

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 it 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. To participate in early registration at your Home Institution, submit this form by April 1 for Summer/Fall registration and November 1 for Spring registration. Check with your new Home Institution for any additional admissions requirements, for deadlines (especially for restricted admissions majors) and effective term policy.

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.

Both tuberculosis (TB) and Measles, Mumps, and Rubella (MMR) health clearances are required of all students prior to registration.

NAME _____
Print Last Name, First Name, MI

UH No. or UH Username _____ UH EMAIL _____@hawaii.edu

EFFECTIVE TERM: FALL 20_____ SPRING 20_____ SUMMER 20_____

CURRENT HOME INSTITUTION (choose only one)

- Hawai'i CC Kapi'olani CC Leeward CC Honolulu CC Kaua'i CC Maui College Windward CC
 UH Mānoa UH Hilo UH West Oahu Honolulu CC Off-Campus Site

NEW HOME INSTITUTION (choose only one - changing home institution may affect your graduation requirements, see your counselor for more information)

- Hawai'i CC Kapi'olani CC Leeward CC Honolulu CC Kaua'i CC Maui College Windward CC
 Honolulu CC Off-Campus Site

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 Admissions office or your international student advisor at your current home institution for details.

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 YES, aid awarded 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.

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 _____ SOAHOLD
_____ Processed By _____ Student Type _____ SPAAPIN
_____ Processed Date