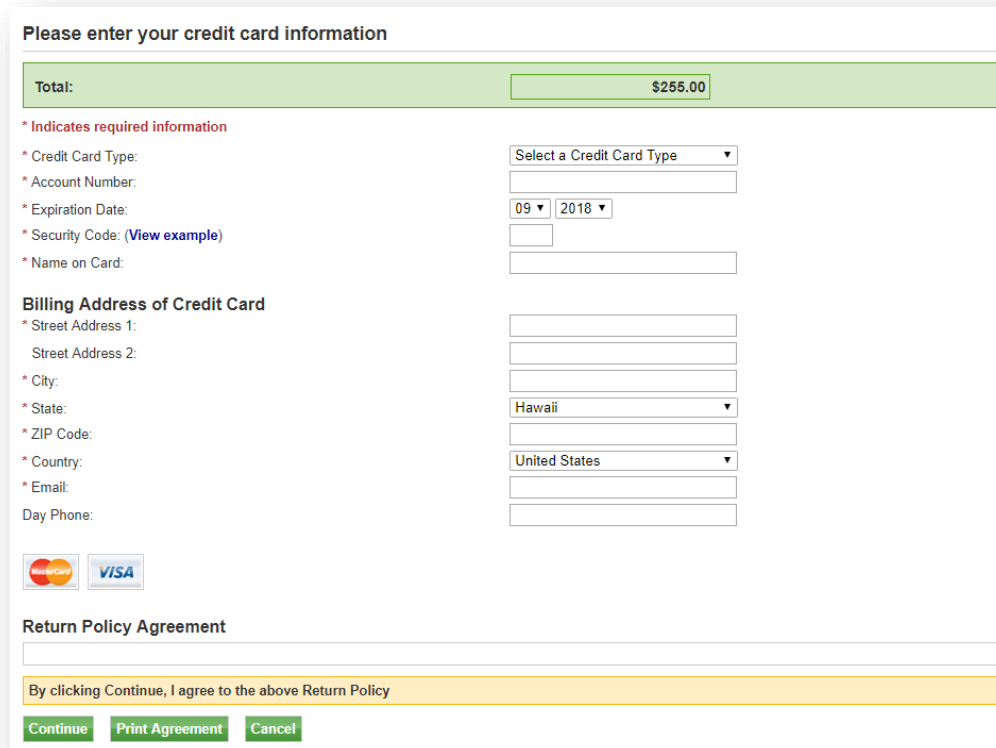Application Fee

Choose Payment Method
Pay Online   ⌄

Pay Now

14. You will then be redirected to the TouchNet payment portal, fill out all credit card information and hit "Continue" at the bottom of the page to pay the Application Fee/Enrollment Deposit.

Please enter your credit card information

Total:	$255.00

* Indicates required information

* Credit Card Type: Select a Credit Card Type ▼
* Account Number:
* Expiration Date: 09 ▼ 2018 ▼
* Security Code: (**View example**)
* Name on Card:

Billing Address of Credit Card
* Street Address 1:
  Street Address 2:
* City:
* State: Hawaii ▼
* ZIP Code:
* Country: United States ▼
* Email:
  Day Phone:

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Continue   Print Agreement   Cancel

15. You should now be able to click "**Submit Your Application**", once you are redirected back to the application page.
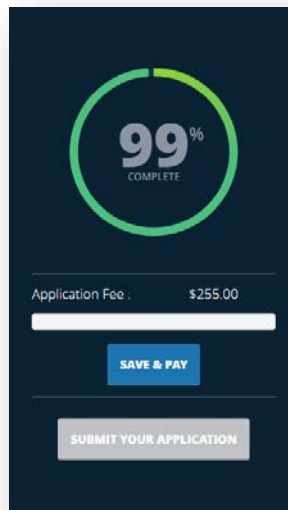
16. <mark>Save the confirmation and receipt of your payment from Touchnet,</mark> and send it to visiting@hpu.edu.

17. If you have any supporting documents (i.e. Health Clearance Form, Statement of Financial Sponsorship (SFS), Bank Statement, Letter of Recommendation, Personal Statement, CV/Resume) please send them to visiting@hpu.edu. These documents will be forwarded on to the appropriate offices once your student record is built.

Any questions? Contact Kevin Tangonan at visiting@hpu.edu. ☺

> **NTNU step 16 and 17:**
> **see sample application cover page and list of enclosures.**
> **Send all supporting documents as one pdf to: visiting@hpu.edu with**
> **SUBJECT LINE: NTNU applicant Fall 2019 - YOUR LAST NAME**

> **NTNU: WHAT NEXT?**
> - When you receive your letter of acceptance remember to upload it to SØKNADSWEB
> - see **www.ntnu.no/international/usa/checklist123.pdf**

NTNU

Student Services Division
Office of International Relations

Date	March 8,2019	**Email (to):**	HPU: visiting@hpu.edu
From:	YOUR NAME *(your name)*	**Fax or email (from):**	NTNU Ålesund
In case you do not receive all pages, please contact:		Anne Ulla (Ålesund)<au@ntnu.no>	

Attn: HPU Visiting Student Program

Application materials for *(your name)*	YOUR NAME
Reference no./Application ID	APPLICATION ID OR REFERENCE NR
Major at NTNU *(studieprogram)* **Applying to** *(dept at host inst.)* **Dates**	PROGRAM AT NTNU *HPU Visiting Student Program* **From: August 2019 to: December 2019**
Address: *(to which NTNU should return original application)*	Your LOCAL address in Norway
Student's email address:	xxxxxx@stud.ntnu.no
NTNU student ID number:	Your NTNU STUDENT ID NUMBER
Comments:	

Should you require additional application materials please contact the student directly. Thank you for your assistance!

Sincerely yours, Anne Ulla (Ålesund): au@ntnu.no

(NTNU,Student Exchange Coordinator)

HPU supporting application materials:

for ___August___ 20 19 - ___December___ 2019

Health Clearance form

Documentation of funding   (Statement of Financial Sponsorship)

Copy of passport name page   and Statement of Financial Support

Letter of Recommendation

Statement of Purpose   (Personal Statement)

Curriculum vitae (CV)   (Resume)

Receipt for application fee payment and deposit from Touchnet

All correspondence that is part of the case being processed is to be addressed to the relevant unit at NTNU, not to individuals. Please use our reference with all inquires.

Health Clearance Form 1A
MEASLES, MUMPS, RUBELLA (MMR) IMMUNIZATION VERIFICATION

HAWAI'I PACIFIC UNIVERSITY

Admission Office
One Aloha Tower Drive
Honolulu, Hawai'i 96813
Phone: (808) 544-0238
Fax: (808) 544-1136
Admission@hpu.edu

The State of Hawai'i requires written evidence of health clearance from measles, mumps and rubella. Students must comply with these health clearance requirements by completing this form and returning it to the Registrar's Office in person during posted office hours, via fax, or via email.

Click here for more information regarding Health Clearance forms and requirements.

Student Information

Last Name/Surname

First Name

Middle Initial

Address

Street Address

City/Town

Country

ZIP Code

Telephone

Date of Birth (mm/dd/yyyy)

HPU Student ID Number

Measles, Mumps, and Rubella Clearance Requirements

- Two doses of measles-containing vaccine are required, with at least one of the two being the Measles, Mumps, and Rubella (MMR) vaccine.
- First dose must have been given after January 1, 1968, on or after the first birthday.
- The second dose must have been given at least four weeks after the first dose.

The following clearance must be filled out and signed or stamped by a medical doctor (MD), doctor of osteopathy (DO), Advanced Practice Registered Nurse (APRN), physician assistant (PA) or clinic:

First Immunization			
Vaccine/Type	Month	Day	Year

Second Immunization			
Vaccine/Type	Month	Day	Year

Physician or Authorizing Signature   **Date**   **License Number or Office Stamp**

Printed Physician Name   **U.S. State of License**

This form has been completed to the best of my knowledge, and I freely consent to this information being used for my registration at Hawai'i Pacific University.

Student Signature   **Date**

Sample

HAWAI'I PACIFIC UNIVERSITY | OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS | OISS

STATEMENT OF FINANCIAL SPONSORSHIP (SFS) FORM
Valid for Academic Year: Fall 2019 – Spring 2020

All items below must be submitted to OISS:
- ✓ Passport
- ✓ SFS Form
- ✓ Financial documents

Office of International Students Scholars (OISS)
Email: i20@hpu.edu

VISITING STUDENTS
Requesting an I-20 from Hawai'i Pacific University

Part I: PERSONAL INFORMATION

Full Name (As it appears on your passport):

Last/Family Name: **STUDENT NAME**   First Name: **SAMPLE**   Middle Name:

Gender: ☑ Female ☑ Male	Date of Birth: (Month/Day/Year): **02/28/1996**
Country of Citizenship: **Norway**	Country of Birth: **Norway**
Email: **samplestud@stud.ntnu.no**	Contact Phone #: **(+47)123-45-678**

PERMANENT (NON U.S.) ADDRESS:	*ADDRESS YOU WOULD LIKE YOUR I-20 SENT TO:
Address Line 1: **my home address in Trondheim**	Addressee: **Sample Student Name**
Address Line 2:	Required Contact Phone #: (Must be a Non-U.S. #) **+47 123-45-678**
City: **Trondheim**	Address Line 1: **my secure address in Norway**
Country: **Norway**	Address Line 2:
Postal Code: **NO-7491**	City: **my city**
Semester applied for: ☑ Fall ☐ Spring ☐ Summer	Country: **Norway**
Applying as: ☑ Visiting Undergraduate ☐ Visiting Graduate	Postal Code: **NO - postal code**

Please be aware that your I-20 will only be sent to this address.

Part: II: SOURCE OF FINANCIAL SUPPORT

All students must be able to demonstrate **financial ability to pay for their academic and living expenses** before Hawai'i Pacific University can issue an immigration document. In addition, students must ensure that they have the funds available to **cover all expenses for the duration of their program of study.**

Expense Breakdown	Undergraduate One-Semester	Undergraduate Two-Semester	Graduate One-Semester	Graduate Two-Semester
Current Tuition and Fees	$13,963	$27,925	$10,335	$20,670
Room and Board	$9,350	$18,700	$9,350	$18,700
Other Expenses: Books, Supplies, Miscellaneous	$2,720	$5,440	$2,720	$5,440
Total Expenses to be Documented	$26,033	$52,065	$22,405	$44,810

SUMMER SESSION 2019

Expense Breakdown	Undergraduate
Current Tuition and Fees	$13,500
Room and Board	$9,350
Other Expenses: Books, Supplies, Miscellaneous	$2,720
Total Expenses to be Documented	$25,570

* The amounts indicated above are **estimates.** All fees are estimated cost for immigration purposes only.
** Exact tuition and additional fees may vary. For the most up-to-date figures and program-specific fees, visit: https://www.hpu.edu/business-office/index.html
***This is a two-page form. Be sure to complete both pages.

Sample

REQUIRED DOCUMENTATION:
For each source of funding, you **must attach financial documents** in English and indicate in the amount in U.S. dollars on bank letterhead, with a bank official's signature, bank stamp or seal, and dated within six months prior to the semester start date.

SOURCES OF FUNDS: Complete all that apply.	
PERSONAL SAVINGS (Funds from self and private loans):	$
FAMILY/RELATIVE/INDIVIDUAL SPONSOR (Funds from family, extended family members, or other individuals who are not legally present in the U.S.) ***Please print and sign (electronic signatures will not be accepted for this section)*** Name of Sponsor: Relationship to Student: ***Individual Sponsor's Signature:** _____**Date**_____	$
GOVERNMENT/EMPLOYER/OTHER ORGANIZATION (Attach a signed copy of official sponsorship letter.) Name: Type: ☐ U.S. Government ☐ Company ☐ International Organization ☐ Home Government ☐ Employer	$ 20849
HAWAI'I PACIFIC UNIVERSITY (Funds from Scholarship, Merit Award, or other. Attach a signed copy of award letter)	$ 5500
TOTAL *(Must be equal to or greater than the estimated expenses for one year in your program of study and those related to supporting dependents if any. Also total must match financial documentation.)*	$ 26349

I certify that the above information and the attached supporting documents are true and complete to the best of my knowledge. I understand that I am responsible for all the expenses related to my program of study at Hawai'i Pacific University. ****Please print and sign (electronic signatures will not be accepted section)***

Student's Signature: _Sample Student_   Date: _March 8, 2019_

*Please be aware that HPU OISS will not accept this form if it is not completely/accurately filled out in its entirety.

Lånekassen

March 08, 2019

Preliminary statement of financial support

This is to certify that Sample Student NAME, female, born 28 February 1996, may conditionally receive NOK 358 604 per academic year for studies in the USA. The amount is divided into a grant of NOK 34 200 (undergraduate level) / NOK 47 880 (graduate level), and a loan of NOK 324 404 (undergraduate level) / NOK 310 724 (graduate level).

Additional funding of NOK 72 320 may be allocated to students who are admitted to a university/college on the supplementary grant scheme. Information about supplementary grant can be found at www.lanekassen.no/supplementarygrant.

The period of study covered by this statement is from August 2019 to December 2019. The student has to complete the course by the end of the set timeframe.

The university/college must be accredited by a regional accrediting organisation in the USA.

The State Educational Loan Fund (Lånekassen) is a government office which administers loans and grants to Norwegian students. Each year the Ministry of Education and Research provides the Loan Fund with detailed regulations as to how the financial support is to be both administered and allocated. These regulations are published in February/March and come into effect the following academic year (approx. August).

Disclaimer

The financial support for the academic year is issued to the student in two portions. Transfer of the financial support takes place in the beginning of the autumn and spring semester. When the student has signed the student loan contract and received funding, the student is financially responsible for any legal contracts he/she has made with the educational institution.

State Educational Loan Fund, Norway

Postal address:	Office:	Telephone:	Internet:
P.O. Box 4551	Østre Aker vei 20	+47 21 49 60 00	www.lanekassen.no
NO-8608 MO I RANA	NO-0580 OSLO	**Fax:**	
Norway	Norway	+47 22 72 02 64	