

University of Hawai'i at Mānoa  
Shidler College of Business  
Graduate Application Checklist Cover Sheet

*Your application packet must include this form and all required information requested on this form to ensure that your application is not delayed due to missing documents.*

Name: \_\_\_\_\_ Semester (Fall/Spring)\*: \_\_\_\_\_ 20\_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ UHID: \_\_\_\_\_

**Please check the program you are applying to:**

**This application checklist is to be used for all candidates applying to the following programs. Please refer to the abbreviations below as you complete your application:**

- |                                                                               |                                                                     |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Full-time Master of Business Administration (FT MBA) | <input type="checkbox"/> US International MBA (USIMBA)              |
| <input type="checkbox"/> Part-time MBA (PT MBA)                               | <input type="checkbox"/> Executive MBA (EMBA)                       |
| <input type="checkbox"/> Juris Doctorate/MBA (JD/MBA)                         | <input type="checkbox"/> Neighbor Island MBA (NIMBA)                |
| <input type="checkbox"/> MS in Civil Engineering/MBA (MSCE/MBA)               | <input type="checkbox"/> Master of Accounting (MAcc)                |
| <input type="checkbox"/> MS in Nursing Administration/MBA (Nursing/MBA)       | <input type="checkbox"/> 3/2 Master of Accounting (3/2 MAcc)        |
| <input type="checkbox"/> Masters in Public Administration/MBA (MPA/MBA)       | <input type="checkbox"/> Waseda Master of Accounting (Waseda MAcc)  |
| <input type="checkbox"/> China International MBA (CIMBA)                      | <input type="checkbox"/> Master of Financial Engineering (MFE)      |
| <input type="checkbox"/> Japan-focused MBA (JEMBA)                            | <input type="checkbox"/> Master of Human Resource Management (MHRM) |

### Application Guidelines

**Fall 2010\*:**

Early Application Deadline: March 1\*\*

General Application Deadline: May 1

**Spring 2011^:**

Early Application Deadline: October 1\*\*

General Application Deadline: November 1

**Special Application Deadlines:**

**FT MBA/CIMBA/JEMBA:** Additional priority deadlines of November 15, 2009 and January 15, 2010 for Fall 2010

**EMBA:** General Deadline (Fall admission only, every two years; Next: Fall 2011) – June 1

**MHRM:** General Deadline (Fall admission only, every two years; Next: Fall 2010) – June 1

**NIMBA:** General Deadline (Fall admission only, every three years; Next: Fall 2011) – May 1

\* All MBA and MFE programs admit students during the FALL semester only. ^ SPRING application is for Master of Accounting students only.

\*\* International applicants are encouraged to apply by the Early Application deadline to ensure receipt of Visa. Applicants interested in on-campus housing are encouraged to apply by the Early Application deadline and adhere to student housing services deadlines.

*This information is for your reference only and is subject to change without prior notice. Complete applications may be accepted after the official application periods on a space available basis, however applications received after the deadlines are not guaranteed an admission decision prior to the start of classes.*

**A. Submit the following documents to the University of Hawaii at Manoa Graduate Admission Office:**

- UH Graduate Application Form & \$60 (USD) application fee
  - o [Online \(preferred\)](http://apply.hawaii.edu) -<http://apply.hawaii.edu>
- Official transcripts from *all* post-secondary institutions attended (UH Manoa transcripts are not required)
- Official TOEFL or IELTS Scores (if required)
  - o Test scores cannot be more than two years old
- [Residency Form](#) (Hawaii Residents only)
- [Confidential Financial Statement Form](#) (International Applicants only)
  - o *Waseda MAcc and EMBA – Ho Chi Min and Hanoi applicants do not need to complete this form*
- Mail the above information to the University of Hawaii at Manoa *Graduate Admissions Office*
  - o University of Hawaii at Manoa Graduate Admissions Office
  - 2540 Maile Way, Spalding Hall 354
  - Honolulu, HI 96822, USA

Questions regarding the above information should be directed to the *Graduate Admissions Office*.

D Phone: (808) 956-8544, (808) 956-8045

V/TTY: (808) 956-4257

Email: [admissions@grad.hawaii.edu](mailto:admissions@grad.hawaii.edu)

Online: <http://www.hawaii.edu/graduate/>

In Person: Spalding Hall 354, University of Hawaii at Manoa

**B. Submit the following documents to the Shidler College of Business Office of Student Academic Services. Be sure to indicate the program you are applying to on all supplemental materials sent to the Shidler College of Business.**

- Official standardized test scores
  - To ensure a timely review of your application, standardized tests must be taken no later than a month prior to the General Application Deadline
  - JD/MBA students may substitute their LSAT scores for the GMAT
  - EMBA - Ho Chi Minh City and Hanoi, 3/2 Macc, Waseda MAcc and MHRM applications do not need the GMAT
  - MFE applicants should submit the GRE
  - All scores should not be more than five years old
- Statement of Objectives
  - Your full name, intended program, and semester of application must be indicated on your Statement of Objectives
  - Please address the following questions:
    - i. Describe your short-term and long-term career goals. What is your motivation for pursuing an MBA now and how will the Shidler College of Business help you to achieve your goals?
    - ii. At the Shidler College of Business we focus on international excellence. Please share with us a cross-cultural experience that affected you and what you have learned from it.
    - iii. As a student in the Shidler College of Business, how would you contribute to our campus, local and global community?
- Resume
  - Resume should detail at least two years of post-baccalaureate work experience for MBA candidates
  - Please include all work experience, internships and related activities
  - Resumes and work experience are not required for MAcc, 3/2 MAcc, or Waseda MAcc applicants
- Letters of Recommendation (2 minimum)
  - Please ask your recommenders to attach the Shidler College of Business Recommendation Form to their letters
  - Letters of Recommendation must be received by the posted deadlines
  - Letters of Recommendation are not required for MAcc, 3/2 MAcc, or Waseda MAcc applicants
- Submit the above information to the *Shidler College of Business Office of Student Academic Services*:  
University of Hawaii at Manoa  
Shidler College of Business  
Office of Student Academic Services  
Graduate Admissions  
2404 Maile Way, G202  
Honolulu, HI 96822, USA

Questions regarding the above information should be directed to the *Shidler College of Business Office of Student Academic Services*:

**Phone:** (808) 956-8266

**Email:** [busgrad@hawaii.edu](mailto:busgrad@hawaii.edu)

**Online:** <http://shidler.hawaii.edu/apply>

**In Person:** Shidler College of Business, 2404 Maile Way, #G202, University of Hawaii at Manoa