For more information on the HPU application process: click here.

1. To build an HPU Online Application: http://www.hpu.edu/apply, click “Apply” in the Visiting area.

2. You will be redirected to our Sign-In page for the Admissions Application: hpu.edu/app. Click on “Sign Up” to create an account.
3. Fill in the information requested about the student. Be sure to use the student’s own personal email to create their account as each application needs to be created with a unique email address.

4. An email message will be sent to the email you provided with a link to create your application password. Once created, return to the following URL: http://hpuapp.force.com/apply to sign into your created account.

5. Click create new application, and a series of questions will be prompted.
• Visiting students will always be:
  - Applying “without the intention of pursuing a degree at HPU”
  - A “student abroad/exchange student (short-term)”
  - And planning to take courses “on-campus”
  - The term can be either Spring 2019 or Fall 2019

6. Personal Information:
   - The student’s First Name and Last Name must match up to the name as listed on their passport.
   - Citizenship would be “Other (Non-US)”

7. Mailing Address and Contact Information:
   - Mailing Address: Information like your acceptance letter will be sent to the address listed here
   - Permanent Address: Student’s permanent address

8. Citizenship:
   - Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form?: “No”
   - Are you working with an educational agent?: [select agency name in the drop-down]
   - Agent/Coordinator Email Address: [type in the agent’s primary email]
   - Upload Passport, ID Page: [upload a passport copy, must be in PDF form]
9. Previous College Information:
   - **College Name**: [type out college name in this field]
   - If student did not attend a college/university and is coming straight from high school, you can type in the high school in place of a College Name.
   - If the name of the school does not automatically populate, it will default to “Unknown School”. Please select “Unknown School”.

   - A second field will appear: **“We are unable to match your institution in our database. Please enter the institution name, state/province, country.”** You can now type in the College Name properly.

   - **“Upload an unofficial transcript, if available”.** [upload an unofficial transcript, must be in PDF form].

   - You can also **“Add Previous College Information”** at the bottom of the page, if the student attended more than one school (college/university and/or high school).
- You can also “Remove Previous College Information” at the top of the newly created section.

10. Self-Reported Test Scores:
   - **Would you like to report any test scores to HPU?** Select either “Yes” or “No”

   - Select ‘Yes’, if you are able to upload the following test scores to fulfill the English Proficiency Requirement: ACT, SAT, TOEFL, IELTS, or Other (like the DAAD).
- If you plan to use country-specific tests for direct admissions to clear English Proficiency Requirements (for students from Denmark, Germany, Norway, or Sweden), your previously uploaded transcripts from the Previous College Information section will be evaluated when processed. There is no need to re-upload the transcript in this section.

- “Upload an unofficial test score, if available”. [upload an unofficial test score, must be in PDF form].

**DENMARK, GERMANY, NORWAY OR SWEDEN**

Direct Admission if:
- Denmark - High school transcripts with an average of 7 on 12 grading scale and 9 on 13 grading scale
- Germany - DAAD - minimum "B2" average
- Norway - A grade of 4 or better in English class from high school
- Sweden - High school transcript with MVG in English A or VG in English B or grade B or higher in English 5 or grade C or higher in English 6
11. Once you have completed your application and all sections indicated in the left-hand panel are green, click on the “Review Your Application” button on the top right corner.

12. Once you have reviewed your application. Click on the “Save & Pay” button on the right-hand panel.
13. Next you will be redirected to pay the $255 Application Fee/Enrollment Deposit. For “Choose Payment Method”, select “Pay Online”. Then click the “Pay Now” button at the bottom.

![Application Fee Payment](image1.png)

14. You will then be redirected to the TouchNet payment portal, fill out all credit card information and hit “Continue” at the bottom of the page to pay the Application Fee/Enrollment Deposit.

![Credit Card Payment Portal](image2.png)

15. You should now be able to click “Submit Your Application”, once you are redirected back to the application page.
16. Save the confirmation and receipt of your payment from Touchnet, and send it to visiting@hpu.edu.

17. If you have any supporting documents (i.e. Health Clearance Form, Statement of Financial Sponsorship (SFS), Bank Statement, Letter of Recommendation, Personal Statement, CV/Resume) please send them to visiting@hpu.edu. These documents will be forwarded on to the appropriate offices once your student record is built.

Any questions? Contact Kevin Tangonan at visiting@hpu.edu. 😊