

*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 Veterans Administration 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. Please check with the new home institution.**

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

**Deadline to submit this Form:** April 1<sup>st</sup> for Summer or Fall Terms; November 1<sup>st</sup> for the Spring Term.  
**(Earlier deadlines may apply to restricted admission majors. Please check with the new home institution.)**

NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_  
Last First M.I. (UH ID, UH username, SSN)

UH email address: \_\_\_\_\_@hawaii.edu  
 Daytime Phone Number: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

EFFECTIVE TERM:     Fall 20\_\_\_\_             Spring 20\_\_\_\_             Summer 20\_\_\_\_

CURRENT HOME INSTITUTION (choose only one):

- |                                      |  |                                     |                                      |                                       |
|--------------------------------------|--|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Hawai`i CC  | <input type="checkbox"/> Kapi`olani CC | <input type="checkbox"/> Leeward CC | <input type="checkbox"/> Windward CC | <input type="checkbox"/> UH-West Oahu |
| <input type="checkbox"/> Honolulu CC | <input type="checkbox"/> Kaua`i CC     | <input type="checkbox"/> Maui CC    | <input type="checkbox"/> UH-Hilo     | <input type="checkbox"/> UH-Manoa     |

NEW HOME INSTITUTION (choose only one):

- |                                      |  |                                     |                                      |  |
|--------------------------------------|--|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Hawai`i CC  | <input type="checkbox"/> Kapi`olani CC               | <input type="checkbox"/> Leeward CC | <input type="checkbox"/> Windward CC |  |
| <input type="checkbox"/> Honolulu CC | <input type="checkbox"/> Honolulu CC Off-Campus Site | <input type="checkbox"/> Kaua`i CC  | <input type="checkbox"/> Maui CC     |  |

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  
 Applied Only/Not Awarded                       Yes, Receiving Aid

**Instructions:** Financial Aid is not transferable between institutions. You will need to contact the Financial Aid Office at your new home institution for instructions. **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: _____