

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 VA 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.

Do NOT use this form to apply to UH Manoa, UH Hilo & UH West Oahu.

Deadline to Submit this Form: April 1st for Summer Term, August 1st for the Fall Semester, December 1st for the Spring Semester

NAME: _____ SSN: _____

E-mail Address: _____ Daytime Phone Number: _____

EFFECTIVE TERM: Fall 20____ Spring 20____ Summer 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 College 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 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
 Yes **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

-----**FOR OFFICE USE ONLY**-----

Financial Aid Clearance _____ Yes _____ No Approved by: _____

VA Benefits Clearance _____ Yes _____ No Approved by: _____

Date additional admissions docs requested: _____

Requested: _____

Received: _____

SOAHOLD updated? _____ Effective Term: _____ Banner ID _____

Approved by: _____ Secondary curriculum updated? _____ Student notified: _____