

■ Admissions

Chaminade University welcomes applications from all students who have the ability, motivation, and preparation to benefit from the various programs offered. All applicants should have earned a high school diploma or the equivalent. Adequate preparation typically includes:

English	Four years
Social Studies	Three years
Mathematics	Three years
Science	Two years
College Preparatory Electives	Four years

Application for Admission

An application for admission must be completed by each candidate seeking admission to any credit course or program offered. Application forms may be obtained from:

Admissions Office
Chaminade University of Honolulu
3140 Waiialae Avenue
Honolulu, HI 96816-1578
Telephone: (808) 739-8340
Fax: (808) 739-4647
Toll-free: (800) 735-3733
E-mail: admissions@chaminade.edu
Web: www.chaminade.edu

When and How to Apply

While the Admissions Office operates on a "rolling" admission basis, the following dates are recommended to ensure adequate time for receipt and processing of all admissions documents:

Fall semester	May 1
Spring semester	December 1

First Time College Students

Applicants who have or will be completing high school are required to do the following:

Send the completed paper application form with a \$50 application fee to the Admissions Office. On-line applications are encouraged and may be found on our website at www.chaminade.edu.

Have official high school transcripts submitted to the Admissions Office. High school seniors should request a supplemental transcript upon completion of the senior year and acceptance by the University.

Arrange to complete either the College Entrance Examination Board Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the official results sent to the Admissions Office. (Information on these tests may be obtained for SAT from College Board National Office, 45 Columbus Ave., NY, NY 10023-6992 or www.collegeboard.org, or for the ACT from Registration Unit, Box 168, Iowa City, IA 52243-0168 or www.act.org.)

Additional documentation may be required at the request of the Admissions Office. Applicants accepted for admission will be required to make an advance deposit on tuition of \$150 on a date prior to registration. This fee is not refundable.

Home-schooled first time college students are required to complete and pass the General Educational Development Test with a minimum average standard score of 500 or higher and no score in the five subtests of the examination lower than 450.

International Baccalaureate (IB)

The International Baccalaureate Diploma or individual IB courses are accepted for credit if the student scores at least a 5 on the higher level examinations. Specific credit award information may be obtained from the Records Office.

Advanced Placement (AP)

Advanced placement courses are accepted for credit if the student scores 3 or better on the AP exams. Specific credit information may be obtained from the Enrollment Specialist.

Early Admission

Part-time: Students who have completed their junior year in high school and who have demonstrated sufficient ability and maturity may enroll concurrently in courses at Chaminade University. The necessary qualifications include satisfactory scores on the College Board Scholastic Aptitude Test or the American College Test, submission of a transcript of satisfactory high school work including the work of the eleventh grade; and two letters recommending admission: one from the high school principal and one from an instructor or counselor, attesting to the student's preparation, ability, and maturity. The student should also inquire of high school officials how subsequent credit earned at the University applies to the high school diploma. A written request for early admission must accompany the application for admission, official transcripts, official SAT or ACT scores, and application fee.

Admission of Unclassified Students

Applicants wishing to enroll in university classes but not in a degree program may apply for admission as unclassified students. They must still meet the University's admission standards. Application for change to classified status must be made after the completion of 15 semester credits at Chaminade. This requirement does not apply to students participating in the Marianist University Exchange Program.

Returning Students

Students who have not been in attendance for a semester or more must file a returning student application reflecting current address and personal data. Returning student applications are processed by the Academic Advising & Retention Center and when completed should be returned to this office. Returning students who have been absent from the university for five years and longer are required to complete a new application that will be processed by the Admissions Office.

Transfer Students

Students from 2 or 4-year colleges may transfer at any time. No minimum number of units is required for transfer. Applicants who have completed high school and are attending college or have attended college and earned more than 24 semester hours of college credit are required to submit the following credentials:

- A completed paper application form accompanied by a \$50 application fee. The on-line application is available on the university's website at www.chaminade.edu. No application fee is required for the online version.

- Complete official transcripts of all applicants' university or college attended record and a list of courses in progress. Upon completion of work in progress, a supplementary transcript must be sent to the Admissions Office.
- If less than 24 semester hours of college credits have been earned, high school transcripts and official SAT/ACT scores are required.

Applicants accepted for admission will be required to make an advance deposit on tuition of \$150 on a date prior to registration.

Conditional Acceptance:

Under some circumstances, students may be granted a conditional acceptance. Policies governing conditional acceptance will be communicated to the students at the time of acceptance. Students on conditional acceptance are not able to compete in NCAA Division II sports during their first year at Chaminade University.

International Students

Chaminade University regularly admits students from other countries and welcomes the international representation they bring to the student body. It is recognized, however, that students from other countries may have special needs with regard to language, finances, living arrangements, and other matters pertaining to college or personal life. Assistance with these concerns and with immigration and visa requirements is available from the Enrollment Specialist.

Applicants who are citizens of a country other than the United States must present the credentials required for admission as a first year or transfer student as well as the following:

1. Official records for at least the last four years of secondary school study and any university level or post-secondary school work that has been completed or attempted. These records must list all subjects taken, grades earned, or examination results in each subject, and all diplomas and certificates.

Transcripts from non-U.S. schools must be sent for evaluation through the World Education Services (WES). WES is a not-for-profit organization dedicated to providing accurate and reliable evaluations of academic credentials earned outside of the U.S.

The application for WES evaluation can be obtained from the WES website at www.wes.org or the Chaminade Admissions office. There is a fee of \$150 for this evaluation. The student makes payment for the evaluation directly to WES.

If you have questions regarding this evaluation service, please contact WES:

World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087

Tel: 212-966-6311
Fax: 212-739-6100
San Francisco Tel: 415-677-9378
E-mail: inquiry@wes.org

Send documents to: World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087

2. Non-native speakers of English: If English is not your native language, you are required to submit official results of either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). When taking the TOEFL, please indicate the Chaminade school code 4105 so that the test scores will be sent directly to Chaminade University.

Students with TOEFL scores of at least 213 (computer based), 79 (internet based), 550 (paper based), or IELTS overall band scores of at least 6.0 with no individual band score below 5.0, who otherwise meet the university admission requirement, are eligible for regular admission.

3. All international students must provide evidence of financial capacity for the cost of their education, including tuition, fees, course materials and living expenses.
 - Undergraduate Students—Full payment for tuition, residence hall and meal plan (for the entire school year) is due at the beginning of the first semester in each academic year. Payment for course materials and fees are due at the beginning of each semester.
 - Graduate Students—Payment of tuition, course materials, fees or any other charges are due at the beginning of each semester.