

Admissions Procedure Overview

Graduate Admissions Office

Upon receipt of Inquiry

The Graduate Admissions Office replies with the following:

- instructions on how to apply using the online application,
- URLs for the online PDF application instructions and forms, and
- contact information for the graduate programs.
- Upon request, the Graduate Admissions Office sends application instructions and forms by mail.

Upon Receipt of Application

1. Creation of a Dossier — The Graduate Admissions Office creates a dossier for each application received and records receipt of the following:
 - application form
 - application fee
 - required transcripts
 - GRE scores, if required
 - TOEFL/IELTS scores, if required
 - Residency Declaration Form, if required
 - Confidential Financial Statement for International Applicants, if required

Once submitted, application materials cannot be returned to the applicant and are released only for admissions and scholarship evaluation purposes.

2. Forwarding of Program Specific Documentation

Program specific documentation requirements that have been sent to the Graduate Admissions Office are forwarded to the appropriate graduate program.

3. Generation of Evaluation or Review Sheet

Once complete, each application dossier is processed by a graduate admissions specialist, who verifies the accreditation of the institutions attended by the applicant and evaluates the applicant's academic records. Depending on the GPA of the applicant, the specialist generates either an evaluation sheet (GPA above or equal to 2.7) or a review sheet (GPA below 2.7).

4. Generation of Weekly Admissions Status Reports (**Admissions Application Status Report - Legend**)

Graduate programs may request reports by sending an email to info@grad.hawaii.edu.

Graduate Programs

Upon receipt of an application dossier forwarded by the Graduate Admissions Office, each graduate program shall:

1. Verify that the applicant meets the admissions requirements of the graduate program.
2. Record standardized exam scores (if received by the graduate program) on the evaluation or review sheet, if the scores have not yet been recorded by the Graduate Admissions Office.
3. Indicate the recommended admissions action for the applicant. In the case of an applicant (both domestic and international) with a GPA below 3.0, the following are possible actions:

Admission by Exception

An applicant with a GPA above or equal to 2.7 but below 3.0 may be admitted by exception, upon recommendation by the graduate program.

Admission by Petition

An applicant with a GPA below 2.7 is considered inadmissible. However, the graduate program may petition the Graduate Admissions Office to re-evaluate the applicant. The petition should present evidence indicating the applicant's potential for successfully completing the intended degree objective. Examples of evidence include relevant letters of recommendation, education, training, experience or publications, etc.

4. Indicate the financial aid decision on the evaluation sheet, for admissible international applicants. In the case of a pending financial aid decision, the program should still indicate the recommended admissions action and return the application dossier to the Graduate Admissions Office. As soon as a financial aid decision is made, the graduate program must inform the Graduate Admissions Office.
5. Signs and makes copy of evaluation/review sheet to keep on file with the graduate program.
6. Retains transcripts that are stamped "Department Copy." (If transcripts are received by the graduate program, the program should send the transcripts to the Graduate Admissions Office, with institutional envelopes attached to the transcripts to certify that they are official.)
7. Returns the rest of the dossier to the Graduate Admissions Office.

Final Decision

Final admissions decisions rest with the Graduate Admissions Office, which takes into full consideration the recommendations of the graduate programs. Admission decisions may be based on a comparison of the relative merits of all applicants applying to the graduate program or to an area of concentration for that particular semester.

Admitted

The Graduate Admissions Office sends the following to applicants who have been admitted:

- An admission letter indicating the tuition status and course deficiencies (if any). A copy of the letter is sent to the graduate program.
- A Statement of Intention to Register.
- Instructions on how to download the required health form from the University Health Services' Web site.
- A form for the English Language Institute, if applicable.
- Visa documents, if applicable.

Denied

The Graduate Admissions Office sends a denial letter to the applicant. A copy of the letter is sent to the graduate program. Some of the common bases of denial are undistinguished academic records and poor standardized exam scores, inadequate preparation or background for advanced academic or professional study, unclear or unfocused graduate study objectives. In addition, applicants may be denied admission due to the inability of the graduate program to accommodate all qualified applicants, due to limited space or other resources or lack of faculty to advise the students in their specified areas of interest.