

Application Instructions

Japan-focused MBA/China-focused MBA 2006–2007 Admission

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

It is essential to complete all entries and to sign all forms. The following instructions further clarify items on page 1 of the Application Form.

ITEM 01 Student Identification Number:

Write in your U.S. Social Security Number. Refer to "Use of Social Security Number" in Compliance with Federal Legislation below. Applicants who do not have a number will be assigned a student ID number by the Graduate Division.

ITEM 03 Full Legal Name and Other Names:

List other names in which your transcripts, test scores or other documents may be identified. Failure to do so may result in an incomplete application.

ITEM 04 Non-U.S. Citizen Immigrant Status or Visa Type:

If you are a non-U.S. citizen currently residing in the U.S., check the immigrant status or visa type that applies to you.

ITEM 06 Ethnicity:

Each applicant is requested to indicate his or her ethnic background on the admissions application form. This information is requested solely for the purpose of satisfying Federal reporting requirements and does not affect determination of admission. Several Federal agencies require the University to provide summary data on the ethnic background of applicants. The ethnic designations used by the University for this purpose do not denote scientific definitions of anthropological origins. Rather, they are used to indicate a general group to which a person appears to belong or identifies with. Determine the one category that you believe best represents your ethnic background, even if it means choosing between two or more categories. Enter the code.

Ethnic Background Codes

AB African-American or Black
AI American Indian/Alaskan Native

CA Caucasian or White
HS Hispanic

Asians

CH Chinese
FI Filipino
IN Asian Indian
JP Japanese
KO Korean
LA Laotian
TH Thai
VI Vietnamese
OA Other Asian
MA Mixed Asian

Pacific Islanders

HW Native Hawaiian/Part-Hawaiian
SA Samoan
TO Tongan
GC Guamanian or Chamorro
MC Micronesian (except Guamanian or Chamorro)
OP Other Pacific Islander
MP Mixed Pacific Islander
MX Mixed Race

Compliance with Federal Legislation

I. USE OF SOCIAL SECURITY NUMBER:

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any Federal, State or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it.

Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawai'i, in view of the practical administrative difficulties that the University of Hawai'i would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number, the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, Hawai'i Revised Statutes, as amended, which provides that the Board of Regents of the University of Hawai'i shall have general management and control of the affairs of the University. The University of Hawai'i has, for several years, consistently required the disclosure of SSAN on the admissions application forms and other necessary University documents.

In addition, it should be noted that the SSAN of parent, guardian, or spouse of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent's, guardian's, or spouse's SSAN will be recorded only on the Residency Declaration itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the Residency Declaration by the applicant and/or parent, guardian, or spouse.

II. NONDISCRIMINATION AND AFFIRMATIVE ACTION:

It is the policy of the University of Hawai'i to comply with all Federal and State laws covering students and applicants for admission that prohibit discrimination in University programs and activities as well as those covering employees and applicants for employment that mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion and retention. A detailed listing of all applicable laws is contained in University of Hawai'i Executive Policy E1.202. The University of Hawai'i does not discriminate on the basis of race, sex, religion, age, color, national origin, ancestry, marital status, handicap, arrest and court record, sexual orientation, and veteran status, and strives to promote full realization of equal opportunity and affirmative action through a positive, continuing program on each campus.

Inquiries regarding the University's equal opportunity policies may be directed to:

Office of the Vice President for Student Affairs
University of Hawai'i at Manoa
2444 Dole Street, Bachman 207
Honolulu, HI 96822
Phone: (808) 956-8753

III. 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 the participating institutions make good faith efforts 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 vocation, trade or career field, such statement shall include information regarding 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 General Information Bulletin and Graduate Information Bulletin of the University of Hawai'i at Manoa (may be purchased from the University Bookstore or read from the Website at <http://www.hawaii.edu/catalog>) in order to gain information describing the nature of the campus, its academic and student services 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.