



PROMOTING CHOICE AND PRESERVING INDEPENDENCE SINCE 1970

## Master's Degree Program in Private School Leadership in the Pacific Basin

A partnership between the Hawaii Association of Independent Schools  
and the Educational Foundations Department of the College of Education at the University of Hawaii at Manoa.

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### Admission Application Checklist

Please use this checklist to ensure you complete all application materials for the HAIS & UH Master's Degree Program in Private School Leadership in the Pacific Basin. The application deadline date is **Monday, November 16, 2009**.

Please send all application materials together, rather than individually. This will allow us to track your application more efficiently and help to ensure timely processing of your application. However, official transcripts may be sent separately. To confirm that HAIS has received your completed admission materials, please contact Lisa Leong at [lisa@hais.org](mailto:lisa@hais.org).

You will be notified by mid-February of admission decisions.

Submit the following items to:

Attn: Lisa Leong, Director of Programs  
Hawaii Association of Independent Schools  
1585 Kapiolani Boulevard, Suite #1212  
Honolulu, Hawaii 96814-4527

1. \$60.00 application fee (payable to HAIS)  
*-This application fee cost is the same amount for residents and non-residents.*
2. Graduate Admissions Application Form  
*-In response to question 6 "Intended Graduate Program and Degree Objective," please write:  
Educational Foundations: Code: 586; M.Ed.*
3. Information Sheet and Personal Essay
4. A letter of recommendation from your head of school or board chair  
*-This letter must be from the highest level person at your school (e.g., head of school, president or headmaster).*
5. Two official transcripts from each college/university attended.  
*-This includes transcripts from your undergraduate college(s) and if applicable, your graduate college(s).  
-Transcripts must be submitted in an envelope sealed by the issuing institution.  
-Transcripts are not required for course work completed at any of the University of Hawaii campuses. The Graduate Admissions Office will obtain UH transcripts on behalf of applicants.  
-For more information, please refer to the next page.*
6. Residency Declaration Form (Hawaii residents and Military personnel only)
7. TOEFL Scores (only Americans who received an undergraduate degree from somewhere other than the countries listed below and foreign students must take the TOEFL)  
*-A foreign applicant is exempt from the test, if he or she has earned a bachelor's or advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom.  
-For more information, please refer to the next page.*
8. Confidential Financial Statement for International Applicants (foreign students only)

### UH Transcripts

Transcripts are **NOT** required for course work completed at any of the UH campuses. The Graduate Admissions Office will obtain UH transcripts on behalf of applicants.

### Transcripts with Non-traditional Grades

Applicants who have more than 25 percent of undergraduate course work at a U.S. institution evaluated under a non-traditional grading system (e.g., pass/fail, credit/no credit, no grades, etc.) are required to submit official scores for the appropriate standardized exam. See Standardized Exams for additional information. The exam required depends on your intended graduate program:

1. Applicants to the graduate programs in accountancy and business administration submit official GMAT scores.
2. Applicants to the graduate program in travel industry management submit either official GRE or GMAT scores.
3. All other applicants submit official GRE General Test scores.

### International Transcripts and Academic Records

All international applicants are required to submit one current official transcript or academic record from each institution of higher education attended, including any study abroad or exchange programs, summer programs, and non-degree work and extension programs. Transcripts or academic records must be sent directly from the institution to the Graduate Admissions Office directly from the issuing institution(s), or in sealed institutional envelopes if submitted with the application materials. For applicants from certain regions (see below), the Graduate Admissions Office accepts only official academic records sent directly from the issuing institution(s).

Please note the following:

1. Non-English transcripts or academic records must be issued in the original language and be accompanied by English translations. English translations must be exact word for word translations of the original document. Translations issued by the institution must bear the official institution seal or stamp and be attached to the official transcript or academic record. Translations by professional translators must bear the translator's original signature AND be accompanied by a copy of the original language document.
2. Transcripts or academic records must indicate all dates of attendance, courses, course titles, credits or hours, and grades received. If any course title is not descriptive in terms of content, attach a course syllabus to the transcript or academic records.
3. Do NOT convert numerical grades to letter grades. A complete grading scale or system of evaluation sent by the institution is required if it is not indicated on the transcript or academic record.
4. Transcripts or academic records must indicate any degree, diploma, professional title, certificate of study or other academic credentials received. If not, submit official copies and English translations of all academic credentials.
5. Applicants from institutions in Bangladesh, India, Myanmar, Nepal and Pakistan must submit properly attested mark sheets for each year of study showing the subject included in each exam, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the "Division" or "Class" received. All academic records are accepted if attested by the registrar, assistant registrar, head of department, dean of student affairs, controller of exam, USEFI student advisor, professor-in-charge or principal.
6. Applicants from institutions in the **Russian Federation** and **former Soviet Union**: The Graduate Admissions Office will accept **ONLY** academic certificates, supplements to the diploma, archival certificates and degree certificates sent directly from the issuing institution.

### **Evidence of English Language Proficiency**

Most applicants whose native language is not English are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Academic Modules Test. See Standardized Exam for additional information.

**Exemption:** You are exempt from the test, if you have earned a bachelor's or an advanced degree within the last five years at a regionally accredited or recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom.

The Educational Testing Service (ETS) code for UHM is **4867**. Test scores cannot be more than two years old. Individual graduate programs may require higher scores. Please check with your intended graduate program.

<b>English Language Proficiency Test</b>	<b>Graduate Division Minimum Language Proficiency Scores for Admission</b>	<b>Minimum Scores Required for Assistantship with Teaching Duties</b>
Paper-based TOEFL	500	600
Computer-based TOEFL	173	250
Internet-based TOEFL	61	100
Minimum speaking and listening sub-scores required for assistantship with teaching duties.		Speaking sub-score of 25 Listening sub-score of 25
IELTS Academic Modules	Overall band score of 5.00	Overall band score of 7.00