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.

NAME:_______________________________________  UH number/username: ______________________

Last First M.I.

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

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  ☐ UH-Maui  ☐ 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  ☐ UH-Maui

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
☐ Yes, 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

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Financial Aid Clearance  Yes  No
VA Benefits Clearance  Yes  No

Approved by: ______________________________

Date additional Admissions docs requested:________________________不通

Requested:__________________________

Received:__________________________

Processed__________________________

SOAHOLD updated?_________  Effective Term:__________________________

Student notified: ______________________________

Rev. Jan 2018