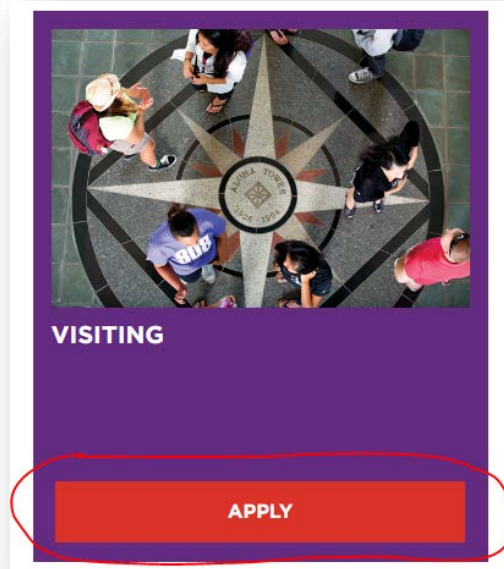




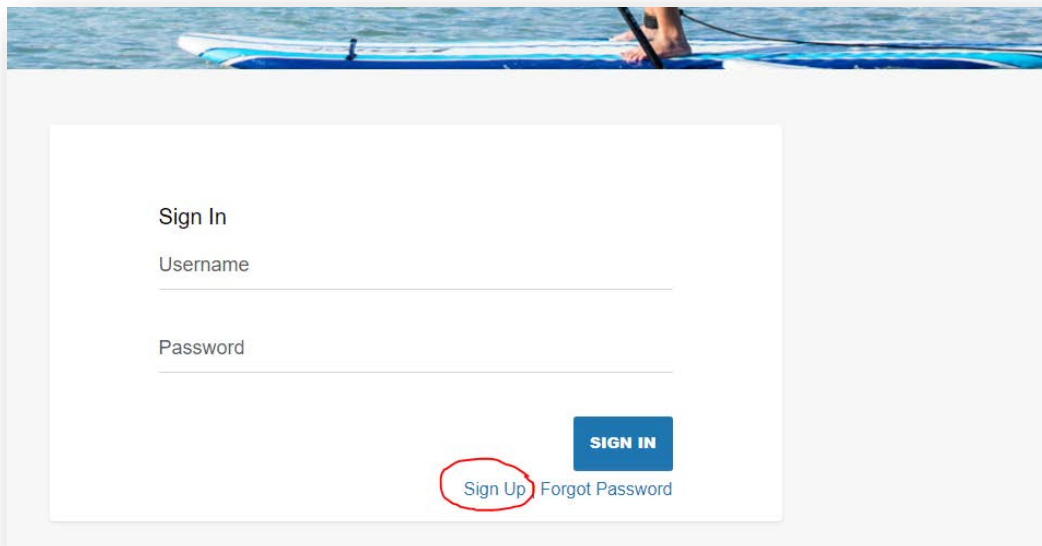
INTERNATIONAL ADMISSIONS  
ONLINE APPLICATION INSTRUCTION MANUAL

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](http://hpu.edu/app). Click on “Sign Up” to create an account.



- 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.

The screenshot shows a 'Sign Up' form with the following fields and content:

- Sign Up** (with 'First Name' in smaller text below it)
- Student's First Name
- Last Name
- Student's Last Name
- Email Address
- studentsemail@gmail.com
- What is the last school you attended? If not listed, choose "Unknown School"
- Student's School Name
- SUBMIT** button

- 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.
- Click create new application, and a series of questions will be prompted.

The screenshot shows a 'New Application' form with the following content:

- New Application**
- I am applying without the intention of pursuing a degree at HPU
- I will be a student abroad/exchange student (short-term)
- I plan to take courses on-campus
- Term Spring 2019
- START APPLICATION** button

- 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]

The screenshot shows a portion of an online application form with the following fields and values:

- Are you an SAIE nominated student whose coordinate has completed the SAIE nomination form?
  - No
- Are you working with an educational agent?
  - ELS
- Agent/Coordinator Email Address
  - studentsagent@els.net
- Country of Birth
  - Country
  - Bangladesh (BD)
- Upload Passport, ID page
  - Tangonan, Kevin - Passport.pdf

At the bottom left of the form, there is a red minus sign in a circle, indicating a collapsed section.

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”**.

It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first.

College Name

- Oslo Metropolitan University

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.

College Name

- Unknown School

---

We are unable to match your institution in our database. Please enter the institution name, state/province, country.

- Oslo Metropolitan University

---

Start Term/Year (eg: Fall/2016)

- Fall 2016

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

Upload an unofficial transcript, if available

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- 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).

 **ADD PREVIOUS COLLEGE INFORMATION**

- You can also “**Remove Previous College Information**” at the top of the newly created section.

**REMOVE PREVIOUS COLLEGE INFORMATION**

It is required to report all colleges and universities attended. Please enter every university, college, business school or other post-secondary school attended, listing the most recent school attended first.

- College Name
- Start Term/Year (eg. Fall/2016)
- End Term/Year (eg. Spring/2018)
- Have you or will you earn a degree from the institution listed above?  
Please select an option
- Upload an unofficial transcript, if available  
No file selected

**10. Self-Reported Test Scores:**

- **Would you like to report any test scores to HPU?** Select either “Yes” or “No”

Would you like to report any test scores to HPU?  
Yes

**CONTINUE**

- 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).

Test

- Please select an option
- Please select an option
- ACT
- SAT
- TOEFL
- IELTS
- Other

+ ADD SELF REPORTED TEST SCORES INFORMATION

- 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.

**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

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

Test  
• TOEFL

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TOEFL Writing  
45

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TOEFL Total  
90

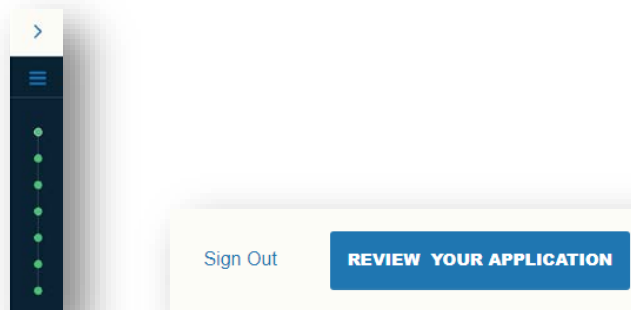
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Self Reported Test Date  
Aug 21 2018

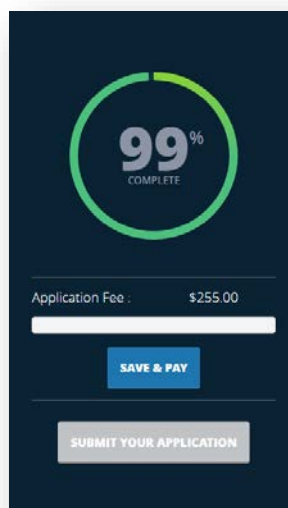
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Upload an unofficial test score, if available:  
Tangonan, Kevin - TOEFL.pdf

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

Choose Payment Method  
Pay Online

Pay Now

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.

Please enter your credit card information

Total: \$255.00

\* Indicates required information

\* Credit Card Type: Select a Credit Card Type

\* Account Number:

\* Expiration Date: 09 2018

\* Security Code: (View example)

\* Name on Card:

**Billing Address of Credit Card**

\* Street Address 1:

Street Address 2:

\* City:

\* State: Hawaii

\* ZIP Code:

\* Country: United States

\* Email:

Day Phone:

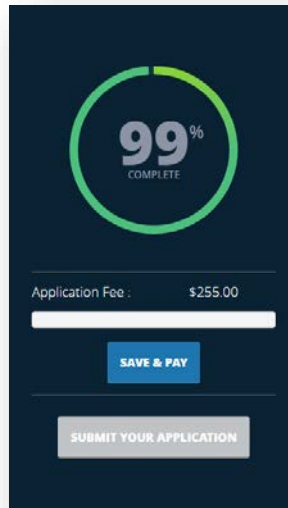
MasterCard VISA

**Return Policy Agreement**

By clicking Continue, I agree to the above Return Policy

Continue Print Agreement Cancel

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](mailto: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](mailto: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](mailto:visiting@hpu.edu). 😊