

INTERNATIONAL STUDENT STUDY PROGRAM

Hawaiian Mission Academy

1438 Pensacola Street, Honolulu, HI 96822

Phone (808) 536-2207 FAX (808) 524-3294

Hawaiian Mission Academy is a **fully accredited, private high school**, grades 9-12, under the direction of the Seventh-day Adventist Church in North America.

The program for INTERNATIONAL STUDENTS is designed to give students the opportunity to learn to speak, read, and write English. If they learn the language well enough and then successfully complete the high school program, they will receive the regular high school diploma.

Each new student accepted into the program is tested to determine his/her level of English proficiency before being assigned to any grade level. Once tested, each student will then follow the appropriate course of study. All students receive regular credit towards high school graduation for whatever courses they successfully complete in the INTERNATIONAL PROGRAM.

The possibility exists that a student who has completed a specific grade in his or her home country may have to repeat that grade, depending on the test results. One of the criteria for acceptance and entrance into our language program is that the student must have a **GPA (Grade Point Average)** no lower than 2.25. Students who enter with less than 2.25 **usually** do not do well.

We admit only 25 to 30+ INTERNATIONAL students each year. Some of them have lived in the school dormitory, while others have lived with their sponsor(s). Beginning with the '96-'97 school year, no new INTERNATIONAL student may live off campus unless he/she is living with sponsors or relatives. A new student wishing to live with sponsors or relatives must arrange that with the director before school begins; otherwise, he/she must live in the dormitory.

The campus is within walking distance from some of Hawaii's beautiful beaches and a fine shopping center. Students also swim and surf. We have intramural sports on campus--basketball, volleyball, and roller hockey. We also offer choir, handbells, and private music lessons.

Because the academy is affiliated with the Seventh-day Adventist Church, all food served in the cafeteria is **vegetarian**. **No meats are served**. Students may go to the nearby eating establishments if they wish to eat meat. Students living in our dormitory are expected to attend church on **Saturday** unless they go to their sponsor's or relative's home for the weekend.

**We believe we offer each student a fine opportunity
to learn English and to experience American Culture at its best.**

We look forward to having YOU come and join us.

Please contact Mr. Peter R. E. Cheeseman, Director of International Studies

FAX # (808) 524-3294

INTERNATIONAL STUDENT STUDY PROGRAM

Dear Applicant:

Thank you very much for your recent enquiry into our English studies program for International students.

As a Christian-based and Christian-supported school, Hawaiian Mission Academy offers an English language-learning program for qualified students from overseas. As the director of that English program, I have made it one of the program's goals to accept and help only those students who really want to come and learn English, who are willing to dig in and study hard.

It is the program's expectation that all students accepted into the program will work hard at their studies, will learn the language quickly, and will progress at a normal rate when compared with others on campus. Students are required to attend classes regularly, to study diligently, to keep up with their assignments (doing their homework, etc.), to make more and more use of English and less and less use of their own language with the passage of time. **Any student showing a lack of motivation in his/her studies, or indifference to the overall program will be asked to withdraw.**

It is also the program's expectation that any student accepted into the program is not involved in what we call "At-Risk behaviors"--such as the use of alcohol, drugs, and tobacco. Any student who indicates he or she is free from alcohol, drugs, and tobacco and is accepted into the program runs the risk of having to withdraw from school if he or she turns out to be a "USER" or "SELLER" of such materials.

The same risk is true, too, for those who do not keep up their grades. We expect students to maintain at least C grades (a 2.25 GPA) in order to stay in school.

If you are a young man or young lady who wishes to apply and are willing to follow our program, we would be happy to have you join us--if you meet and are willing to maintain the standards and if you are willing to put forth the necessary effort to learn English.

We have some fine international students on our campus each year, and we make it a point to ensure their success--if they abide by our standards and requirements. We have a good English language program with lots of opportunity for any young person to learn English--and learn it well. If you fit into this description, we welcome your application--because we want you to succeed and we want to help you succeed. Make the choice and come join us!

To indicate your willingness to abide by the standards set forth, please sign below. And return this form with your application materials.

Peter R. E. Cheeseman, Director

Student's signature

INTERNATIONAL STUDENT STUDY PROGRAM

HAWAIIAN MISSION ACADEMY

1438 Pensacola Street
Honolulu, Hawaii 96822

Phone (808) 536-3475

Fax (808) 524-3294

www.hawaiianmissionacademy.org

Dear Prospective Students and Parents:

Beginning with the 2001-2002 school year, all new international students must:

1. take the TOEFL test once they arrive in Hawaii. TOEFL scores will help determine the grade level for all incoming students, but it will not affect a student's being accepted into the program. Please arrange to take the TOEFL once you arrive in Hawaii before school starts.
2. show proof of medical and hospital insurance to cover doctors' fees and hospitalization in the event of illness, accident, or injury while in school here in the United States. A student's proof of medical insurance will be required before attending any classes.
3. have a complete physical exam by a licensed physician before attending classes. The physical exam must be administered here in Hawaii. Please submit those results for your student file. The State of Hawaii requires all in-coming students to have a TB test before attending classes. The TB test must be taken here in Hawaii.

PLEASE NOTE:

Because we want to ensure a successful long-term experience for each of our international or ESL students, the international program I instituted major changes in the overall program beginning with the 2001-2002 school year. Those changes will require all ESL/International students to successfully complete, with at least a B average, a course in Pronunciation, a course in Reading Comprehension and Writing, and a course in American Culture while attending Hawaiian Mission Academy. Any student receiving a grade of less than B will be required to repeat the course until a B grade is achieved. This change should encourage students to make the necessary effort to achieve a B grade, or better.

The director of the international program does, however, reserve the right to determine if a student needs extra course work in any of the three above-mentioned courses. Extra work outside of class may be required to bring the student up to the B level. That extra work may entail the hiring of tutors at the parents, sponsors', or guardians' expense.

Peter R. E. Cheeseman, Director

Student's signature

Parental signature

APPLICATION FOR ADMISSION INTERNATIONAL STUDENT

HAWAIIAN MISSION ACADEMY
1438 Pensacola Street
Honolulu, HI 96822
Telephone: (808) 536-2207 — Fax: (808) 524-3294
www.hawaiianmissionacademy.org

NAME OF

APPLICANT: _____

(Please PRINT) Family Name First Name

DATE OF

BIRTH: _____ **AGE:** _____ **SEX:** [] Male [] Female
(Month / Day / Year)

COUNTRY

COUNTRY

BIRTH: _____ **OF CITIZENSHIP:** _____

STATUS: [] Hawaii Resident/Green Card [] Visitor [] Applying for I-20

PHOTO
MUST BE
ATTACHED
HERE

I WILL LIVE: [] with my sponsor [] in the school dormitory [] with a homestay family [] other*

*Note: Other arrangements **must be explained** on the sponsor information form **and approved** by the school before you are accepted.

RELIGION: [] Buddhist [] Catholic [] Protestant [] None [] Other _____

HOBBIES/SPECIAL INTERESTS: _____

NAME OF SCHOOL

LAST ATTENDED: _____

SCHOOL ADDRESS: _____

{Please have your last school send a copy of your transcript **in English**. Hawaiian Mission Academy must receive the transcript in order to process your application.}

LAST GRADE

DID YOU

DID YOU ATTEND

COMPLETED: 8 9 10 11 12 **GRADUATE?** { } Yes [] No **A UNIVERSITY?** [] Yes [] No

ARE YOU NOW USING, OR HAVE USED WITHIN THE LAST YEAR, ANY OF THE FOLLOWING:

TOBACCO [] Yes [] No **LIQUOR** [] Yes [] No **DRUGS** [] Yes [] No

(Hawaiian Mission Academy will not knowingly accept a student who is currently using these substances.)

WHY DO YOU WANT TO STUDY ENGLISH? _____

FAMILY INFORMATION		
Category	Father	Mother
Name		
Home Address		
Home Phone		
Occupation		
Employer		
Work Phone		
Citizenship		
Religion		

STUDENT PLEDGE

FUNDAMENTAL STANDARDS — Experience has shown that there are some practices that cannot be permitted in Seventh-day Adventist schools. Hawaiian Mission Academy will not knowingly receive a student who is involved in any of these practices. The first offense in areas such as the following fundamental points will result in administrative discipline. Further infractions may result in dismissal from the International Student Program with **no refund of monies paid**.

- 1) Dissembling atheistic ideas or undermining the religious ideals of the school.
- 2) Using profane language, indulging in lewd or suggestive conduct, or possessing/displaying obscene literature or pictures.
- 3) Using narcotics, tobacco, marijuana or psychedelic drugs in any form, or having them in one's possession.
- 4) Drinking, handling, possessing or furnishing alcoholic beverages.
- 5) Gambling, betting, possessing playing cards, dice or other gambling devices.
- 6) Being dishonest (including theft, willful deception regarding violation of school regulations, cheating in examinations, classwork or any other phase of school business).
- 7) Conducting oneself improperly with persons of the same or opposite sex.
- 8) Attending places of questionable amusements, such as nightclubs, strip bars, and discos.
- 9) Possessing or using firearms, explosives, weapons or matches on campus.
- 10) Vandalizing or willfully destroying private or school property.

I HAVE READ THE SCHOOL BULLETIN AND AM IN FULL HARMONY WITH THE PURPOSES, OBJECTIVES, STANDARDS AND POLICIES OF HAWAIIAN MISSION ACADEMY AS STATED. **IF ACCEPTED, I PLEDGE MY COOPERATION IN UPHOLDING THE STANDARDS AND IDEALS OF THIS SCHOOL, INCLUDING THE FUNDAMENTAL STANDARDS LISTED ABOVE.**

APPLICANT'S SIGNATURE: _____ **DATE:** _____

NAME OF APPLICANT: _____

SCHOOL YEAR: _____

HAWAII SPONSOR INFORMATION

<input type="checkbox"/> Husband-Wife Sponsors <input type="checkbox"/> Two Sponsors/Different Addresses (PLEASE PRINT CLEARLY)		
Name	#1	#2
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address		
Home Phone		
Occupation		
Employer		
Cell Phone		
Citizenship		
Religion		
Age/Status	_____ <input type="checkbox"/> Married <input type="checkbox"/> Single	_____ <input type="checkbox"/> Married <input type="checkbox"/> Single
Signature		
Date		

The Hawaii sponsor must be able to communicate freely in English. It is the responsibility of the Hawaii sponsor to notify the school **in writing** when he/she is no longer sponsoring the student. The school administration solicits the sponsor's cooperation in helping the student to know, understand and comply with school regulations concerning dress, use of substances (tobacco, alcohol and drugs), and attendance. Present policy excludes students who are not in harmony with these matters.

I have read the school bulletin and the policies governing Hawaiian Mission Academy, including the fundamental standards of the student pledge, which he/she has signed. I agree to the maintaining of these standards. I am not obligated to assume any financial responsibility for the above-named student in connection with his/her attendance at Hawaiian Mission Academy.

The signature(s) above indicate(s) that I/we understand that if the student being sponsored is under 18 years of age at the time he/she enters school, he/she **must live with me/us, at my/our home, for the school year**. If the student is a school dormitory resident, he/she agrees to abide by the dormitory regulations, too. I/We will be responsible for the dormitory student when the dormitory is closed for long weekends and vacation periods (Thanksgiving, Christmas and spring vacations).

A student who becomes a dormitory resident will be expected to reside in the dormitory for at least one full semester. The dorm resident will forfeit any funds deposited equal to the one-semester period if there is an early departure, no matter what the reason is for departure.

[If/When changing homestay, student **must inform the school immediately** by completing a new form.]

NAME OF
 APPLICANT: _____

SCHOOL YEAR: _____

HAWAII HOMESTAY INFORMATION		
Name		
Sex	[] Male [] Female	[] Male [] Female
Home Address		
Home Phone		
Occupation		
Employer		
Cell Phone		
Citizenship		
Religion		
Age/Status	_____ [] Married [] Single	_____ [] Married [] Single
Signature		
Date		

The Hawaii homestay parent(s) must be able to communicate freely in English. It is the responsibility of the Hawaii homestay parent(s) to notify the school when he/she is no longer the homestay parent(s) for the student. The school administration solicits the homestay parent's cooperation in helping the student to know, understand and comply with school regulations concerning dress, use of substances (tobacco, alcohol and drugs), and attendance. Present policy excludes students who are not in harmony with these matters.

I have read the school bulletin and the policies governing Hawaiian Mission Academy, including the fundamental standards of the student pledge, which he/she has signed. I agree to the maintaining of these standards. I am not obligated to assume any financial responsibility for the above-named student in connection with his/her attendance at Hawaiian Mission Academy.

The signature(s) above indicate(s) that I/we understand that if the student being sponsored is under 18 years of age at the time he/she enters school, he/she **must live with me/us, at my/our home, for the school year.**

[If/When changing homestay, student **must inform the school immediately** by completing a new form.]



HAWAIIAN MISSION ACADEMY

1438 Pensacola Street, Honolulu, Hawaii 96822-3821

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CONFIDENTIAL EVALUATION

Student's Name: _____

TO THE PARENT/GUARDIAN/SPONSOR

1. Please type or print the information requested above and on the first line of the reverse side.
2. Complete and sign the following statement of consent to the teacher. The information on the TEACHER REFERENCE REPORT is strictly confidential and will not be shared with you or anyone beyond the Hawaiian Mission Academy Admissions Committee and will only be used for admissions purposes.

"I hereby give my permission to release the information that is requested on the TEACHER REFERENCE REPORT regarding my child, _____ for the purpose of admission to Hawaiian Mission Academy."

Parent/Guardian Name

Parent/Guardian Signature

Date

3. Give a TEACHER REFERENCE REPORT to two of your child's teachers in the academic areas of English, Math, Social Studies, Science or Language.
4. If your child currently has one teacher, give the second form to your child's previous year's teacher.
5. Please provide the teacher with a stamped envelope addressed to:

Hawaiian Mission Academy
Office of Admission
1438 Pensacola Street
Honolulu, HI 96822

TO THE TEACHER

We sincerely appreciate your willingness to complete the TEACHER REFERENCE REPORT for this student, who is an applicant for admission to Hawaiian Mission Academy. We regard your professional evaluation of this student as a part of the criteria used in considering his/her application. The parent/guardian/sponsor is aware that any information you supply will be held in strict confidence. Please return this evaluation to the Office of Admission in the provided self-addressed envelope as soon as possible. Should you have any questions, feel free to call our office at 808.536.2207 x202.

HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Common Teacher Reference Report – Grades 2-12

Applicant's Name _____ Grade Applying _____
Last First Middle

Class Level: Accelerated _____ High _____ Average _____ Low _____ Heterogeneous _____

Subject and/or Grade _____ Self-contained Yes No

Please check (✓) the appropriate rating. N/A (not applicable) may be used in areas where there is insufficient information.

Academic Qualities

Motivation (effort, drive)	●	●	
	rare	moderate	maximum
Ability to work alone	●	●	
	needs help frequently	needs help occasionally	works well
Homestudy habits	●	●	
	never completes assignments	completes assignments	does more than expected
Participation in discussion	●	●	
	contributes when called on	volunteers occasionally	joins in readily
Ability to express ideas orally	●	●	
	has some difficulty	good	exceptionally good
Use of time	●	●	
	poor	average	excellent
Organization of work	●	●	
	poor	average	excellent
Follows direction	●	●	
	needs much explanation	needs occasional help	responds quickly

Personal Qualities

Leadership potential	●	●	
	a follower	occasionally seeks opportunities	natural leader
Classroom conduct	●	●	
	poor	average	excellent
Cooperates with adults	●	●	
	rarely	usually	always
Personal/social adjustment	●	●	
	relates poorly with others	fluctuating relationships with peers; generally happy person	healthy self image; healthy peer relationships
Ability to work in a group	●	●	
	rarely	usually	always
Consideration of others	●	●	
	rarely	usually	always
Takes initiative	●	●	
	rarely	usually	always
Fulfills responsibilities	●	●	
	rarely	usually	always
Uses suggestions or corrections	●	●	
	rarely	usually	always

We appreciate additional observations about this applicant.

Print or Type Name _____ Teacher's Signature _____

School _____ School Phone # _____ Date _____

All HAIS schools accept this common form.

EMERGENCY / MEDICAL INFORMATION

HAWAIIAN MISSION ACADEMY

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INT'L

ESL

Student Name: _____ Date of Birth _____

Preferred Doctor: _____ Phone Number: _____

Preferred Hospital: _____ Phone Number: _____

PARENT FIRST: in case of emergency, we will try to contact the parent first. Please list two alternate people who can assume responsibility for this student if the parent cannot be reached. Your spouse may be the second or third contact.

1st Alternate: _____ Phone: _____

2nd Alternate: _____ Phone: _____

Date of Last Physical Exam: _____ Blood Type: _____

List ANY allergies (food, drug, insect, etc.) or other health problems (asthma, disability, chronic disease, limited vision or hearing, etc.)

Does this student need medication? _____ If yes, list: _____

NOTE: The school cannot administer ANY medications (even aspirin or cough drops) unless we receive the following:

1. the medication in its original container
2. clear instructions for administering
3. a note signed by the student's parent **AND** the student's physician authorizing Hawaiian Mission Academy to administer the medication.

CONTINUING CONSENT TO TREATMENT

I hereby grant Hawaiian Mission Academy permission to seek medical attention for the above named student in the event of an emergency, if the school cannot contact me. I further consent to medical or surgical treatment by any licensed physician and/or hospital. I also permit the administering of necessary anesthetics, medical treatments, test, transfusions, injections or drugs and the performance of whatever operation may be deemed necessary or advisable.

Parent Signature: _____ Printed Name _____ Date _____

Work Phone _____ Home Phone: _____ Cell Phone: _____

Insurance Carrier: _____ Employer: _____

Group number: _____ ID Number: _____

PICK-UP AND VISITATION

Declare any restraining orders or prohibitions against visitation or pick-up of this student. (Use back of this sheet if additional space is needed.)



Steps of Admission to Hawaiian Mission Academy

International Student Program

1. Make application to Hawaiian Mission Academy by submitting the following:
 - a. Application materials included in packet. [Please be sure to include the name of a local sponsor (in Hawaii)]
 - b. \$25 application fee
 - c. If the student is currently in the 8th or 9th grade, submit the junior high school transcripts.
 - d. If the student is currently in grade 10 or higher, please submit the transcripts for grades 9 and above
 - e. A course description for each class is required along with the number of hours each class meets.
2. The HMA Admissions Committee meets to approve the application.
3. Upon acceptance to Hawaiian Mission Academy:
 - a. An acceptance letter will be sent
 - b. The parents will be requested to wire electronically from their bank account to Hawaiian Mission Academy a full year's tuition or PAYMENT IN FULL for all educational fees. If a dormitory student, this would include all dormitory room and board fees.
4. Once the funds have been received by HMA
 - a. I-20 federal form will be issued by Hawaiian Mission Academy to the parent so that they may make application to the U. S. Consulate to apply for a 4-year Student VISA to study in the United States of America.
5. Upon receiving your I-20 form, immediately **file the SEVIS I-901** form and pay your \$100 fee with the Student and Exchange Visitor Information System (SEVIS). This can be filed online, by mail, or by courier. The online method is the fastest (*SEE below*) and the method recommended by HMA.

You will be denied your VISA if you fail to file the SEVIS I-901 and pay the \$100 fee.

Do not confuse this SEVIS I-901 fee with your United States VISA fee. The Student VISA Fee will be separate.

HOW TO APPLY TO SEVIS online:

 - a. To complete the I-901 form, you will need your I- 20 form *and* your **SEVIS I.D. Number**. [This can be found on your I-20 form on the top right hand corner of the first page. It will be under the words "*Student's Copy*" and above the barcode.]
 - b. To apply directly online, go to <http://www.fmjfee.com>, OR, <http://www.ice.gov/graphics/sevis/i901/index.htm>
 - c. In the middle of the screen on the <http://www.fmjfee.com> website, CLICK on the middle box, "PROCEED TO I-901 FORM AND PAYMENT."
 - d. Print out a receipt before you log off the website.
 - e. Allow two weeks from the time of filing and payment.
6. When you go to the U. S. Consulate take four documents with you:
 - a. Your PASSPORT
 - b. Your letter of acceptance from Hawaiian Mission Academy.
 - c. The I-20 federal form issued by Hawaiian Mission Academy.
 - d. Receipt or proof that you have filed the SEVIS I-901 fee.
7. At the U.S. Consulate's office, you will receive a BOOKING Appointment number with a specific date and time to interview with U. S. officials and request your Student VISA approval.
8. Immediately FAX or notify the school of:
 - a. City and location of U.S. Consulate/Embassy where you will be interviewed for the F-1 VISA.
 - b. Date and Time of appointment
 - c. Booking Appointment No.
9. At the appointment date and time set by the U.S. Consulate, the student should present themselves for the interview at least 30 minutes early.
10. Upon receipt of the F-1 Student VISA, immediately notify Hawaiian Mission Academy so that we can be informed of the expected date of arrival.
11. If the Student VISA is denied, **RE-Apply** and request another interview. Often the U. S. Government wants to know the seriousness, positive intent, and determination of the student and parents and their interest to pursue their education. Keep the Registrar of Hawaiian Mission Academy informed of this second interview date and time, as well as, the outcome of your interview with the U. S. Consulate
12. However, if the student is denied and students abandon their efforts to apply for the F-1 Student VISA, then they must submit proof of denial of Student VISA to Hawaiian Mission Academy. Hawaiian Mission Academy will refund all but \$250 of the parents' funds. The funds will be wired to the parents' financial institution.

All questions can be directed to one of two persons:

1. Ms. Nenny Safotu, Registrar
registrar@hawaiianmissionacademy.org

2. Mr. Peter Cheeseman, Dir. of International Studies