

# 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 1<sup>st</sup> for Summer Term, August 1<sup>st</sup> for the Fall Semester, December 1<sup>st</sup> 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: \_\_\_\_\_