

New International Student Information



UNIVERSITY of HAWAII®

KAPI'OLANI
COMMUNITY COLLEGE

Paul S. Honda International Center

Aloha E Komo Mai!

**Welcome to the University of Hawai'i at
Kapi'olani Community College!**

**We are excited at your choice of Kapi'olani
Community College (KCC) as the institution to pursue
your academic studies.**

**Please carefully read through the New International
Student Information in preparation for your arrival to
the campus. The faculty, staff, and your fellow students
look forward to meeting with you soon.**



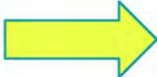
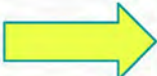


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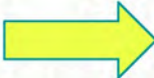

1. Check your Personal Information

When you receive your I-20, please be sure your surname, given name, country of citizenship, and date of birth match your passport

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0023452345			
 SURNAME/PRIMARY NAME Hong	 GIVEN NAME Gil Dong	Class of Admission F-1	
PREFERRED NAME Gil Dong Hong	PASSPORT NAME	ACADEMIC AND LANGUAGE	
COUNTRY OF BIRTH REPUBLIC OF KOREA (SOUTH KOREA)	 COUNTRY OF CITIZENSHIP REPUBLIC OF KOREA (SOUTH KOREA)		
 DATE OF BIRTH 01 JANUARY 1975	ADMISSION NUMBER		
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME		

Confirm the start date of the major / program

Always be sure to confirm the major and program start date listed on your I-20.

PROGRAM OF STUDY		
 EDUCATION LEVEL LANGUAGE TRAINING	 MAJOR 1 Second Language Learning 32.0109	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 27 JULY 2019
 START OF CLASSES 26 AUGUST 2019	 PROGRAM START/END DATE 26 AUGUST 2019 - 20 DECEMBER 2019	



Education Level

Associate's Degree: Associate program

:: Duration 28 months

Certificate of Achievement: Title Program

:: Duration 16 months

Language Training: Intensive English Program

:: Duration 4 months

After confirming the school official signature and your name, please sign your name and date the bottom of your I-20

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X

SIGNATURE OF: Sun Wook Kim, Educational Specialist

DATE ISSUED

29 June 2019

PLACE ISSUED

Honolulu, HI

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X

SIGNATURE OF: Gil Dong Hong

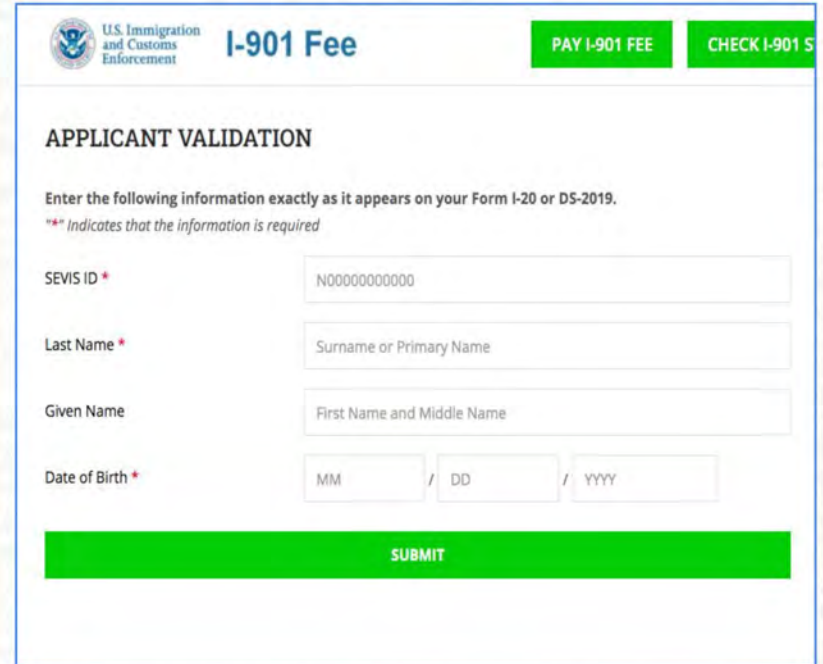
DATE

2. SEVIS Fee Payment

After confirming the name and date of birth on the I-20, please enter your Personal Information

For SEVIS ID: N00XXXXXXXX, enter the number in the upper left hand corner of the I-20

Kapiolani CC School Code:
"HHW214F00237000"



The screenshot shows the U.S. Immigration and Customs Enforcement (ICE) I-901 Fee payment interface. At the top left is the ICE logo. To its right is the text "U.S. Immigration and Customs Enforcement" and "I-901 Fee". On the top right, there are two green buttons: "PAY I-901 FEE" and "CHECK I-901 FEE". Below this is the "APPLICANT VALIDATION" section, which includes the instruction: "Enter the following information exactly as it appears on your Form I-20 or DS-2019." and a note: "** Indicates that the information is required". The form contains the following fields:

- SEVIS ID *: A text input field containing "N00000000000".
- Last Name *: A text input field containing "Surname or Primary Name".
- Given Name: A text input field containing "First Name and Middle Name".
- Date of Birth *: A date selection field with three sub-fields: "MM" (Month), "DD" (Day), and "YYYY" (Year), separated by slashes.

At the bottom of the form is a large green "SUBMIT" button.

3. VISA Interview

KCC will provide the I-20 form. You will need to make an appointment for an interview with the U.S. Embassy or U.S. Consulate in your country of residence overseas. The U.S. Embassy or Consulate will interview you for an F-1 visa. KCC does not provide guidelines for visa acquisition or entry, so it is recommended that you consult an immigration lawyer, if necessary.



4. Create UH Username and Password

Go to

<https://iam.its.hawaii.edu/access/sessionid=nobody/am-sso-check-status>

Check Status Form

First Name:
1

Middle Name (leave blank if none):
2

Last Name:
3

Identification Number:
(UH Number or Social Security Number) :
4

Re-enter Identification Number:

Date of Birth:

2-digit Month	2-digit Day	4-digit Year
5 <input type="text" value="10"/>	<input type="text" value="28"/>	<input type="text" value="1990"/>

1. **First Name**

(Given Name)

2. **Middle Name**

(If you have a middle name)

3. **Last Name**

(Surname)

4. **Identification Number**

(8-digit number)

Re-enter Identification Number

(Re-entry: 8-digit number)

5. **Date of Birth**

(Birthday)

Follow the steps and create the email address you will use as a student at the University of Hawaii

Check to verify whether your **UH email address and password** are active

*Log **out** of your personal Gmail and **in** to **UH Email**

<https://www.hawaii.edu/google/>

Email Address : XXXXXX@hawaii.edu

Password : Type your password

Home Directory MyUH Work at UH Apply

UNIVERSITY of HAWAI'I*

Search

Google@UH

Navigation
[Google@UH Consumer Apps](#)
[Google@UH Consumer Apps \(App\)](#)

Get Help

To learn how to use Google Apps for Education tools visit Google's [Help Center](#) or watch the Google Apps Tour.

Questions about Google@UH?

Contact the ITS Help Desk (808) 956-8883

Toll-free from neighbor islands: (800) 558-2669

Email: help@hawaii.edu

Quick Links

Click on an icon to directly access any of these Google Apps:

- [Gmail](#)
- [Calendar](#)
- [Drive](#)

5. Purchase Health Insurance :: Relation Insurance

All F-1 international students must purchase the mandatory international student health insurance through Relation Insurance. The insurance network for AY 2021-2022 is Blue Cross, Blue Shield. When receiving services, please be sure to inform your doctor or health service provider that your coverage is with Blue Cross, Blue Shield and NOT Relation Insurance.

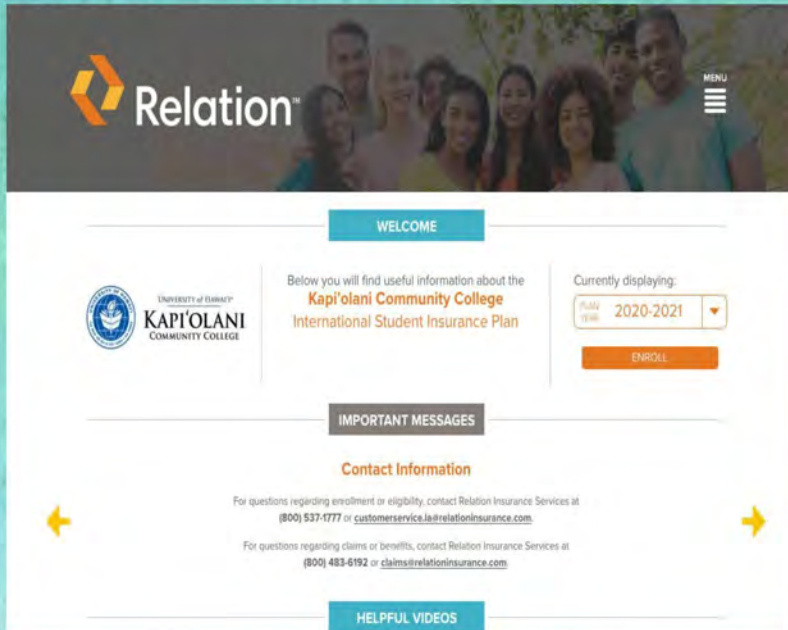
Students can register at the following website below, please register and purchase the health insurance, print out the receipt, and submit a copy of the receipt to hic@hawaii.edu.

If you need to visit a U.S. hospital or service provider for vaccines or other purposes, please be sure to print out your health insurance card through the Relations Insurance website and bring it with you.

www.4studenthealth.com/kapiolani

UH ID : XXXX-XXXX

UH Email : XXXXXX@hawaii.edu



The screenshot shows the Relation Insurance website interface. At the top left is the Relation logo, and at the top right is a MENU icon. Below the logo is a 'WELCOME' section. On the left is the Kapi'olani Community College logo. The main content area says 'Below you will find useful information about the Kapi'olani Community College International Student Insurance Plan'. To the right, it says 'Currently displaying:' followed by a dropdown menu set to '2020-2021' and an 'ENROLL' button. Below this is an 'IMPORTANT MESSAGES' section with 'Contact Information' and two lines of text: 'For questions regarding enrollment or eligibility, contact Relation Insurance Services at (800) 537-1777 or customerservice@relationinsurance.com.' and 'For questions regarding claims or benefits, contact Relation Insurance Services at (800) 483-6192 or claims@relationinsurance.com.' At the bottom is a 'HELPFUL VIDEOS' section.

6. Check your immune records and get vaccinated

International students must complete and submit the Health Clearance Form before enrollment!

**Returning KCC or UH system students who have not submitted Tdap and/or Varicella in the past MUST submit proof of vaccines*

Required Immune records to attend KCC are as follows

1. **TB (Tuberculosis) Skin Test : 1 time**
2. **MMR (Measles, Mumps, Rubella) : 2 shots**
3. **Tdap (Tetanus-diphtheria-pertussis) : 1 shot**
4. **Varicella (chickenpox) : 2 shots**
5. **COVID-19 Vaccination: 1 or 2 shots (based on vaccination recommendations) This is mandatory for all students on the UH Campus, beginning in Spring 2022.**



More about Immunization

The State of Hawaii Department of Health (DOH), the Hawai'i Administrative Rules, Chapter 11-157 requires all students to meet health requirements before they attend any post-secondary institution in the State of Hawaii. For more information, please contact the State of Hawaii Tuberculosis Control Branch at (808) 832-5731 and Immunization Branch at (808) 586-8331.

- ✓ **TB** (Tuberculosis)
TB Clearance MUST be obtained by a U.S. Licensed Medical Doctor within 1-year prior to the start of instruction OR administered overseas by a U.S. Licensed Medical Doctor (license number required)
- ✓ **MMR** (Measles-Mumps-Rubella)
Two doses of MMR vaccine are required. Students born before 1957 are exempt from this immunization requirement. IgG blood tests are no longer accepted.
- ✓ **Tdap** (Tetanus-diphtheria-pertussis)
One dose of Tdap is required.
- ✓ **Varicella** (Chickenpox)
Two doses are required OR a signed, documented diagnosis or verification of a history of vaccine disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination. UH does NOT accept Titers test for proof of immunity

Failure to comply with the State of Hawai'i Department of Health requirements will result in the College disenrolling you from your classes

More about Immunization Information

1. Find a U.S. licenced doctor in your home country
2. Request the U.S. licenced doctor to verify your original vaccination records and fill out and sign the UH Health Clearance Form. *Take remaining vaccination shots, if needed
3. If you cannot find a U.S. licenced doctor in your home country, bring your original vaccination records to Hawaii
4. Visit clinic/hospital in Hawaii and request to verify your vaccination shots and fill out and sign the UH Health Clearance Form. *Take remaining vaccination shots, if needed

* Vaccine Order example if you plan to do in Hawaii

TAKE YOUR HEALTH VACINATIONS IN THE RIGHT ORDER

***** IMPORTANT *****

You MUST take TB, Tdap, MMR (1st shot), and Varicella (1st shot) in order to register classes.
Any vaccinations taken outside of the U.S. must be approved and signed by a U.S. licensed physician.

OPTION 1

STEP 1

Take ONLY TB vaccination shot.

STEP 2

Take all 3 vaccination shots after TB results day.

Take all 3 vaccination shots on the same day and at the same location

- Tdap
- MMR (1st shot)
- Varicella (1st shot)

STEP 3

Take remaining vaccination shots 30 days after first vaccination shots.
(Same day, same location)

- MMR (2nd shot)
- Varicella (2nd shot)

OPTION 2

STEP 1

Bring original vaccination records from your overseas doctor.

STEP 2

Find a U.S. licensed physician who can verify your vaccination shots from overseas and sign the UH Health Clearance Form.

STEP 3

Take ONLY TB vaccination shot.

STEP 4

Take all 3 vaccination shots after TB results day.
Take all 3 vaccination shots on the same day and at the same location.
(You may skip vaccination shots that a U.S. licensed doctor verified)

- Tdap
- MMR (1st shot)
- Varicella (1st shot)

STEP 5

Take remaining vaccination shots 30 days after first vaccination shots.
(Same day, same location)
(You may skip vaccination shots that a U.S. licensed doctor verified)

- MMR (2nd shot)
- Varicella (2nd shot)



Covid-19 Vaccine

According to Dr. David Lassner, President of the University of Hawai'i System, Students newly accepted and/or continuing students enrolled in the Spring 2022 semester **must be fully vaccinated in order to attend in-person/hybrid classes and to be on campus.**

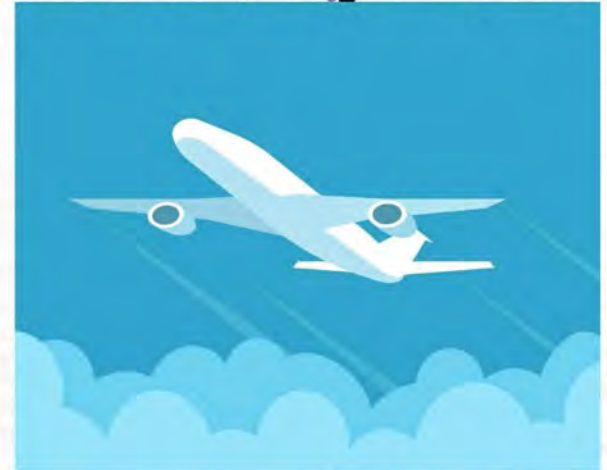
Face covering requirements will adhere to State of Hawai'i Department of Health guidelines and requirements, which will be influenced by the state of the pandemic and scientific understanding of the virus and disease.

7. Book a flight

When entering the United States as an international student, entry is permitted 30 days before the first day of instruction (program start date on your I-20)

**Example : Class start: January 10, 2022
You cannot enter the country before
December 11, 2021**

**The date of entry is stated in your I-20 as
“earliest admission date” so make sure
you do not make a mistake**



8. Housing



UH Community College does NOT provide students with a place to live, such as a dormitory. Please secure your housing directly.

Popular housing arrangements for international students include:

- a) **Homestay** (living with a host family)
- b) **House share** (living with other students)
- c) **1 person living** (living on your own)

9. Port of Entry

Documents required when entering the United States

1. **Passport**
2. **Student VISA**
3. **Original I-20**
4. **SEVIS Fee payment receipt (I-94)**



In some cases, you may be asked questions at the U.S. Embassy / U.S. Consulate, or U.S. Customs and Immigration Services so familiarize yourself with the content of the interview you conducted when you obtained your visa so that you will not be denied entry into the country.

-CANADIAN citizens do not need F-1 visa. However, students need to make sure to present KCC's I-20 at the port of entry in order to receive F-1 status on I-94

10. Orientation

All international students must attend an orientation hosted by Paul S. Honda International Center

You must participate in ALL orientations



Check the back of the Acceptance Letter for the orientation (F-1 Check-in and Advising AND Registration sessions) schedule

1st : F-1 Check-in Session (F-1 rules and confirmation of required documents)

--Visa, address confirmation, insurance coverage confirmation, immunity related documents confirmation, Permanent Student Record documents etc.

2nd : Advising AND Registration (class registration session)

--After submitting the required documents, register for classes with First Year Experience Counselors

* Intensive English Program (IEP) students have already been registered by the university. IEP student also must submit all required documents otherwise University won't register classes and this cause termination of their I-20.

11. Placement Test



Students under the Credit Program (ESOL 94) are able to take English and Math classification tests

We recommend that you take the English Placement Test before you register for courses and after entering the United States

The tests are Reading (1 hour) and Writing (1 hour)

Reading is a method of writing essays on a given topic, with multiple choice questions about grammar



KCC has two types of placement Test

1. **ACCUPLACER Test** and
2. **EdReady Test**

This is Screenshot of ACCUPLACER

Exam Registration

- 1 What Test Are You Taking? (required)
Placement Tests
- 2 Choose a group (required)
Accuplacer Tests
- 3 Choose an exam (required)
00006 ACCUPLACER - MATH, ESL READING AND W
- 4 Choose a Date (required)
Example: Wednesday, July 28, 2021

1. ACCUPLACER Test

A student who placed into ESOL94 --->

thinking of skipping their ESOL94 class and wants to place into **ESL 100** --->

Take **ESL and MATH test at the same time at ACCUPLACER**

This Test is taking place at KCC Library

Schedule testing appointment : <http://www.registerblast.com/Kapiolani>

Under step 3 of the registration process, they will select the following test:

00006 ACCUPLACER - MATH, ESL READING AND WRITEPLACER

2. EdReady Test

A student who placed into ESOL94 --->

thinking of skipping their ESOL94 classes and wants to place into **ENG100** --->

Take **ENGLISH and MATH test at the same time at Edready**

This Test is able to take from your home

Create an Edready Account and take tests at home : <http://uhcc.edready.org>

Edready Tutorial https://youtu.be/fs6_SmlBduA

If you have previously attended University or College abroad and would like to transfer your credits, prepare the following materials :

- Official transcript(s) and English translations**
- Course descriptions and English translations**

**Please email Mr. Shawn Yacavone at yacavone@hawaii.edu
For more detailed information.**



12. Registration for Classes (until 5/13/2022)

International students are required to enroll into a minimum of 12 credits per semester in order to maintain a full-time status. (SEVIS will provide new guidance for Summer 2022 and Fall 2022. Please continue to monitor your hawaii.edu email for updates)

Spring/Fall Semester

Minimum 12 credits

3 credit in-person/hybrid

9 credit online (www) or in-person or hybrid

Summer Semester

Summer is optional

If summer is your first semester, you must take **minimum 6 credits**

*** Currently, due to the influence of the new coronavirus, current/continuing students are allowed to take all classes online**

Newly admitted international students must register in at least 1 face-to-face or hybrid class and must remain in the U.S. during this initial semester.

13. Register Classes

Students are be able to register, add or change class sections only during the first week of the semester (During this period, determine if the classes suits your abilities. We called this “correction period”. Make sure that you have registered 12 credits or more (of which 3 credits or more are face-to-face/hybrid classes until 5/13/2022) during this period.



After the correction period, a fee will be charged if you drop below 12 credits. This is a violation of your F-1 status and will trigger a guidance email from HIC.

14. Pay Tuition



Payment Link:

<https://myuh.hawaii.edu/launch-task/all/pay-tuition>

Two payment methods

Payment online:

Credit Card, Debit Card (BC, Visa, Master)

Payment at Cashier Office:

Cash or personal check

***UH does not accept American Express**

15. Drop and Add Classes

All students are able to drop or add classes the first of week of each semester. New students instruct how to do this process during the Advising AND Registration session.

International students must take 12 credits or more each semester. Students who have registered only 12 credits cannot cancel/drop the class. Please consult HIC before changing your class schedule.

If you have less than 12 credits per semester, you will be sent a guidance email and ask to retake the classes.

I-20 may be canceled if there is no application for re-attendance



Prepare for F-1 Check-in and Advising AND Registration Sessions

New International Students, Returning Students, and Transfer Students must attend F-1 Check-in and Advising AND Registration Sessions!

F-1 Check-in session is conducted by Paul S. Honda International Center via ZOOM (Zoom is scheduled for Hawaii Standard Time. Students are able to attend F-1 Check-in from their home country, but confirm the time difference between Hawaii and their home country.

Advising AND Registration session is conducted by the First Year Experience Counselors via ZOOM and in-person.

Zoom Link or other information will be emailed to students as the orientation date approaches.

In order to complete your class registration during the Advising AND Registration session, students must submit all required documents to Paul S. Honda International Center in a timely manner. Please follow the **F-1 Check-in session CHECKLIST** and be ready to submit on time!

Missing and incomplete documents or not attending the F-1 Check-in and Advising AND Registration session will result in a **“Failure to Enroll”** and the school will terminate a student’s I-20.

16. F-1 Check-in session CHECKLIST

You **MUST PREPARE** the following documents for the F-1 Check-in Session

✓	Documents
	Copy of Kapi'olani CC I-20 (<u>page 1 only</u>) : Sign your I-20 first. Copy <u>after</u> entering the U.S.
	Copy of passport photo page
	Copy of F-1 visa page : Copy <u>after</u> entering the U.S. Include the stamp of your most <u>current arrival date.</u>
	Copy of Relation Health Insurance receipt
	Acceptance Letter : The letter sent with your I-20
	Address and phone number in the U.S. (Include street address and zip/postal code)
	Permanent Student Record (PSR) Form
	Health Clearance Form : <u>All Health Clearance documents must be verified by a U.S. Licensed Medical Doctor</u>

Paul S. Honda International Center will email you more details of orientation (F-1 Check-in and Advising AND Registration sessions) 3 - 4 weeks before the semester starts!

Please check your personal email that you submit on the admission application and your UH email frequently!

If you have any questions please feel free to contact us!

hic@hawaii.edu or 808-734-9312