

# UNIVERSITY OF HAWAII

## Change of Home Institution Form

All students accepted or enrolled in the University of Hawaii system have a Home Institution. The home institution should be the school from which the student is seeking a degree and is where the student may apply for financial aid or veteran education benefits.

**DO NOT** use this form if you want your new Home Institution to be UH Mānoa, UH Hilo, or UH West O`ahu.

**If you are already accepted or enrolled and you want to change your Home Institution, complete this form and submit it to the Admissions/Records office of your new Home Institution.** The fall semester deadline is August 1, and the spring semester deadline is December 15 (Check for summer deadlines.)

To participate in early registration at your new Home Institution, submit this form by April 1 for Summer/Fall registration and November 1 for Spring registration.

Be sure your mailing address and/or phone number is current. Log on to MyUH to update your mailing address and/or phone number or go to your new Home Institution webpage to download the appropriate change form.

Your Tuberculosis (TB) reading, Measles, Mumps, and Rubella (MMR) immunization, Tetanus-Diphtheria-Pertussis (Tdap) immunization, and Varicella (VC) immunization are all required prior to registration.

NAME \_\_\_\_\_ UH ID or Username \_\_\_\_\_  
Print Last Name, First Name, M

REQUESTED EFFECTIVE TERM: *(choose only one)*

- FALL 20 \_\_\_\_\_     SPRING 20 \_\_\_\_\_     SUMMER 20 \_\_\_\_\_

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     Honolulu CC     Kaua'i CC     Maui College     Windward CC

MAJOR AT NEW CAMPUS: \_\_\_\_\_ DEGREE:  AA     AS     AAS     CA     CO

Are you currently a Student F-1 or M-1 Visa Status?

- NO  
 YES    If YES, you are not allowed to change your home institution. Contact the Primary Designated School Official (PDSO) at your current home institution for details. You must submit a new admissions application for the next term to change your UH home campus.

Have you applied for VA education benefits or are you receiving VA education benefits?

- NO  
 YES    If YES, you need to contact the VA Certifying Official at your new home institution for details and how to transfer your VA benefits to your new home institution.

VA Certifying Official Use Only:

- No, do not process CHI  
 Yes, VA cleared

VA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Have you applied for Financial Aid or are you receiving Financial Aid at your current home institution?

- NO  
 YES, applied    If YES, this Change of Home Institution **CANNOT** be processed until Financial Aid at your new Home Campus signs off this change. You cannot change your home institution if financial aid has been disbursed for the semester of the change. By changing your home institution, Financial Aid reserves the right to cancel your aid.  
 YES, aid awarded

Financial Aid Use Only:

- No, do not process CHI

Yes, financial aid cleared    FA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ CHI Effective Term                      \_\_\_\_\_ Resident Status

\_\_\_\_\_ Processed By                              \_\_\_\_\_ Student Type

\_\_\_\_\_ Processed Date                            \_\_\_\_\_ SOAHOLD