

*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: \_\_\_\_\_ UH Number: \_\_\_\_\_  
Last First M.I.

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

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"/> UH-Maui College | <input type="checkbox"/> UH-West Oahu |
| <input type="checkbox"/> Honolulu CC | <input type="checkbox"/> Kaua'i CC     | <input type="checkbox"/> Windward CC | <input type="checkbox"/> UH-Hilo         | <input type="checkbox"/> UH-Manoa     |

**NEW HOME INSTITUTION** (choose only one):

*Changing your home institution may affect your graduation requirements. See your Academic Counselor for more information.*

- |                                      |  |                                     |  |  |
|--------------------------------------|--|-------------------------------------|--|--|
| <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"/> 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  
 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: _____	Banner ID _____
Requested: _____	Received: _____

SOAHOLD updated? _____	Effective Term: _____	Residency: _____
Approved by: _____	Secondary Curriculum updated? _____	Student Notified: _____