

INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAI‘I AT MĀNOA

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Enrollment While Abroad

Purpose: To maintain student F-1 record for the duration of study or research abroad while maintaining full-time enrollment at The University of Hawaii at Mānoa (UH Mānoa). Form applies for **ONE SEMESTER** only.

For instructions and guidance: Please refer to the *Enrollment while Abroad Instructions* starting on **page 2**.

Section A: To be completed by Student			
Part 1: Student Information			
Student's Primary Name/Surname/Family Name		Student's Given Name	
Part 2: Study/Research Abroad Type			
<input type="checkbox"/> Study Abroad via UH Mānoa - Study Abroad Center (SAC)	<input type="checkbox"/> Study Abroad via UH Mānoa - Mānoa International Exchange (MIX)	<input type="checkbox"/> Graduate Research Abroad	<input type="checkbox"/> Other (Specify Below):
Part 3: Study/Research Abroad Period (Only ONE SEMESTER can be reported at a time)			
Intended Date of Departure (mm/dd/yyyy)		Estimated Date of Return (mm/dd/yyyy)	
Semester Being Reported(Semester Year):		<input type="checkbox"/> I will not return to the U.S. at all during my scheduled time abroad (See Instructions: Part 3)	
Part 4: Student Certification			
I certify the information provided is true and accurate to the best of my knowledge, and that: <ul style="list-style-type: none">• I will be enrolling in course(s) to maintain full-time status while abroad.• I will keep a valid U.S. Address in MyUH.• I will maintain and monitor my UH Mānoa email while I am abroad.			
Student's Signature:		Date of Student's Signature (mm/dd/yyyy):	

Section B: To be completed by Academic Advisor or Department Chair		
Part 1: Study/Research Abroad Program Information (Only ONE SEMESTER can be reported at a time)		
Approved Semester Abroad (Semester & Year):	UH Mānoa course(s) student is enrolled in while abroad:	
A brief description of research abroad and why being abroad is necessary:		
<input type="checkbox"/> Student's plan includes reason to return to Hawaii during period abroad (Provide details below):		
Part 2: Advisor/Chair Certification		
I certify I am the academic advisor/department chair and that the information completed above by the student and myself are true and accurate to the best of my knowledge.		
Signature of the Academic Advisor or Department Chair:	Date of Signature (mm/dd/yyyy):	Email of Signatory:
Print Name of the Academic Advisor or Department Chair	Job Title of Signatory:	

Enrollment While Abroad Instructions

Section A: To be completed by Student

Part 1: Student Information

Enter your name as it appears on your passport and I-20.

Part 2: Study/Research Abroad Type

Select the appropriate option for the study abroad program you are participating in. If participating in a non-University of Hawaii at Mānoa (UH Mānoa) study abroad program, please select "other" and provide the name of the program.

Part 3: Study/Research Abroad Period

Date format: 2 digit month/2 digit day/4 digit year format (Example: **05/12/2023** for May 12th, 2023).

Enter in the date you intend to depart the U.S. to begin your study/research abroad program as well as an estimated date for your return. Date of return should be estimated as close to the known date as you are able to determine at the time of submission.

Student must report each semester individually near that semester. Enter in the **Semester Being Reported** field as Semester Year (Example: *Spring 2023*).

By checking the "I will not return to the U.S. at all during my scheduled time abroad" box, you are declaring you will **not** enter the U.S. while on your program abroad. Not entering the U.S. during your time abroad will allow for your F-1 Health Insurance requirement to be waived while you are abroad.

For F-1 students checking the box, we will alert the **Student Health Insurance Office** of your time abroad so they can waive your health insurance requirement temporarily.

If after checking the box your plans change and you plan to enter the U.S. during your study abroad **for any reason, you are required** to have **valid health insurance** and report your health insurance plan to the **Student Health Insurance Office**. If you are unsure if you will return to the U.S. during your time abroad, it is recommended you do not check this box and you maintain your health insurance during your time abroad.

Part 4: Student Certification

F-1 students participating in study/research abroad are required to enroll in the equivalent of a full-time schedule as recognized by UH Mānoa.

A valid U.S. address is required to maintain your SEVIS record.

Your UH Mānoa email will continue to be the primary tool for contact with the ISS office. You are required to maintain and actively check your UH Mānoa email throughout your enrollment. Student should read, sign, and date this section.

Date format: 2 digit month/2 digit day/4 digit year format (Example: **05/12/2023** for May 12th, 2023)

Enrollment While Abroad Instructions

Section B: To be completed by Academic Advisor or Department Chair

Part 1: Study/Research Abroad Program Information

Advisors are asked to confirm UH Mānoa semester the student will be abroad for. (*Example: Fall 2023, Spring 2024*). Students are required to file this form once for *each* semester they are abroad.

Course listing provided will allow confirmation of enrollment for full time status and should be provided in semester and course order (*Example: UNV699*).

Student’s study/research abroad should be related to the completion of their program and academic advisors/department chairs should provide a short summary of how their time abroad is necessary for the completion of their program.

By checking the “Student’s plan includes reason to return to Hawaii during period abroad” box and providing the required details, you are confirming that the student will need to return to the U.S. during their scheduled study/research abroad.

Students planning to enter the U.S. while abroad are required to have valid health insurance while in the U.S.

Part 2: Advisor/Chair Certification

Advisor/chair should provide the requested information. The advisor/chair may be contacted via email should any additional information be required.

Date format: 2 digit month/2 digit day/4 digit year format (*Example: 05/12/2023 for May 12th, 2023*)