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, and UH West Oahu.

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

NAME: ___________________________________________ ID NUMBER: _______________________
Last    First            M.I.     (UH Number, UH Username, SSN)
UH email address: ____________________________ @hawaii.edu Daytime Phone Number: ________________
Current mailing address: __________________________________________________________________________

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

CURRENT HOME INSTITUTION (choose only one):
❑ Hawai‘i CC  ❑ Kapi‘olani CC  ❑ Leeward CC  ❑ UH-Maui College  ❑ UH-West Oahu
❑ Honolulu CC  ❑ Kaua‘i CC  ❑ Windward 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  ❑ UH-Maui College

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. 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: __________________________
SOAHOLED updated? ________ Effective Term: ____________________ Residency: ______________
Approved by: ______________ Secondary Curriculum updated? _______ Student Notified: _________

Orig. Dec 2003, Rev. April 2010 (KAP)