

# 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 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, deadline dates (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 O`ahu

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

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   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.  
 YES, aid awarded

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	_____ TB Cleared
_____ Processed By	_____ Student Type	_____ MMR Cleared
_____ Processed Date	_____ SPAAPIN	_____ SOAHOLD