



UNIVERSITY OF HAWAII AT MANOA , GRADUATE DIVISION APPLICATION INFORMATION/INSTRUCTIONS

Graduate Admissions Office
2540 Maile Way, Spalding Hall 354
Honolulu, Hawaii 96822

GENERAL INFORMATION

The University of Hawaii is a multi-campus system of postsecondary educational institutions serving the State of Hawaii . The University of Hawaii at Manoa, on the island of Oahu, is the major comprehensive graduate and research campus with more than 18,000 students. The campus is located on 300 acres of land in lush green Manoa Valley, a residential section close to the heart of metropolitan Honolulu, the state capital. This location offers easy access to the center of the commercial, cultural, and political life of Hawaii.

The University of Hawaii at Manoa began in 1907 as a land-grant college of agriculture and mechanic arts called the College of Hawaii . In 1912, the school moved to its present location, and with the addition of the College of Arts and Sciences in 1920, became the University of Hawaii.

Throughout its history, the University has emphasized studies related to the distinctive geographical and cultural attributes of Hawaii. Geographical location generates interest in oceanography, marine

sciences, Asian and Pacific studies, and interdisciplinary studies of tropical environments, problems, and resources. The physical characteristics of Hawaii focus academic attention on such areas as tsunami research, volcanology, astronomy, and astrophysics. The state's multi-ethnic culture and close ties to Asia create a favorable environment for the study of various aspects of diverse cultural systems, including subjects such as linguistics, genetics, philosophy, and international relations.

More than 200 of the University's activities have an international dimension. In addition, the Manoa campus ranks among the leading American institutions of higher education in terms of numbers of foreign scholars on its staff and foreign students enrolled in its numerous colleges.

In all, the University offers course work leading to bachelors in 89 fields of study, masters in 87, doctorates in 53, first professional degrees in law and medicine, and a number of certificates.

APPLICATION SUBMISSION PERIOD

FALL 1998 applications are accepted from October 1, 1997 to January 1, January 15, February 1, February 15 or March 1, 1998 (see deadlines below).

SPRING 1999 applications are accepted from May 1 to August 1, or September 1, 1998 (see deadlines below).

APPLICATION DEADLINES

Deadlines refer to the date on which the application and all application materials must be received by the Graduate Admissions Office.

FALL 1998

•Foreign Applicants (ALL non-U.S. citizens)

January 1, 1998 for Psychology and Geology & Geophysics

January 15, 1998 for admission to all other fields.

•U.S. Citizens and U.S. Permanent Residents

January 1, 1998 for Psychology

January 15, 1998 for Geology & Geophysics and Social Welfare

February 1, 1998 for admission to the following fields:

- | | |
|-------------------------------|-----------------------------|
| 1. Anthropology | 11. Mechanical Engineering |
| 2. Architecture | 12. Music |
| 3. Astronomy | 13. Oceanography |
| 4. Bot Sci - Botany | 14. Philosophy |
| 5. Bot Sci - Plant Physiology | 15. Political Science |
| 6. Communication | 16. Second Lang Acquisition |
| 7. Education (EdD) | 17. Sociology |
| 8. Educational Psychology | 18. Theatre & Dance |
| 9. English (Phd) | 19. Urban & Regional Plng |
| 10. History | 20. Zoology |

March 1, 1998 for admission to all other fields

SPRING 1999

There is no spring admission to the following fields:

- | | |
|-----------------------------|--------------------------|
| 1. Accounting | 10. Geography |
| 2. Anthropology | 11. Nursing |
| 3. Astronomy | 12. Political Science |
| 4. Biomed Sci-Biostat/Epid | 13. Psychology |
| 5. Communication | 14. Public Health (DrPh) |
| 6. Communication & Info Sci | 15. Religion |
| 7. Education (EdD) | 16. Social Welfare |
| 8. Ed Psychology (PhD) | 17. Social Work |
| 9. English | 18. Teaching |
| | 19. Zoology |

•Foreign Applicants (ALL non-U.S. citizens)

August 1, 1998 for admission to all fields except those listed above which have no Spring admission.

•U.S. Citizens and Permanent Residents

September 1, 1998 for admission to all fields except those listed above which have no Spring admission.

Applicants applying to the following programs should not use this application:

Undergraduates and/or Postbaccalaureate Unclassified students:

Contact the Office of Admissions and Records

Medical Students:

Contact the John A. Burns School of Medicine

Law Students:

Contact the William F. Richardson School of Law

Summer Session only: Contact the Summer Session Office

Professional Diploma Students:

Contact the Student Services Office, College of Education

To the offices listed above, add the following address:

University of Hawaii, Honolulu, Hawaii 96822

East-West Center Scholarship Applicants

Submit application directly to East-West Center, address page 5

APPLICATION PROCESS

Hispanic
 R Puerto Rican
 S Spanish/Other Hispanic
 X Mixed Hispanic
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 White, Not of Hispanic Origin
 W Caucasian, including any person having origin in any of the original people of North Africa or Europe (excluding Spain and Portugal)
 G Portuguese
 Y Middle Easterner
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 E Mixed Ethnic Background (a combination of ethnic backgrounds which includes two or more of the five major categories listed above.)

4. Foreign applicant visa status: This applies to foreign applicants currently in the U.S. Check the type of visa with which you entered the U.S.

5. Field of Study, Program Code, Degree Sought: Write the name of the field, the corresponding program code, and degree sought exactly as it is listed beginning on page 6 under Degree Programs Offered and Field of Study Requirements. For example: Anthropology 305 PhD.

6. Multiple Applications: Applicants may submit applications to only **two** graduate programs per semester. Two separate applications must be submitted at the same time. Two sets of transcripts must be submitted directly from the issuing institution to the Graduate Division. Those admitted to both programs may pursue only one degree program. (Only exception: Those admitted to established dual degree programs.)

Dual Degree Programs: Information about dual degree programs can be obtained directly from the fields of study. See listing of programs on page 10.

7. Applicant's Certification: Read and sign the certification. Falsification, withholding of information, or failure to list all schools attended may result in rejection of your application or disciplinary action if discovered after enrollment.

Please copy all materials submitted as the application and all supporting documents become the property of the Graduate Division of the University of Hawaii at Manoa and will not be returned to the applicant, forwarded to another institution, or duplicated for any purpose.

Authorization for release of information: Your admission file is considered confidential and will only be discussed with you and the appropriate University of Hawaii faculty and staff. If you would like anyone else to have access to information on the status of your application, enter his/her name on the first page of the application, or submit a written statement giving your authorization and the person's name. Information on the status of your application may be obtained until it is ready for evaluation. Once the application is complete and being reviewed, information will not be available until the final letter of notification is sent by the Graduate Admissions Office.

TRANSCRIPTS OF ACADEMIC RECORD

Transcript Requirements: All transcripts of academic records must be official. Each applicant must submit one official transcript directly from each institution attended to the **Graduate Admissions Office**. Students need to contact the department to which they are applying for information regarding departmental transcript requirements. Transcripts are required from each institution attended, even if the credits appear as transferred credits on your records at another institution, and regardless of the number of credits earned or the length of time attended.

University of Hawaii graduate students enrolled within the last 5 years who are applying for admission to a different field of study may request copies of transcripts from institutions other than the University of Hawaii which are on file from a previous graduate application.

Contact the Graduate Admissions office for the appropriate request form.

Official Transcripts: Transcripts of academic record must be official. Official transcripts are original documents issued by the college or university which bear the actual signature of the registrar in ink, and the embossed seal or official stamp of the issuing institution. Official documents must be mailed directly from the institution to the Graduate Admissions Office.

In countries where educational institutions will not issue transcripts to other institutions each time the student applies for admission (e.g., Bangladesh, India, Pakistan), applicants may submit typewritten facsimiles or photocopies of their academic record, provided they are attested true copies bearing the original signature of the registrar, asst. registrar, head of the department, dean of student affairs, or controller of examinations. Notarized credentials or certification by officials of government agencies, such as binational commissions and foundations abroad, attesting to the authenticity of the photocopied credentials are also acceptable and are considered official if certified with full name and title of the official of the agency.

Nontraditional Grading: If more than 25% of a student's undergraduate course work at U.S. institutions has been graded under a non-traditional grading system (e.g., pass/fail, credit/no credit, S/U, H/CR, no grades, etc.), the transcripts must be accompanied by official course performance reports or faculty evaluations and GRE general test scores. Accounting, Business Administration, and Travel Industry Management candidates may submit GMAT test scores instead of the GRE.

Foreign Academic Credentials: All official academic records must be issued in the original language and accompanied by certified literal English translations. These translations must bear the embossed seal or inked stamp of the issuing institution or governmental agency and the original signature of the translator, and must be complete and exact word for word translations of the original documents. Numerical percentage grades must not be converted to letter grades. If the records do not include the institution's grading scale, or other system of evaluation including maximum and minimum marks, an official copy of the grading system must be submitted. All transcripts of academic records must be official. Each applicant must submit one official transcript directly from each institution attended to the Graduate Admissions Office. Students need to contact the department to which they are applying for information regarding departmental transcript requirements.

Academic records should list each course taken, dates of attendance, credits or hours, and grades received. If the title of the course listed is not descriptive in terms of content, a syllabus of the course of study should accompany the transcript.

If a degree, diploma, or other professional title awarded upon graduation is not entered on the transcript, an official copy of the certificate verifying the conferral of the degree or diploma and the date of conferral must be submitted along with the transcript. The name of the degree should be indicated exactly as it is known in the country of origin, and should not be translated or interpreted in terms of a U.S. degree equivalent.

Applicants from Bangladesh, India, Myanmar, Nepal, and Pakistan are required to submit official records for each year of study showing the subject included in each examination, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. With the exception of holders of a 4-5 year B.Eng, B. Arch, B.Agri., B.Tech., or M.B.B.S. degree, applicants who have attended or are attending higher education institutions must present a completed master's degree at the time the application is filed.

Students studying in Commonwealth countries or under a system

of education which follows the British pattern (or a modified version) of examination and grading, where the classification for the degree (First Class, Second Class, etc.) is based on the final year examination, should apply after the degree has been awarded. This applies to students from Australia, England, Hong Kong, Malaysia, New Zealand, Singapore, Sri Lanka, and some African countries. An official certificate showing the degree awarded and the division must be submitted at the time the application is filed.

RESIDENCY DECLARATION

All applicants must complete the top section of the declaration, and sections A, B and H. Read the Residency Regulations below before completing the declaration.

Residency Regulations (condensed): Students who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present satisfactory evidence to the residency office that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, or the complete rules and regulations, contact the residency officer located at the Office of Admissions and Records, University of Hawaii at Manoa 2600 Campus Road, Student Services Center, Honolulu, Hawaii 96822.

Definition of Hawaii Residency: A student who is a U.S. citizen or permanent resident of the U.S. is deemed a resident of the State of Hawaii for tuition purposes if the student (19* or older) or the student (under 19*) and his/her parents or legal guardians have:

- 1. Demonstrated intent to permanently reside in Hawaii (see below for indicia);
- 2. Been physically present in Hawaii for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawaii his/her legal residency; and
- 3. The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawaii.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency, which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parents or legal guardians.

To demonstrate intent to make Hawaii your legal residence, the following indicia apply:

- A. Voting/registering to vote in the State of Hawaii.
 - B. Filing Hawaii resident personal income tax return.
- Other indicia, such as permanent employment and ownership or continuous leasing of a dwelling in Hawaii, may also apply but no single act is sufficient to establish residency in the State of Hawaii.

Other legal factors involved in making residency determinations include:

- A. The 12 months of continuous residency in Hawaii shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawaii, the permanent residence. Residence will be lost if it is

interrupted during the 12 months immediately preceding the first day of instruction.

- B. Residency in Hawaii and another place cannot be held simultaneously.
- C. Presence in Hawaii primarily to attend an institution of higher learning does not create residence status.
- D. The residency of unmarried students who are minors follows that of the parents or legal guardians. Marriage emancipates a minor.
- E. The residency of a married person follows that of the spouse.
- F. Resident status, once acquired, will be lost by future voluntary action

of the resident inconsistent with such status. However, Hawaii residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

Statutory Exemptions: Nonresident applicants in any of the following categories are eligible for waiver of the nonresident tuition differential (this means qualified to pay tuition at the resident rate):

- A. Hawaiians who are descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778. (Submit an official copy of your birth certificate and, if necessary, that of your parents and grandparents, documenting your Hawaiian ancestry.)
- B. Persons who are legal residents of any Pacific Island or Asian district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions of higher learning. These include:

American Samoa	Nauru
Marshall Islands, Republic of	New Caledonia
Micronesia (Federated States)	Niue
Northern Mariana Islands,	Solomon Islands
Commonwealth of	Tokelau
Palau, Republic of	Tonga
Cook Islands	Tuvalu
Futuna Island	Vanuatu
Kiribati	Wallis Island

- C. United States military personnel and their authorized dependents (as defined by the U.S. Armed Services), during the period such personnel are stationed in Hawaii on active duty. Exemptions are subject to confirmation of status each year.
- D. Full-time employees of the University of Hawaii and their spouses and legal dependents (as defined under Internal Revenue Service rules).
- E. East-West Center student grantees pursuing baccalaureate or advanced degrees.

Pacific-Asian Exemptions: Selected students from countries listed below may be eligible for resident tuition. A separate application for this exemption is not required. Determination is made on a case-by-case basis and is not automatic or continuous:

Burma	Malaysia
People's Republic of China	Papua New Guinea
Fiji	Philippines
Hong Kong	Singapore
Indonesia	Taiwan
Japan	Thailand
Korea	Vietnam (refugee status)

Misrepresentation: A student or prospective student who provides incorrect information on any form or document intended for use in the determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

Appeal Process: Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before the Committee on Resident Status. Resident tuition may be paid when an appeal is pending.

SUPPLEMENTARY INFORMATION FOR NON-U. S. CITIZENS

Financial Status: All foreign applicants who are to be issued the I-20 or IAP/66 for their nonimmigrant visa (F and J) are required to give complete information on their financial status. Foreign applicants must complete all items on the Supplementary Information Form, and provide current official bank statements in **U.S. dollars** as proof of personal, sponsor or family funds. Bank statements must be original documents (photocopies are not accepted) certifying the amount available and not more than two months old from the date of submission. This is an important part of the application, since final admission to the Graduate Division is contingent upon proof of adequate funds.

TOEFL: All applicants whose native language is not English must submit an official TOEFL score report from a test taken within the last 2 years. The TOEFL is waived only for applicants who have completed a bachelor's or advanced degree program within the last five years at an accredited/recognized institution in the United States, Australia, Canada, New Zealand or United Kingdom. The program of study must be no less than two years of full time coursework. A score of 500 is required although most fields require higher scores as specified in the field of study requirements. Graduate teaching assistants must have a TOEFL score of 600.

An official TOEFL score report must be sent directly from the Educational Testing Service (ETS) to the Graduate Admissions Office (institution code 4867). Photocopies and applicant's "Examinee's Score Report" are not considered official.

STATEMENT OF OBJECTIVES

All applicants must complete this section. If more space is needed, write on the reverse side, or attach a separate sheet. A typewritten or word processed statement of objective is also accepted. A well prepared detailed resume may be submitted in addition to this statement.

FIELD OF STUDY REQUIREMENTS

Information on examinations, letters of recommendation, and other field of study requirements for admission begins on page 6. Detailed information about the requirements is available from the field of study.

All test scores must be sent directly from the Educational Testing Center to the University of Hawaii (Institution code 4867) by the application deadline. Please do not file an application if you have missed taking any of the required tests which are applicable to you. Addresses for requesting information and test application forms appears on page 11.

ASSISTANTSHIPS, FELLOWSHIPS, TRAINEESHIPS

PS The University offers a number of graduate assistantships on a competitive basis to graduates of accredited institutions of higher learning who have satisfactory scholastic records, an adequate undergraduate background in the major field, and evidence of a high level of English proficiency. Graduate assistants serve as part-time teaching or technical assistants. Assistantships are also available in various fields in connection with research contracts or grants supervised by members of the faculty. All applicants for graduate assistantships must be admitted as potential degree candidates to qualify for appointments. Applications should be sent to the chairperson of the appropriate department before February 1. Each

application must be accompanied by three letters of recommendation from former professors or employers. Applications for assistantships are available from the field of study.

Students who have been awarded teaching assistantships (TA) should contact the Center for Teaching Excellence and Office of Faculty Development and Academic Support which offers a teaching assistantship training and orientation for all new and continuing TAs just prior to the first day of instruction. For information or registration contact:

Center for Teaching Excellence
University of Hawaii at Manoa
Kuykendall 107
1733 Donaghho Road
Honolulu, Hawaii 96822

In addition, limited aid is available in the form of tuition waivers, fellowships, and traineeships. For a listing of other financial support available for graduate students contact:

Graduate Division Fellowships
and Scholarships Office
University of Hawaii at Manoa
2540 Maile Way, Spalding 357
Honolulu, Hawaii 96822
(808) 956-8113

East-West Center Scholarships are available for various graduate fields. Applications and all application materials must be submitted directly to the East-West Center. For further information contact:

Award Services
East-West Center
1777 East-West Road
Honolulu, Hawaii 96848
(808) 944-7733

General information is also available in the General and Graduate Information Catalog.

COMPLIANCE WITH FEDERAL LEGISLATION

Use of Social Security Number: Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any Federal, State or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawaii, in view of the practical administrative difficulties which the University of Hawaii would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number, the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services, and alumni affairs.

Authority for requiring the disclosure of the applicant's SSAN is grounded in Section 304.2 and Section 304.4, Hawaii Revised Statutes, as amended, which provides that the Board of Regents of the University of Hawaii shall have general management and control of the

affairs of the University. The University of Hawaii has, for several years, consistently required the disclosure of SSAN on the admissions application forms and other necessary University documents.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse, of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent's, guardian's, or spouse's SSAN will be recorded only on the Residency Declaration itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the Residency Declaration by the applicant and/or parent, guardian, or spouse.

Nondiscrimination and Affirmative Action: The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers academic considerations such as admission and access to, participation and treatment in the University's programs, activities and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruiting, hiring, promotion, and compensation. Sexual harassment is expressly prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing program in compliance with the affirmative action in employment mandates of federal Executive Order 11246. The program includes measuring performance against specific annual goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities, disabled veterans, and veterans of the Vietnam era. For information on equal opportunity policies or complaint procedures for the UH Manoa campus, contact:

Students:	Employees(& Affirmative Action Plan)
Alan Yang, Dean of Students	Mie Watanabe, Director EEO/AA
SSC 409 Phone: 956-3290 V/T	Law 225 Phone: 956-7077 V/T
Students with Disabilities:	Sexual Harassment Counselor
Ann Ito, Director KOKUA	Susan Hippensteele, Counselor
SSC 013 Phone: 956-7511 V/T	SSC 210 Phone: 956-9499

UHM recognizes its obligation to provide overall program accessibility for persons with disabilities. Contact the Kōkua (disabled student services) Program to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

Employment of Graduates: Section 177.64 of the Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 though 1087-1) requires the participating institutions make good faith efforts to present each prospective student, prior to the time the prospective student obligates himself or herself to pay tuition, with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective student has expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare the student for a particular vocation, trade or career field, such statement shall include information regarding employment of students enrolled in such courses, in such vocation, trade or career fields.

Accordingly, an applicant (prospective student) is advised to

secure copies of the General and Graduate Information Catalog of the University of Hawaii at Manoa (may be purchased from the University Bookstore) in order to gain information describing the nature of the campus, its academic and student services programs, its faculties, and its facilities. Further, each applicant is advised to contact the Director of Placement at each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which the applicant is seeking also to enroll.

DEGREE PROGRAMS OFFERED AND FIELD OF STUDY REQUIREMENTS

This section includes the names of all graduate programs currently offered by the University of Hawaii at Manoa and certain information about each program. You will find:

- A three digit code which is assigned to the graduate program. (All applicants should select the code which corresponds to their program of interest and enter it onto the admissions application under program code.)
- Degrees offered by each graduate program.
- Semester restrictions, if any. Some departments do not admit students for all semesters of the academic year.
- Testing requirements.
- Other program requirements. Some programs require portfolios, auditions or other special applications.

CAUTION: The graduate program information printed below is subject to change without notice. Applicants are strongly encouraged to make direct contact with their respective field of study to obtain the most current and complete information.

REMINDER: Contact the field of study regarding departmental requirements and transcripts.

GRADUATE PROGRAMS/FIELDS OF STUDY - Key to Abbreviations

EIT = Engineer in Training
GRE = Graduate Record Examination
GEN = GRE General Test
SUB = GRE Subject Test in specified area
GMAT = Graduate Management Admissions Test
LSAT = Law School Admission Test
Let of Rec = Letter(s) of recommendation required by field of study
MAT = Miller Analogies Test
TOEFL min = Test of English as a Foreign Language minimum score required by field of study
MCAT = Medical College Admission Test

Accounting - 423 - MAcc

TOEFL min: 500; GMAT: required. Postbaccalaureate work experience preferred but not required. Include resume with application. Students without an undergraduate degree in accounting will be required to complete all of the accounting courses that constitute the CBA undergraduate major in accounting or demonstrate equivalent competence. No SPRING admission.

Agricultural & Resource Economics - 804 - MS PhD

Let of Rec: 3; TOEFL min: 540; GRE: GEN required.

Agronomy & Soil Science - 814 - MS, PhD

Let of Rec: 3; TOEFL min: 520; GRE: GEN required.

American Studies - 010 - MA, PhD

Let of Rec: 2-3; TOEFL min: 580; GRE: GEN required. For PhD, sample of written or research work.

Animal Sciences - 803 - MS

Let of Rec: 3; TOEFL min: 560; GRE: GEN & SUB in Biology required. Bachelor's degree in animal or life sciences; letter stating career goals and reasons for applying.

Anthropology - 305 - MA, PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN required. Special departmental form (in addition to Graduate Division application); master's in anthropology required for admission to PhD. No SPRING admission.

Architecture - 412 - MARCH

Let of Rec: 3; TOEFL min: 560. School accepts students with non-architectural Bachelor's degrees if certain prerequisites in math, computers and freehand drawing are met; brochure of work; interviews encouraged; refer to Information Catalog for additional school requirements.

ART:**Art History - 020 - MA**

Let of Rec: 3; TOEFL min: 560; GRE: GEN recommended. Recommend interviews, if residing in Hawaii; see Art brochure for detailed list of requirements.

Fine Arts - 020 - MFA

Let of Rec: 3; TOEFL min: 500. Portfolio of 20 slides of recent work; recommend interviews, if residing in Hawaii. Applicants must present evidence of a BFA or a BA with strong studio art and art history background. The department acknowledges that some MFA applicants may not fit traditional criteria and will consider exceptional bachelors degree recipients that exhibit relevant backgrounds, strong commitment, and distinct potential in the arts. See Art brochure for detailed list of requirements.

Asian Studies - 400 - MA

Let of Rec: 2; TOEFL min: 600; GRE: GEN required. Ten page writing sample.

Astronomy - 208 - MS, PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN & SUB in Physics required. No SPRING admission.

BIOMEDICAL SCIENCES (requirements for specializations)

Let of Rec: 3; TOEFL min: 580; GRE: GEN & SUB in Biology or any relevant science. Letter stating career goals and reasons for applying. Admission for Fall semester preferred. Specializations listed below.

Anatomy & Reproductive Biology - 703 - PhD**Biochemistry - 706 - MS, PhD****Biophysics - 707 - MS, PhD****Genetics - 716 - MS, PhD****Interdisciplinary Track - 701 - MS, PhD****Pharmacology - 726 - MS, PhD****Physiology - 727 - MS, PhD****Tropical Medicine - 733 - MS, PhD****Biostatistics & Epidemiology - 709 - PhD**

Let of Rec: 3; TOEFL min: 540; GRE: GEN required. Special departmental application form (in addition to Graduate Division application); equivalent of MS/MPH in Biostatistics or Epidemiology. No SPRING admission.

Biosystems Engineering - 892 - MS

Let of Rec: 3; TOEFL min: 500; Bachelor's degree in engineering field or equivalent.

BOTANICAL SCIENCES:**Botany - 220 - MS, PhD**

Let of Rec: 3; TOEFL min: 540; GRE: GEN & SUB in Biology required.

Plant Pathology - 818 - MS, PhD

Let of Rec: 3; TOEFL min: 540; GRE: GEN required.

Plant Physiology - 819 - MS, PhD

Let of Rec: 3; TOEFL min: 580; GRE: GEN required.

Business Administration - 436 - MBA

TOEFL min: 500; GMAT: required. Postbaccalaureate work experience preferred but not required. Include resume with application.

Chemistry - 225 - MS, PhD

Let of Rec: 3; TOEFL min: 520; GRE: GEN & SUB in Chem required for foreign applicants; GRE: GEN & SUB in Chem recommended for U.S. applicants.

Civil Engineering - 653 - MS, PhD

TOEFL min: 540; GRE: GEN or EIT required for MS. GRE: GEN & SUB in Engr required for non-UHM PhD applicant.

Communication - 310 - MA

Let of Rec: 3; TOEFL min: 500. Statement of academic goals and the role of our program areas or specializations with respect to those goals. No SPRING admission.

Communication & Information Sciences - 950 - PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN or GMAT required. Sample of master's written work or published paper. No SPRING admission.

Counseling & Guidance - 556 - MEd

Let of Rec: 3; TOEFL min: 600; GRE: GEN required.

EAST ASIAN LANGUAGES & LITERATURES:**Chinese - 107 - MA, PhD**

Let of Rec: 3; TOEFL min: 560; GRE: GEN required. For PhD, sample of research work such as seminar paper or master's thesis in English.

Japanese - 108 - MA, PhD

Same as above.

Korean - 109 - MA, PhD

Same as above.

Economics - 320 - MA, PhD

Let of Rec: 2; TOEFL min: 500; GRE: GEN required.

Education - Doctoral - 649 - EdD

Let of Rec: 3; TOEFL min: 600; GRE: GEN; MAT required. Sample of written or research work; interviews may be required; U.S. master's or equivalent; teaching, educational or other relevant experiences; statement addressing career goals and academic objectives. No SPRING admission.

Educational Administration - 566 - MEd

TOEFL min: 600

Educational Foundations - 586 - MEd

TOEFL min: 540.

Educational Psychology - 608 - MEd, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN required for both MEd and PhD. Special departmental application form (in addition to Graduate Division application); sample of research work. No SPRING

admission for PhD.

Educational Technology - 580 - MEd

Let of Rec: 3; TOEFL min: 600; Special departmental application form (in addition to Graduate Division application); interviews, if residing in Hawaii. Contact field for additional information.

Electrical Engineering - 664 - MS, PhD

Let of Rec: 2; TOEFL min: 560; GRE: GEN recommended for MS; GRE: GEN required for PhD.

Elementary Education - 583 - MEd

Let of Rec: 3; TOEFL min: 580; Special departmental application form (in addition to Graduate Division application); one year full-time teaching experience or its equivalent. Contact field of study for additional information.

English - 125 - MA, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN required for MA; GRE: GEN & SUB in English required for PhD. For PhD, sample of research work, such as seminar paper or master's thesis and, if interested in dissertation with creative emphasis, sample of creative writing. No SPRING.

English as a Second Language - 130 - MA

Let of Rec: 2-3; TOEFL min: 600; GRE: GEN required of native English speakers; nonnative English speakers should contact the field for GRE requirement.

Entomology - 824 - MS, PhD

Let of Rec: 3; TOEFL min: 500; GRE: GEN & SUB in Biology required; interviews, if residing in Hawaii; U.S. master's or equivalent normally required for PhD. Admission to PhD without master's possible in special circumstances with approval of Graduate faculty.

EUROPEAN LANGUAGES & LITERATURES:

Classics - 135 - MA

TOEFL min: 580. Competency equivalent to two years college study of a modern foreign language.

French - 140 - MA

Same as above.

German - 145 - MA

Same as above.

Russian - 150 - MA

Same as above.

Spanish - 155 - MA

Same as above.

Food Science - 816 - MS

Let of Rec: 2 (utilizing departmental recommendation forms); TOEFL min: 600; GRE: GEN required.

Geography - 330 - MA, PhD

Let of Rec: 3; TOEFL min: 500; GRE: GEN required. Sample of research work, such as seminar paper or master's thesis for PhD. No SPRING admission.

Geology & Geophysics - 392 - MS, PhD

Let of Rec: 3; TOEFL min: 580; GRE: GEN required & SUB in applicant's major field of choice recommended.

Hawaiian Language & Literature - MA

Contact the University of Hawaii at Hilo Admissions Office at 200 West Kawili Street, Hilo, Hawaii, 96720-4091. Telephone: (808) 974-7414.

History - 050 - MA, PhD

Let of Rec: MA - 2; PhD and all TA applicants - 3; TOEFL min: 580; GRE: GEN required. Sample of written work, such as term paper for MA; sample of research work, such as seminar paper or master's thesis for PhD; recommend interview, if residing in Hawaii.

Horticulture - 871 - MS, PhD

Let of Rec: 2 (recommended); TOEFL min: 500; GRE: GEN recommended for MS; GRE: GEN required for PhD.

Information & Computer Science - 236 - MS, 231 - PhD

TOEFL min: MS - 580; PhD - 600; GRE: GEN required; GRE: SUB (CS) recommended for MS, required for PhD. For MS - C, C++ or JAVA, at least one advanced computer science course (describe in application), and one year of calculus. For PhD - master's degree in computer science or equivalent experience. Non-computer science bachelor degrees are admitted provided background deficiencies are fulfilled with additional course work.

International Management - 460 - PhD

The University of Hawaii has just announced the approval of a PhD program in International Business, to begin accepting students for the Fall 1998 semester. Admission and curricular requirements may be obtained by contacting the Office of Student Services, College of Business Administration.

Library & Information Sciences - 798 - MLIS

Let of Rec: 2; TOEFL min: 600; GRE: GEN required (native English speakers only). Recommend interviews, if residing in Hawaii. Refer to Graduate program brochure.

Linguistics - 190 - MA, PhD

Let of Rec: 3; TOEFL min: 540; GRE: GEN required. Special departmental application form (in addition to Graduate Division application); sample of research work, such as seminar paper or master's thesis for PhD.

Mathematics - 254 - MA, PhD

Let of Rec: 3; TOEFL min: 500; GRE: GEN required; (GRE: SUB in Math strongly recommended). GRE Quantitative portion minimum: 650.

Mechanical Engineering - 683 - MS, PhD

Let of Rec: 3; TOEFL min: 550; GRE: GEN & SUB in Engr. required. For PhD, must complete requirements for MS or equivalent in engineering.

Meteorology - 393 - MS, PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN recommended for MS; GRE: GEN required for PhD.

Microbiology - 265 - MS, PhD

Let of Rec: 3; TOEFL min: 580; GRE: GEN required. For PhD, U.S. master's equivalent required.

MUSIC:

Music Performance - 060 - MMus

Let of Rec: 3; TOEFL min: 500; GRE: GEN recommended. See additional requirements below.

Other Music Areas - 060 - MMus, MA

Let of Rec: 3; TOEFL min: 540; GRE: GEN recommended. See additional requirements below.

All Areas - 060 - PhD

Let of Rec: 3; TOEFL min: 560, GRE: GEN required. Additional Requirements: See appropriate (master's or PhD) department booklet for additional application requirements. Under item number 5 (field of study) of the application, indicate the specific music area: performance and theory are offered only at the master's level; composition, music education, ethnomusicology, and musicology are offered at both the PhD and master's levels. Performance majors should further specify voice, piano or instrument. Send a photocopy of the completed application for graduate admission directly to the Music Department.

Nursing - 753 - MS

Let of Rec: 2; TOEFL min: 580; GRE: GEN required. Special departmental application (in addition to Graduate Division application). Contact department for advising. No SPRING admission.

Nutritional Sciences - 826 - MS

Let of Rec: 2 (utilizing departmental recommendation forms); TOEFL min: 600; GRE: GEN required.

Ocean Engineering - 395 - MS, PhD

TOEFL min: 540; GRE: GEN required. For PhD, U.S. master's or equivalent required.

Oceanography - 394 - MS, PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN required.

Pacific Islands Studies - 390 - MA

Let of Rec: 3; TOEFL min: 580; GRE: GEN required; sample of written work. Interviews, if residing in Hawaii.

Philosophy - 070 - MA, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN required for native English speakers. For MA - U.S. bachelor's in Philosophy or equivalent and sample of written work, such as term paper. For PhD - sample of research work, such as seminar paper or master's thesis, and U.S. master's in Philosophy or equivalent.

Physics - 280 - MS, PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN & SUB in Physics required.

Political Science - 345 - MA, PhD

Let of Rec: 3; TOEFL min: 540; GRE: GEN required; official transcript(s) from each institution attended; copies of pages 1 & 2 of the Graduate Application, copy of statement of objectives; writing sample (such as an article or term paper to demonstrate your writing ability.) Only official GRE scores and transcripts accepted. No SPRING admission.

Psychology - 350 - MA, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN & SUB in Psy required. U.S. students with BA or MA degrees enter MA or PhD programs, respectively. No SPRING admission. Application deadline: **JANUARY 1** for all applicants.

Public Administration - 347 - MPA

Let of Rec: 2; TOEFL min: 580. Special departmental application (in addition to Graduate Division application); sample of written work; an interview may be required.

PUBLIC HEALTH:

Professional - 778 - MPH

Let of Rec: 3; TOEFL min: 500; GRE: GEN (Refer to graduate program brochure). Special departmental application form (in addition to Graduate Division Application); see SPH Bulletin for specialization area requirements; send all materials directly to the School.

Research Oriented - 778 - MS

Same as above.

Doctoral - 778 - DrPH

Let of Rec: 3; TOEFL min: 540; GRE: GEN required; Special departmental application form (in addition to Graduate Division application); master's degree from accredited graduate Public Health program or equivalent; 3.5 or better gpa; work experience; interview; see SPH Bulletin for additional requirements; send all materials directly to the School. No SPRING admission.

Religion: Asian - 083 - MA

Let of Rec: 3; TOEFL min: 600; GRE: GEN recommended; Sample of written work, such as term paper. No SPRING admission.

Second Language Acquisition - 132 - PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN required. Master's degree in Applied Linguistics, ESL or related field; copy of thesis and/or other research work; description of relevant professional experience and foreign language skills.

Secondary Education - 603 - MEd

Let of Rec: 3; TOEFL min: 580. Special departmental application (in addition to Graduate Division application); Teaching experience or its equivalent. Contact field of study for additional information.

Social Welfare - 784 - PhD

Let of Rec: 3; TOEFL min: 560; GRE: GEN recommended. Special departmental application form (in addition to Graduate Division application); examples of professional writing. Master's in Social Work or Social Welfare, or graduate degree in an allied helping profession. At least 2 years of multi-cultural experience preferred. No SPRING admission.

Social Work - 783 - MSW

Let of Rec/Reference forms: 3; TOEFL min: 560. Special departmental application (in addition to Graduate Division application); supplementary information: personal statement, liberal arts perspective form, 2nd set of transcripts from every institution attended. Contact field of study for additional information. No SPRING admission.

Sociology - 355 - MA, PhD

Let of Rec: 3; TOEFL min: 500; GRE: GEN required. Sample of written work, such as seminar paper or master's thesis for PhD.

Special Education - 596 - MEd

Let of Rec: 3 (Refer to graduate program brochure); TOEFL min: 540; GRE: GEN required. Interviews, upon request. Contact the field of study for additional information.

Speech - 090 - MA

Let of Rec: 3; TOEFL min: 600; GRE: GEN required.

Speech Pathology & Audiology - 748 - MS

Let of Rec: 3; TOEFL min: 580; GRE: GEN required. Interviews recommended if possible. Contact field of study for additional information.

Teaching - 648 - MEDT

Let of Rec: 3; TOEFL min: 600. Applicant must have a non- education bachelor's degree from an accredited U.S. institution or its equivalent. If applying from a foreign country, student must show proof of a green card (work eligibility) in order to complete the required internship during the fourth semester of the program. No SPRING admission. Contact field of study for additional information.

THEATRE & DANCE:

History, Theory, Criticism - 040 - MA, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN required. For PhD, detailed statement of proposed dissertation research and sample of research writing.

Fine Arts - 040 - MFA

Let of Rec: 3; TOEFL min: 600; GRE: GEN required. Portfolio of slides for design.

Dance - 035 - MA

Let of Rec: 3; TOEFL min: 540. Sample of research writing; interview, if residing in Hawaii.

Dance - 035 - MFA

Let of Rec: 3; TOEFL min: 540; video tape of choreography and performance (VHS format); interview, if residing in Hawaii.

Travel Industry Management - 531 - MPS

Let of Rec: 3; TOEFL min: 560; GMAT or GRE: GEN required. Postbaccalaureate work experience; undergraduate degree in Travel Industry Mgmt. or related field. Contact the field of study for additional information.

Urban & Regional Planning - 360 - MURP

Let of Rec: 2; TOEFL min: 540; GRE: GEN required. Interviews highly recommended, if residing in Hawaii.

Zoology - 290 - MS, PhD

Let of Rec: 3; TOEFL min: 600; GRE: GEN & SUB in Biology required, official transcripts from each institution attended. No SPRING admission.

DUAL DEGREE PROGRAMS

Information about dual degree programs can be obtained directly from the fields of study.

- Library and Information Studies and American Studies
- Library and Information Studies and Asian Studies
- Library and Information Studies and History
- Library and Information Studies and Information and Computer Science
- Library and Information Studies and Pacific Island Studies
- Public Health and Business Administration
- Public Health and Nursing

GRADUATE CERTIFICATE PROGRAMS

This section includes the names of the graduate certificate programs offered by the University of Hawaii at Manoa and certain information about each program. You will find:

- The field of study or program to contact for additional information.
- A three alpha code which is assigned to the certificate program. (All applicants should select the code which corresponds to their program of interest and enter it onto the admissions application under program code). For example: Certificate in Clinical Psychology is entered as: Psychology, PSY, GCERT.

Clinical Psychology, Certificate

Psychology - PSY - GCERT

Student must have PhD in Psychology. Contact the Psychology

department for more information.

Construction Engineering and Management, Certificate

Civil Engineering - CEM - GCERT

Contact the Civil Engineering department for more information.

Gerontology, Advanced Certificate

Gerontology - GRT - GCERT

TOEFL min: 500. Contact the Center on Aging for more information.

Historic Preservation, Certificate

American Studies - HIS - GCERT

Contact the American Studies department for more information.

Library & Information Studies, Advanced Certificate

Library & Information Studies - LIB - GCERT

Let of Rec: 2; TOEFL min: 600. Student must either be in the Library & Information Studies program or have a completed MLIS. Contact the School of Library & Information Studies for more information.

Maritime Archeology & History, Graduate Certificate

Maritime Archeology SOEST - MAH - GCERT

Let of Rec: 2; TOEFL min: 560. Contact Marine Option program for more information.

Nursing, Post-Master's Certificate

Nursing - NUR - GCERT

Let of Rec: 2; TOEFL min: 580; special departmental application (in addition to graduate admission application). Student must have a Master's in nursing. Contact the Nursing department for more information.

Ocean Policy, Graduate Certificate

Ocean Policy SOEST - OCN - GCERT

Let of Rec: 2; TOEFL min: 560. Contact the Marine Option Program for more information.

Public Administration, Certificate

Public Administration - PUB - GCERT

Contact the Public Administration program for more information.

Public Health, Certificate

Public Health - GPH - GCERT

Contact the School of Public Health for more information.

Religion, Certificate

Religion - REL - GCERT

Contact the Religion department for more information.

Urban and Regional Planning, Professional Certificate

Urban & Regional Planning - URP - GCERT

Contact the Urban & Regional Planning department for more information.

INTERDISCIPLINARY PROGRAMS

Cell, Molecular and Neuro Sciences (CMNS) Specialization

CMNS specialization is available through the following graduate fields of study: Biomedical Sciences, Botanical Sciences (Plant Pathology and Plant Physiology), Microbiology, Psychology, and Zoology. Refer to the specific field of study listed in Degree Programs Offered for requirements. If interested in this specialization, when completing the application form, indicate CMNS next to the field of study to which you are applying (e.g., Zoology/CMNS).

Ecology, Evolution and Conservation Biology (EECB) Specialization

EECB specialization is available through the following graduate fields of study: Agronomy and Soil Science, Animal Science, Biomedical Sciences, Botanical Sciences, Entomology, Geography, Horticulture, Microbiology, Oceanography, and Zoology. Refer to the specific field of study listed in Degree Programs Offered for requirements. If interested in this specialization, when completing the application form, indicate EECB next to the field of study to which you are applying (e.g., Horticulture/EECB).

Marine Biology (MB)

MB specialization is available through the following graduate fields of study: Botanical Sciences, Microbiology, Oceanography and Zoology. Refer to specific field of study listed in Degree Programs Offered for requirements. If interested in this specialization, when completing the application form, indicate MB next to the field of study to which you are applying (e.g., Microbiology/MB).

STANDARDIZED EXAMINATIONS

All test scores must be sent directly from the Educational Testing Center to the University of Hawaii (Institution code 4867) by the application deadline.

As a service to in-state students, standardized test application forms are available at the Center for Student Development, #312, 2600 Campus Road. All out-of-state students must write to the addresses designated below.

Graduate Records Examination: Applicants may request forms and the GRE Information Bulletin directly by writing to GRE, Educational Testing Service, Box 6000, Princeton, NJ 08541-6000. Website: <http://www.gre.org> and E-MAIL: gre-info@ets.org

Graduate Management Admission Test: Applicants may request forms and the Bulletin of Information directly by writing to GMAT, Educational Testing Service, Box 6103, Princeton, NJ 08541-6103.

Miller Analogies Test: Applicants should contact a college or university in their area or the Psychological Corporation, Controlled Testing Center, 555 Academic Court, San Antonio, TX 78204-0952 for information and specific test dates.

Test of English as a Foreign Language: Copies of the Bulletin of Information are available outside the United States, at United States educational commissions and foundations, United States Information Service (USIS) offices, binational centers and some private educational organizations. Applicants may also write to TOEFL/TSE Publications, P.O. Box 6151, Princeton, NJ 08541-6151, USA. Website: <http://www.toefl.org>

FINANCING GRADUATE EDUCATION AT THE UNIVERSITY OF HAWAII AT MANOA

Estimated Budget¹ for Academic Year 1998-99 (12 months)

The following is an estimated budget for a single graduate student sharing an apartment² with one other person in Honolulu for a 12-month period. The figures represent estimated average costs and are intended to serve as a guide in planning for students who wish to pursue a graduate degree program as full-time students at the University of Hawaii at Manoa. Apart from tuition and fees, individual expenses may vary considerably, particularly in such items as housing, food, and personal expenses. No allowance is made for air travel to and from Honolulu and for cost of purchasing or operating an automobile. Students who intend to have their spouse and dependent children join them should consider carefully whether they have sufficient income to meet their needs as cost of living is very high in Hawaii and rental for family dwellings is expensive.

	Residents	Nonresidents
))		
Tuition for 2 semesters (subject to change)	\$3,792.00	\$9,720.00
Basic Fees, excluding special fees, average for 2 semesters (subject to change)	118.00	248.00
Books and Supplies	818.00	818.00
Personal Expenses	1,554.00	1,554.00
Health Insurance (compulsory for foreign students) Based on group plan for students at the University of Hawaii	600.00	600.00
Meals and Housing (shared with roommate)	10,180.00	10,180.00
Transportation (public transportation based on projected increases in rates for bus passes)	<u>360.00</u>	<u>360.00</u>
TOTAL	17,412.00	23,480.00

SUMMER SESSION (per 6-week session)

	Residents	Nonresidents
Tuition per credit hour, Graduate level (subject to change)	\$158.00 158.00	\$158.00 158.00
Fees (subject to change)	15.00	15.00

¹Tuition and fees for the 1998-99 academic year were not established at the time of this publication. Tuition and fees cited in this publication are those established for the 1997-98 academic year. All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law and/or action by the Board of Regents or the University administration.

²On-campus housing is limited and usually assigned to Hawaii residents. Off-campus housing is often difficult to obtain and tends to be expensive.

University of Hawaii at Manoa General and Graduate Catalog Order Form

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