



Completing the PACE Credit Conversion Form

To convert your PACE workshops to community college credit you need to complete the **Honolulu Community College Application to Receive College Credit for Non-Credit PACE Workshops**, shown below, and you may also need to complete the **UH System Application Form**, see page 3. The Credit Conversion Process is on page 2. All 16 workshops for a course must be completed and capstone workshops passed before converting to credit.

Use your UH (Banner) ID number. If you do not know your ID number leave this blank and the PACE office will input it.

If you do not have a UH ID number, use your social security number.

Check **Yes** if you have completed an on-campus credit course at Honolulu Community College or have previously converted PACE Workshops.

Not sure of the semester/year? The PACE Office will input it.

PACE
PROFESSIONAL AND CAREER EDUCATION
FOR EARLY CHILDHOOD

Credit Conversion Form

Honolulu Community College Application to Receive College Credit for Non-Credit PACE Workshops

Instructions

Only certain courses offered through the Early Childhood Education Program at Honolulu Community College have been articulated for conversion to credit hours. In some cases, a group or series of non-credit courses are equivalent to a credit course. In this case, no partial credit will be awarded if the entire series is not completed.

Students must complete the Student Application section of this form (Part I) and submit it to the PACE Office along with a University of Hawai'i System Application form, if necessary. The PACE Academic Coordinator will complete the Academic Coordinator Certification and forward it to the Program Dean. The form will then be submitted to the Honolulu Community College Student Records Office for posting of official credits earned.

If the request is not approved, the PACE Office will notify the student. If the request is approved, the credit course will be noted on the student's academic record, and will be shown with a "CR" (credit) grade. Letter grades will not be awarded.

PART I. Student Application

Social Security Number: _____ Name: _____
or Student I.D. Number _____

Mailing Address: _____

Have you ever completed credit courses at Honolulu Community College?
____ No ____ Yes If yes, semester/year _____

Title(s) of non-credit course(s) completed:	Date(s) completed:

I want to apply for college credit for the above course(s) which I completed in the PACE Program (non-credit) at Honolulu Community College. I understand, if approved, I will receive a "CR" grade for the credit course.

Signature: _____ Date: _____

Include your full name and **mailing** address with the **City, State** (if not Hawai'i), and **Zip Code**.

Not sure when you completed? Let the PACE office input this.

Please remember to sign the form.

List the title(s) of the PACE non-credit course(s) you are converting:

- ECED 105 Introduction to Early Childhood Education
- ECED 110 Developmentally Appropriate Practices
- ECED 131 Early Childhood Development
- ECED 140 Guiding Young Children in Group Settings
- ECED 152 Early Literacy Development
- ECED 170 Introduction to Working with Infants and Toddlers

Mail your completed Credit Conversion Form and UH System Application to:

Cyndi Uyehara/PACE Program
Honolulu Community College
874 Dillingham Blvd.
Honolulu, Hawai'i 96817

Do not email documents containing your social security number or your UH ID number. It is not secure.



Credit Conversion Process:

1. The PACE office will verify completion and payment of all workshops and capstones.
2. The HonCC Tech II Dean of Instruction's office will assign the course number for the transcript and approve the application for credit.
3. The Admissions office will verify your residency from the UH System Application form.
4. The Records office will list the equivalent course on your official HonCC transcript.
5. Letter grades are not given for PACE courses. You will receive a "Cr" indicating you have received credit for the course(s).
6. For Hawai'i residents there is no additional fee to convert.
7. Nonresidents pay an applicant fee of twenty-five dollars (\$25.00). This fee is non-refundable, non-transferable, and paid each time you apply. A money order or certified check payable to the "*University of Hawai'i*" must accompany the UH System Application Form.
8. If you are a member of the United States Armed Forces, or a dependent of such a member stationed in the State of Hawai'i, verification of the military assignment and a copy of the military orders must be submitted with the application. See page 2 of the UH System Application Form, Residency Declaration.
9. Once your credit conversion has been approved and processed, you will receive a report listing the course(s) converted, and can then request an official transcript through the HonCC Records Office. You may also log on to your **My UH Portal** account, if you have one or you can create one. The link is on the HonCC Web site, www.honolulu.hawaii.edu.
10. The transcript fee is \$5.00 per copy or \$15.00 per copy for rush request (mailed within 24 hours). Download the transcript request form from **www.honolulu.hawaii.edu** click on **Services for Students** then click on **Records Office**. Mail the transcript request form to the address on the form.

The credit conversion process takes about three to six weeks.

Contact the PACE Office when you need the conversion completed by a certain date.

Conversions are not processed during the Spring and Winter breaks or over the Summer when the PACE Office is closed.

Completing the UH System Application Form to Convert PACE Non-credit Courses to Credit



You will need to complete the UH System Application form **unless**:

You are currently enrolled on-campus in the Honolulu Community College credit program.

You converted the previous or current semester.

If you are enrolled at a different UH campus, you will need to complete the UH System Application form for Honolulu Community College.

Submit the UH System Application Form with your Credit Conversion form to the PACE Office address on page 1.

Complete your personal information.

See page 4 for Race Category Codes.

List any colleges or universities you have attended.

Do not include PACE unless you have previously converted.

List any college or university you are currently enrolled in.

Do not include PACE. PACE is non-credit.

Campus: HonCC

Major: ECE

Certificate/Degree: CC (Certificate of Completion) or AS

Date & Sign

The form is titled 'UNIVERSITY OF HAWAII System Application Form'. It contains various sections for personal information, education history, and current enrollment. Arrows from the text blocks point to specific sections: 'Complete your personal information' points to the top section; 'List any colleges or universities you have attended' points to the 'LIST EVERY COLLEGE, UNIVERSITY, BUSINESS AND POST-SECONDARY SCHOOL' section; 'List any college or university you are currently enrolled in' points to the 'COMPLETE THIS SECTION IF YOU ARE CURRENTLY ENROLLED IN A COLLEGE OR UNIVERSITY' section; 'Campus: HonCC' points to the 'CAMPUS' field; 'Major: ECE' points to the 'MAJOR' field; 'Certificate/Degree: CC (Certificate of Completion) or AS' points to the 'CERTIFICATE/DEGREE' field; and 'Date & Sign' points to the signature line at the bottom.

Residency Declaration must be completed.

Please submit the \$25.00 non-residency fee if you are not a Hawai'i resident. Make checks out to **University of Hawai'i**.

Complete Sections A to E

Section C, #1 to #5, **third** column is required. Section D, publicly supported post-secondary institutions are state funded college/universities, do not list private institutions. If applicable, check **Tuition Paid**. Do **not** include PACE.

Definition of Hawai'i Residency is included in the **Residency Regulations** (condensed) in this packet, see page 10.

If you have filed Personal Income Tax in Hawai'i for **two years or less**, you will need to obtain a **Tax Clearance Application** (Form A-6) from the State of Hawaii Department of Taxation. Contact the PACE Office for more information.

The form is titled 'RESIDENCY DECLARATION'. It contains sections A through E for claiming residency. Section A is for claiming residency in Hawaii or another state/country. Section B is for checking boxes for residency status. Section C is for claiming legal residency in the state of Hawaii. Section D is for listing publicly supported post-secondary institutions. Section E is for indicating exemptions from the non-resident tuition differential. Arrows from the text blocks point to specific sections: 'Be sure to include the State you filed taxes in and the years.' points to Section C; 'Sign & date' points to the signature line at the bottom.

Be sure to include the **State** you filed taxes in and the **years**.

Sign & date



Completing the UH System Application Form to Convert PACE Non-credit Courses to Credit, continued

The gender, ethnic background, and race of each applicant is collected for data-gathering and state and federal report purposes. This information does not affect the determination of admission.

ETHNICITY: Check the appropriate box on the application.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race Category Codes

Select one or more of the following and circle the code(s) on page one of the UH System Application Form:

AA	African American or Black
AI	American Indian/Alaskan Native
CA	Caucasian or White
CH	Chinese
FI	Filipino
GC	Guamanian or Chamorro
HW	Native Hawaiian/Part-Hawaiian/Mixed Hawaiian
IN	Asian Indian
JP	Japanese
KO	Korean
LA	Laotian
MC	Micronesian
OA	Other Asian
OP	Other Pacific Islander
SA	Samoan
TH	Thai
TO	Tongan
VI	Vietnamese



Credit Conversion Form

Honolulu Community College Application to Receive College Credit for Non-Credit PACE Workshops

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If the request is not approved, the PACE Office will notify the student. If the request is approved, the credit course will be noted on the student's academic record, and will be shown with a "CR" (credit) grade. Letter grades will not be awarded.

PART I.

Student Application

Social Security Number: _____
or Student I.D. Number _____ Name: _____

Mailing Address: _____

Have you ever completed credit courses at Honolulu Community College?

☐ No ☐ Yes If yes, semester/year _____

Title(s) of non-credit course(s) completed: (Click on arrow for course options)	Date(s) completed
ECED 105 Introduction to Early Childhood Education	
*	
*	
*	
*	

I want to apply for college credit for the above course(s) which I completed in the PACE Program (non-credit) at Honolulu Community College. I understand, if approved, I will receive a "CR" grade for the credit course.

Signature: _____ Date: _____

**UNIVERSITY OF HAWAI'I**

System Application Form

PLEASE TYPE OR PRINT CLEARLY IN INK. COMPLETE BOTH SIDES OF THIS FORM, DETACH, AND SUBMIT TO THE CAMPUS ADMISSIONS OFFICE. TO APPLY ONLINE, VISIT www.hawaii.edu/admissions

SOCIAL SECURITY NUMBER ____/____/____		LEGAL NAME: LAST/FAMILY		FIRST/GIVEN	FULL MIDDLE	ANY OTHER NAMES USED ON TRANSCRIPTS, ETC.	
CURRENT MAILING ADDRESS: NUMBER STREET				CITY OR PROVINCE	STATE OR COUNTRY	ZIP/POSTAL CODE	UNTIL month/day/year
PERMANENT MAILING ADDRESS: NUMBER STREET				CITY OR PROVINCE	STATE OR COUNTRY	ZIP/POSTAL CODE	PHONE (home)
							(cell)
							(work)
GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	BIRTHDATE month/day/year ____/____/____	BIRTHPLACE (state or foreign country)	CITIZENSHIP <input type="checkbox"/> USA <input type="checkbox"/> OTHER _____ (specify country)		NON-US CITIZEN—VISA TYPE (attach copy of green card, if any) <input type="checkbox"/> STUDENT VISA <input type="checkbox"/> Permanent Resident—DATE REC _____ <input type="checkbox"/> OTHER (specify) _____		
WERE ANY OF YOUR ANCESTORS HAWAIIAN? <input type="checkbox"/> Yes <input type="checkbox"/> No		ETHNICITY (check one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	RACE (check one or more) See instructions on page 4 for listing <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		E-MAIL ADDRESS		
NAME OF HIGH SCHOOL GRADUATED/WILL GRADUATE FROM				CITY	STATE/COUNTRY	MONTH/YEAR GRADUATED/WILL GRADUATE ____/____/____	

LIST EVERY COLLEGE, UNIVERSITY, BUSINESS AND POST-SECONDARY SCHOOL ATTENDED, INCLUDING ANY UH CAMPUS, AND THE ONE YOU ARE CURRENTLY ENROLLED IN, IF ANY.

NAME OF INSTITUTION (Do not use abbreviations) LIST MOST RECENT FIRST	CITY/STATE OR CITY/COUNTRY	ATTENDED/ ATTENDING		MAJOR	NAME OF DEGREE, DIPLOMA, OR CERTIFICATE	MONTH/YEAR EXPECTED OR RECEIVED
		FROM MONTH/YR	THROUGH MONTH/YR			
						____/____/____
						____/____/____
						____/____/____
						____/____/____
						____/____/____

COMPLETE THIS SECTION IF YOU ARE CURRENTLY ENROLLED IN A COLLEGE OR UNIVERSITY (attach additional sheet if necessary).

NAME OF COLLEGE OR UNIVERSITY CURRENTLY ATTENDING		LOCATION (CITY/STATE)		TERM/YEAR CURRENTLY ENROLLED IN	
COURSES CURRENTLY ENROLLED IN COURSE TITLE Example: World Civilization I	DEPARTMENT History	COURSE NO. 151	CREDIT HOURS 3 sem hrs		

IF YOU HAVE PREVIOUSLY APPLIED FOR ADMISSION TO A UH CAMPUS, INDICATE THE SEMESTER, YEAR, AND DECISION TAKEN.

CAMPUS APPLIED TO _____ SEMESTER/YEAR _____	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED	DO YOU PLAN TO ATTEND: <input type="checkbox"/> DAY CLASSES <input type="checkbox"/> EVENING CLASSES <input type="checkbox"/> BOTH
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LIST YOUR CHOICE OF CAMPUSES, MAJORS, AND CERTIFICATES/DEGREES YOU ARE SEEKING.

CAMPUS	MAJOR	CERTIFICATE/DEGREE
Honolulu Community College	Early Childhood Education	

APPLICANT'S CERTIFICATION

I certify that the responses provided on the System Application Form are complete and true to the best of my knowledge and belief. I understand that providing incomplete, incorrect, or false information may result in the rescission or denial of my admission and subject me to the requirements and/or disciplinary measures as provided under the University's Student Conduct Code. I agree to produce certified documents relative to the determination of my residency status upon request and that the provision of incorrect information regarding my residency declaration will also subject me to the requirements and/or disciplinary measures provided for in the University's rules and regulations governing the determination of residency for admission and tuition purposes. Further, I understand that the UH System shares a common database and information pertaining to me may be accessed by all UH campuses.

Date _____ Signature _____

CONTINUE ON REVERSE SIDE ►

FOR OFFICE USE ONLY

ID _____	TUITION STATUS	FEE PAYMENT Rec'd _____ # _____ By _____
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RESIDENCY DECLARATION

APPLICANT NAME: _____
Print Legal Last Name, First Name, Full Middle Name

SECTION A I Claim Legal Residency In (check one):

- ☐ Hawai'i
☐ Other State or Country (specify and complete Section E only): _____

Residency Based on (check one):

- ☐ My Parent (I am under 18 and not married)
☐ Myself and Parent (I am 18, not yet 19 and not married)
☐ Myself (at least 19 or married)
☐ My Legal Guardian (submit court ordered appointment)

SECTION B Check one box that applies:

- ☐ I am not claimed as a dependent on my parents'/legal guardians' personal State income tax for 2022
☐ I am claimed as a dependent on my parents'/legal guardians' personal **Hawai'i** State income tax for 2022 (parent/legal guardian complete Section C)
☐ I am claimed as a dependent on my parents'/legal guardians' personal State income tax for 2022 for a state other than Hawai'i

SECTION C	PARENT/LEGAL GUARDIAN complete if applicant less than 19 or claimed applicant	ALL APPLICANTS must complete
1. I claim legal Residency in the State of _____	State: _____ Since (mo/yr): _____	State: _____ Since (mo/yr): _____
2. I have been present in Hawai'i continuously	Since (mo/yr): _____	Since (mo/yr): _____
3. I filed Personal Income Tax in the State of _____	State: _____ <input type="checkbox"/> Never Filed Year From: _____ To: _____	State: _____ <input type="checkbox"/> Never Filed Year From: _____ To: _____
4. I registered to vote in the State of _____	State: _____ <input type="checkbox"/> Never Reg'd Date (mo/yr): _____	State: _____ <input type="checkbox"/> Never Reg'd Date (mo/yr): _____
5. I last voted in the State of _____	State: _____ <input type="checkbox"/> Never Voted Date (mo/yr): _____	State: _____ <input type="checkbox"/> Never Voted Date (mo/yr): _____
6. Other (e.g. employment, public assistance, SSI)		
7. Signature and Date		
8. Parents'/Legal Guardians' Citizenship	<input type="checkbox"/> US <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other (specify): _____	
9. Relationship to Applicant		

SECTION D Name your last publicly supported post-secondary institution attended or currently enrolled (include UH campus):

Institution: _____ State or Country: _____ Attended From: _____ To: _____
Tuition Paid: ☐ Resident ☐ Nonresident ☐ Resident due to nonresident exemption based on: _____

SECTION E Indicate if any of the following exemptions from the nonresident tuition differential apply to you:

- ☐ do not qualify for any of the exemptions below
☐ am a full-time faculty or staff member of the University of Hawai'i, or a spouse or legal dependent of such person (*Attach employment contract*)
☐ am Hawaiian and **not** a Hawai'i resident (*Attach an official copy of your Birth Certificate, and if necessary, that of your parents/grandparents documenting Hawaiian ancestry*)
☐ I am a citizen of _____ which has no public institution of higher education granting baccalaureate degrees (See page 7)
☐ I am a member or authorized dependent of a member of the U.S. armed forces, on active duty, stationed in Hawai'i, (*Complete Verification of U.S. Armed Forces below*)
☐ I am a member of the Hawai'i National Guard or Hawai'i-based Reserves. (*Complete Verification of U.S. Armed Forces below*)

VERIFICATION OF U.S. ARMED FORCES – attach Military Orders

Permission is hereby granted to release information to UH Campus:

Member's Relationship to Applicant:

Applicant's Signature: _____

☐ Self ☐ Spouse

Military Member's Signature: _____

☐ Parent ☐ Other (specify) _____

To be completed by the Member's Commanding Officer:

Name, Rank, & Branch of Service of member of the U.S. Armed Forces on active duty stationed in Hawai'i, or member of the Hawai'i National Guard or Hawai'i-based Reserves

Estimated Date (mm/dd/yyyy): _____
Rotation from Hawai'i or separation from military service, whichever is earlier (Do Not Use "Indefinite" Or Leave Blank)

Signature of Commanding Officer

Date

Rank and Branch of Service in Hawai'i

Print Name

Phone Number of Branch of Service in Hawai'i

NOTICE TO APPLICANTS FOR ADMISSION

USE OF SOCIAL SECURITY NUMBER

The University of Hawai'i ("University") is committed to safeguarding the privacy of personal and confidential information of its students, employees, alumni, and other individuals associated with the University. In the normal practice of conducting official University business, the University collects and maintains confidential information relating to its students, including a student's Social Security Number (SSN). The University requests that a student provide a SSN at the time of application to the University. The SSN is not required for enrollment, however, the University is required by federal law to report to the Internal Revenue Service ("IRS") the SSN and other information for tuition-paying students. Federal law also requires the University to obtain and report to the IRS the SSN for any person to whom compensation is paid. Due to the practical administrative difficulties which the University would encounter in maintaining adequate student records and processing financial transactions without the SSN, the University will continue to collect SSNs as permitted by law for official use within the University system. Providing the University with your SSN ensures that University programs and services are available with the least delay.

Students will be assigned a University-generated student identification number upon enrollment, which will be used as the primary identifier. The SSN will not be used as the primary identifier of students associated with the University. The SSN will be used in activities, including but not limited to, matching and reconciling documents in order to determine eligibility for admission and financial aid, to determine residency for tuition purposes, to comply with federal and/or state law reporting requirements (e.g. for financial aid, Internal Revenue Service mandates, Taxpayer's Relief Act of 1997, USCIS), and in accordance with the Family Educational Rights and Privacy Act. The SSN will not be disclosed to any persons outside the University system, except as allowed by law or with permission from the individual. This policy does not preclude, if a primary means of identification is unavailable, the University from using the SSN as needed to conduct official University business.

NONDISCRIMINATION AND AFFIRMATIVE ACTION

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University's programs, activities, and services. For more information on equal opportunity policies, Title IX and ADA/Section 504 Coordinators, and University

complaint procedures, visit the following website: www.hawaii.edu/eeo, or contact:

Office of the Vice President for Student Affairs
University of Hawai'i
2444 Dole Street
Honolulu, HI 96822
Phone: (808) 956-8753

SELECTIVE SERVICE REGISTRATION OF MALES 18 THROUGH 25

Males aged 18 - 25 are required by federal law to register with the Selective Service. Registration can be done via the web at www.sss.gov

EMPLOYMENT OF GRADUATES

Section 177.64 of the Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1) requires that participating institutions make a good faith effort to present each prospective student, prior to the time the prospective student obligates himself or herself to pay tuition, with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with

particular emphasis on those programs in which the prospective student has expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, an applicant (prospective student) is advised to secure copies of the current catalog of each of the campuses of the University of Hawai'i at which the applicant is seeking admission in order to gain information describing the nature of the campus, its academic and student service programs, its faculties, and its facilities. Further, each applicant is advised to contact the Director of Placement at each of the campuses of the University of Hawai'i at which the applicant is seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which the applicant is seeking also to enroll.

Information on campus security is available upon request from the campus Admissions Office.

The refund policy is available upon request from the campus Business Office.

AVERAGE GRADUATION AND PERSISTENCE RATES OF FALL COHORTS

The table shows the percentage of full-time, first-time, certificate or degree-seeking undergraduates entering in fall semesters who have graduated or are still enrolled.

The rates are 6 years after entry for UH-Mānoa and UH-Hilo. For the UH-Community Colleges, the rates are for cohorts completing within 150% of normal time to completion. All rates are average rates for cohorts noted.

	Average Rates	
	Graduation	Persistence
Six years after entry, 1994-2004 cohorts:		
University of Hawai'i at Mānoa	52%	10%
University of Hawai'i at Hilo	32%	7%
Completing within 150% of normal time to completion, 1997-2007 cohorts:		
UH Community Colleges	14%	20%
Hawai'i Community College	21%	15%
Honolulu Community College	13%	18%
Kapi'olani Community College	13%	25%
Kaua'i Community College	16%	18%
Leeward Community College	12%	24%
Maui College	20%	16%
Windward Community College	10%	18%

Graduation rates (for the most recent cohort) are 50% at UH Mānoa and 33% at UH Hilo for the Fall 2004 cohort six years after entry, and at the UH community colleges for the Fall 2007 cohort completing within 150% of normal time to completion: 16% overall, 21% at Hawai'i CC, 11% at Honolulu CC, 17% at Kapi'olani CC, 21% at Kaua'i CC, 12% at Leeward CC, 26% at Maui College, and 9% at Windward CC. UH West O'ahu began admitting first-time students in Fall 2007 and is not included here since graduation and persistence rates are not yet available.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual behavior.

Source: Univ. of Hawai'i, Institutional Research and Analysis Office; February 2011

RESIDENCY REGULATIONS (condensed)

(The residency rules and regulations may be subject to change)

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAI'I RESIDENCY

A student is deemed a resident of the State of Hawai'i for **tuition purposes** if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

- (1) **Demonstrated intent** to permanently reside in Hawai'i (see below for evidences);
- (2) Been **physically present** in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
- (3) The student, whether adult or minor, has **not been claimed as a dependent for tax purposes** for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i your legal residency, the following evidence apply:

- A. Filing Hawai'i resident personal income tax return
- B. Voting/registering to vote in the State of Hawai'i

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may apply, but **no single act is sufficient to establish residency in the State of Hawai'i**.

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and residency in another place cannot be held simultaneously.
- C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. **A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.**
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

BOARD OF REGENTS EXEMPTIONS

1. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:

- A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty
- B. Members of the Hawai'i National Guard and Hawai'i-based Reserves
- C. Full-time employees of the University of Hawai'i and their spouses and legal dependents
- D. East-West Center student grantees pursuing baccalaureate or advanced degrees
- E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:

American Samoa
Commonwealth of the Northern Marianas
Cook Islands
Federated States of Micronesia
Futuna
Kiribati
Nauru
New Caledonia
Niue
Republic of Palau
Republic of the Marshall Islands
Solomon Islands
Tokelau
Tonga
Tuvalu
Vanuatu
Wallis

This list is subject to change. For a current list, eligibility and documentation requirements, please contact the Admissions Office of the campus you are applying to.

MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday.