



## 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 8<sup>th</sup> or 9<sup>th</sup> 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 \$200 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 \$200 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.

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All questions can be directed to one of two persons:

1. Ms. Nenny Safotu, Registrar  
[registrar@hawaiianmissionacademy.org](mailto:registrar@hawaiianmissionacademy.org)
2. Mrs. Linda "Linn Madsen  
Director of International Studies

Keep in touch with Hawaiian Mission Academy  
1438 Pensacola Street, Honolulu, HI 96822, 808.536.2207 & FAX: 808.524.3294