Office of Graduate Education

**Pre-Departure Checklist for UHM 3+2 Students**

Gather all U.S. Immigration Documents required for entry into the United States:

- Passport valid for at least six months into the future
- Current F-1 visa in your passport
- I-20 form (F-1 students)
- University of Hawai‘i at Mānoa Letter of Admission
- Official financial support statement/documentation
- Certificate of international vaccinations or health card (recommended)

Activate UHM Email Account:

- Once you have a UH Username, please go to [http://www.hawaii.edu/account](http://www.hawaii.edu/account) to activate your email account.
- See page 2 of your Letter of Admission (‘MyUH Student Portal’) for instructions on obtaining your UH Username.

Send an email to UHM 3+2 Program from your new UH email account:

- Please send UHM 3+2 Program an email (threetwo@hawaii.edu) so that we can see that you have activated your UH email account.
- Please include your full name in the subject or body of the email.

Read information on the UHM 3+2 Program website for students. Make sure you have:

- Understood how to register courses online
- Arranged housing in Hawai‘i
- Known where to look for information on UHM website (home department, UHM 3+2 Program, UHM website)

Complete & Mail/Fax your Health Clearance Form

- It is important that you send your [Health Clearance Form](#) to University Health Services Mānoa before course registration begins. Failure to do so will result in a ‘hold’ on your MyUH course registration.
Do not email your Health Clearance Form to UHM 3+2 Program. It must be mailed or faxed directly to University Health Services.

You may visit [UHM 3+2 website](http://www.hawaii.edu/issmanoa/pages/home/new-students/orientation.php) for more information about students health insurance.

### Obtain Proof of Health Insurance

- All students must have proof of adequate health insurance coverage.
- You can purchase the University of Hawai‘i health insurance (UH Student Plan by HMSA)
- OR, if you already have health insurance that meets UHM’s standards, you can have your insurance provider fill out a J-1 Health Provider Certification Form or an F-1 Student Acknowledgement & Health Insurance Provider Certification.
- View Health Clearance & Insurance information and download forms

### Register online for an ISS Visa Clearance Session

- All new international students are required to attend a Visa Clearance Session run by UHM International Student Services (ISS). The session will take approximately 1 hour and 15 minutes. Register online at: [http://www.hawaii.edu/issmanoa/pages/home/new-students/orientation.php](http://www.hawaii.edu/issmanoa/pages/home/new-students/orientation.php)
- Bring the following documents to your Visa Clearance Session: (1) Certificate of Eligibility (COE) for F-1 status, (2) Passport, (3) Visa, (4) Proof of health insurance coverage. Please also bring your current Hawai‘i address and emergency contact information (both in the U.S. and in your home country).
- Register online for the ELI Placement Test (if required)
- You are NOT required to take the ELI Placement Test if: A) You were exempt from the TOEFL, B) You scored 100 or higher on the TOEFL, or C) you scored 7.0 or higher on the IELTS (information available on the ELI website).
- All other students must take the English Language Institute (ELI) Placement test upon arrival to UHM.
- Before you arrive, register for the ELI Placement Test online. If you are required to take the test, failure to register for it will result on a hold placed on your MyUH course registration.

### UHM 3+2 Program contact information

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Office Address: 2540 Maile Way, Spalding 360, Honolulu, HI 96816, USA
Other Information You May Need to Know

Airport Arrival

If Honolulu International Airport is your U.S. Immigration and Customs Port of Entry:

- You will first pass through U.S. Immigration. Have your travel documents (I-20 & passport) ready.
- Pick up your baggage from the baggage claim in the International Terminal, and go through U.S. Customs. Once you clear Customs, you will pass through sliding glass doors and enter an open-air lobby where telephones and hotel information are located.
- All passengers arriving from U.S. cities should proceed to the Baggage Claim on the lower level.
- If you have not made reservations for accommodations, you can call local hotels listed for room availability. Some hotels have their own shuttle service to transport their guests from the airport (ask the hotel desk clerk about this service).

Transportation from the Airport

It is best to have U.S. cash for ground transportation; it may not be possible to pay with a credit card. The list below is provided as a service, NOT as an endorsement; we take no responsibility for the quality of service of these companies. *(Costs and fees are subject to change.)*

- The Honolulu International Airport is located about 10 miles from Waikiki. Find Ground Transportation Information (taxi, bus, or shuttle) on the airport website at: [http://hawaii.gov/hnl/ground-transportation](http://hawaii.gov/hnl/ground-transportation). Other ground transportation options are:
  - Sphinx Transportation (call 808-922-4900 from the airport to reserve a shuttle)
  - Reliable Shuttle (make reservation in advance; call 1-888-924-9292 or see [http://www.reliablesuttle.com/](http://www.reliablesuttle.com/)).
- If you wish to take a taxi from the airport to your hotel, hostel, or the university, there will be a person outside of baggage claim telling you which taxi to take. If there is a line of taxis, it is expected that you will take the first one in line. All taxis charge the same fare; you do not need to bargain for a lower price.
- If you take a shuttle, you will need to carry your bags across the first set of traffic lanes to a median area. This is where the shuttles pick up passengers.
- Tipping is voluntary, but it is expected that you will tip the taxi or shuttle driver about US $1.00 per bag in addition to the fare.

Handling Money

- Plan to bring enough U.S. cash to cover your expenses for the first few days in Honolulu. This will help you cover the initial costs of transportation, housing and food.
- You can use ATMs (Automated Teller Machines) and your credit card if you need additional U.S. cash when you first arrive. There are ATMs located at the airport, in Honolulu, and at the UHM Campus Center.
- For identification purposes, a picture ID and a credit card will be required for the rental of vehicles or to exchange currency. Some vendors may require two forms of
You may want to get an International Driver’s License with a photograph of yourself to serve as a form of identification.

Many international students choose to open a bank account soon after arrival to Honolulu. There are banks on and near the campus.

Credit cards make the purchase of goods and services easier and are required for most rentals.

Search online about tips and advices of transferring money or paying tuition before arrive at Honolulu. The most commonly used credit cards are Visa and Master. China Union Pay (银联) can be used at some places at Honolulu either for withdrawing money or shopping.

**Hawaiian Language**

Hawai‘i is a very international and multicultural place. There are two official languages, Hawaiian and English, but you will hear many other languages depending on where you are. UHM Office of International Exchange collected some commonly heard Hawaiian words and phrases are listed below:

- ‘āina: The land. “Aloha ‘āina” is a love of the land.
- akamai: Clever; smart; intelligent
- aloha: Love; welcome; hello; good-bye; a common greeting.
- hāle: House
- ħaole: Foreigner; now commonly refers to Caucasians
- ħapa: Literally “half,” is used to describe a person of mixed blood
- Hau’olī -transitional  Hānau: Happy Birthday
- Hau’olī Makahiki Hou: Happy New Year
- ħui: A group or organization
- kama’āina: A native born Hawaiian or longtime resident
- kānaka maoli: Indigenous Hawaiian
- kāne: Man or men
- ʻeiki: Child or children
- kōkua: Help. “Please Kōkua” means “Please Help.”
- komo mai: Enter; welcome
- kuleana: Responsibility
- kumu: Teacher
- lanai: Porch; balcony
- lā‘au: Hawaiian feast
- mahalo: Thank you
- mālama: To take care of; care for; preserve; protect
- malihini: New comer
- mauka: Toward the mountains
- Mele Kalikimaka: Merry Christmas
ʻōhana - Family
ʻōlelo - Language
ʻono - Delicious
pau - Finished; ended; done. “Pau hana” is the end of the work week.
wahine - Woman or women. The UH women’s basketball and volleyball teams are the Rainbow Wahine!

Mahalo for joining in UHM 3+2 Program!
We will see you in Hawai‘i!