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# New Student Checklist

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Congratulations on your acceptance to the University of Hawai'i at Mānoa! Use the following checklist as a guide to help you on your road to becoming a Warrior!

## CONFIRM YOUR ACCEPTANCE

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- Confirm your acceptance by submitting your [Intent to Enroll & Tuition Deposit](#)**
  - Contact: Cashier's Office
  - Office: Queen Lili'uokalani Center for Student Services, Room 105
  - Phone: (808) 956-7554

**Q'S** *about your intent to enroll?* Contact the Admissions office at 808-956-8975 or toll-free at 800-823-9771

## GET A HEAD START

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- Apply for Financial Aid**
  - Contact: Financial Aid
  - Website: <http://www.hawaii.edu/fas>
  - E-Mail: [finaid@hawaii.edu](mailto:finaid@hawaii.edu)
  - Phone: (808) 956-7251
  - Deadline: March 1st (Fall)
  
- Apply for Housing**
  - Contact: Student Housing
  - Website: [manoa.hawaii.edu/housing/](http://manoa.hawaii.edu/housing/)
  - E-Mail: [uhmsh@hawaii.edu](mailto:uhmsh@hawaii.edu)
  - Phone: (808) 956-8177
  - Deadlines: May 1st (Fall)
  
- Apply for Scholarships**
  - Website: [www.hawaii.edu/fas/info/scholarships.php](http://www.hawaii.edu/fas/info/scholarships.php)
  - Website: [www.star.hawaii.edu/scholarship](http://www.star.hawaii.edu/scholarship)
  
- For International Students (non-U.S. citizens)**
  - Learn more about health insurance options and I-20 completion/status
    - Contact: International Student Services
    - Website: [www.hawaii.edu/issmanoa](http://www.hawaii.edu/issmanoa)

- E-mail: [issmanoa@hawaii.edu](mailto:issmanoa@hawaii.edu)
- Phone: (808) 956-8613

## LEARN MORE ABOUT UH MANOA

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### Schedule a Campus Tour

- Contact: Office of Admissions-Campus Tours
- Website: [www.manoa.hawaii.edu/undergrad/admissions/visit](http://www.manoa.hawaii.edu/undergrad/admissions/visit)
- E-Mail: [visituhm@hawaii.edu](mailto:visituhm@hawaii.edu)
- Phone: (808) 956-7137 or toll-free (800)-477-3233

### Attend a High School Visit/UHM Event

- Events Calendar Website:  
<http://www.manoa.hawaii.edu/admissions/undergrad/visit/events.html>

## GET CHECKED & CLEAR ALL HOLDS

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### Submit Health Clearance

- Contact: University Health Services
- Form: [www.hawaii.edu/myuh/healthform](http://www.hawaii.edu/myuh/healthform)
- E-mail: [uhsm@hawaii.edu](mailto:uhsm@hawaii.edu)
- Phone: (808) 956-8965
- Deadline: July 15 (Fall) December 1 (Spring)

### Submit Final Transcripts

- Contact: Undergraduate Admissions Office
- E-mail: [uhmanoa.admissions@hawaii.edu](mailto:uhmanoa.admissions@hawaii.edu)
- Phone: (808) 956-8975 or  
(800) 823-9771 (Toll-Free & Within USA only) or  
(808) 956-7943 (For Text (V/T))

## PREPARE FOR MANOA

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### Check Your Star Report (for transfer credits, AP, IB, CLEP)

- Website: [www.star.hawaii.edu](http://www.star.hawaii.edu)

### Sign up for Placement Exams

- Math [www.math.hawaii.edu](http://www.math.hawaii.edu)
- Chemistry [www.manoa.hawaii.edu/chem](http://www.manoa.hawaii.edu/chem)
- English Language Institute (for international students) [www.hawaii.edu/eli](http://www.hawaii.edu/eli)

- Foreign Language Placement (NOTE: All foreign language classes begin at the 100 or 101 level without a placement exam. If you feel you are beyond the introductory level you can sign up for a test to placed in a higher course)

Department	Contact Number	Website
Chinese	(808) 956-2066	<a href="http://www.hawaii.edu/eall/language-placement-testing/">http://www.hawaii.edu/eall/language-placement-testing/</a>
Filipino	(808) 956-6970	<a href="http://www.hawaii.edu/filipino/PlacementExam.html">http://www.hawaii.edu/filipino/PlacementExam.html</a>
French	(808) 956-4175	<a href="http://manoa.hawaii.edu/llea/for-students/Placement-exams/">http://manoa.hawaii.edu/llea/for-students/Placement-exams/</a>
German	(808) 956-4182	<a href="http://manoa.hawaii.edu/llea/for-students/Placement-exams/">http://manoa.hawaii.edu/llea/for-students/Placement-exams/</a>
Hawaiian		<a href="http://manoa.hawaii.edu/hshk/kawaihuelani/placement-exams-oh/placement-exams-op/">http://manoa.hawaii.edu/hshk/kawaihuelani/placement-exams-oh/placement-exams-op/</a>
Ilokano	(808) 956-6970	<a href="http://manoa.hawaii.edu/ilokano/resources/placement.html">http://manoa.hawaii.edu/ilokano/resources/placement.html</a>
Japanese	(808) 956-8940	<a href="http://www.hawaii.edu/eall/language-placement-testing/">http://www.hawaii.edu/eall/language-placement-testing/</a>
Korean	(808) 956-2052	<a href="http://www.hawaii.edu/eall/language-placement-testing/">http://www.hawaii.edu/eall/language-placement-testing/</a>
Spanish	(808) 956-3347	<a href="http://manoa.hawaii.edu/llea/for-students/Placement-exams/">http://manoa.hawaii.edu/llea/for-students/Placement-exams/</a>

**?FAQ:** ARE PLACEMENT EXAMS REQUIRED FOR ALL MAJORS? NO. Some departments require placement exams in order to register for classes. (i.e. Engineering majors must take a math placement).

Completion of a foreign language is also not a requirement for all majors. To find out the requirements for your major, please contact your school or college. Visit: [www.manoa.hawaii.edu/academics/colleges.html](http://www.manoa.hawaii.edu/academics/colleges.html) for a listing of websites.

**Sign up for First Year Programs (for incoming freshmen only)**

- Contact: First Year Programs
- Website: <http://manoa.hawaii.edu/freshman/fs>
- E-mail: [freshman@hawaii.edu](mailto:freshman@hawaii.edu)
- Phone: (808) 956-8626

**Sign up for New Student Orientation**

- Contact: New Student Orientation
- Website: <http://www.hawaii.edu/nso>
- E-mail: [nso@hawaii.edu](mailto:nso@hawaii.edu)
- Phone: (808) 956-3667

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## GET ADVICE – MEET WITH AN ACADEMIC ADVISOR

Find requirements for your major

- Website: [www.manoa.hawaii.edu/ovcaa/programsheets](http://www.manoa.hawaii.edu/ovcaa/programsheets)

Mānoa Advising Center (MAC) - For all pre- & undeclared majors

- Contact: Mānoa Advising Center
- Website: <http://www.manoa.hawaii.edu/mac/>
- E-mail: [macadv@hawaii.edu](mailto:macadv@hawaii.edu)
- Phone: (808) 956-7273

- Pre-Health/ Pre-Law Advising Center
  - Contact: Pre-Health/ Pre- Law Advising Center
  - Website: <http://manoa.hawaii.edu/pac>
  - E-mail: [uhpac@hawaii.edu](mailto:uhpac@hawaii.edu)
  - Phone: (808) 956-4045

For all **declared majors**, please contact your College/School Academic Advising Offices. For a complete listing please visit: [www.manoa.hawaii.edu/academics/advising/advisingOffices.htm](http://www.manoa.hawaii.edu/academics/advising/advisingOffices.htm)

## MAP OUT YOUR CLASS SCHEDULE

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- **Check class availability** -Review the *Schedule of Classes* booklet or visit the UH Mānoa Registration Homepage for “Check Class Availability” online
- **Read course descriptions** at [www.catalog.hawaii.edu](http://www.catalog.hawaii.edu)
- **Check for your registration time and date** & sign up for courses through your MyUH portal
- **Find out about tuition costs & deadlines**- Refer to “Paying your tuition and fees” for tuition and deadline announcements at <http://www.hawaii.edu/myUH/manoa>.
- **Locate your classrooms by downloading the campus map:**  
<http://manoa.hawaii.edu/campusmap/uhtmlmap.pdf>

## BECOME THE WARRIOR WAY

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- **Pay Tuition** – submit payment either online through your MyUH portal or in-person at the Cashier’s Office
  - Contact: Cashier’s Office
  - Office: Queen Lili’uokalani Center for Student Services, Room 105
  - Phone: (808) 956-7554
- **Buy Textbooks**
  - Contact: UHM Bookstore
  - Website: [www.bookstore.hawaii.edu](http://www.bookstore.hawaii.edu)
  - Phone: (808) 956-8252
- **Get Your Student ID, Validation & University Bus Pass (UPASS) Sticker**
  - Contact: Ticket & Information
  - Website: [www.hawaii.edu/campuscenter](http://www.hawaii.edu/campuscenter)
  - Phone: (808) 956-7235

□ **Explore Transportation Options**

Find ways to transport yourself to the UH Mānoa campus and around O‘ahu by learning more about:

- Bus routes through [www.thebus.org](http://www.thebus.org) or visit the Campus Center for maps
- Routes of the on-campus shuttle
- Parking costs & options
- Finding car-pooling buddies

- Contact: Parking Office
- Website: [manoa.hawaii.edu/commuter/](http://manoa.hawaii.edu/commuter/)
- Phone: (808) 956-8899

□ **Find a job (Either On- or Off-campus)**

- Contact: Mānoa Career Center
- Website: [manoa.hawaii.edu/careercenter/](http://manoa.hawaii.edu/careercenter/)
- E-mail: [careers@hawaii.edu](mailto:careers@hawaii.edu)
- Phone: (808) 956-7007