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# Transferring to KCC

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## From a non-UH campus

If you had previously attended another college or university, are currently a student at another institution outside of the UH System or have had a break in enrollment from a UH System School, or have earned college credit outside of Kapi'olani Community College, follow these easy steps to get started with us: Kapi'olani Community College, then you are considered a "transfer" student.

Follow the following steps to complete your admissions process.

### Admissions Info

- ▶ [Admissions](#)
- ▶ [Dates & Deadlines](#)
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- ▶ [Financial Aid](#)
- ▶ [15 Frequently Asked Questions](#)

## Step 1: Submit Online System Application

Complete the [Online Application](#)

- If you are a Hawai'i Resident or an active duty Military or eligible Military Dependent Stationed in Hawai'i there is no application fee
- To apply for the Military Nonresident Exemption submit the following:
  1. Submit a copy of Military Orders
  2. Dependents must also submit a copy of their Military Dependent IDs
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Additional information for [International Students](#)
- Application deadlines (REMINDER! The following deadlines do not apply to International Students):
  - Fall term: August 1
  - Spring term: December 15

Step 2. Apply for Financial Aid (if needed)

Step 3. Health Clearance

Step 4. Transfer Credits

Step 5. Get a UH Username

- ▶ [Counseling](#)
- ▶ [Residency Requirements & Regulations](#)
- ▶ [Prior Learning Assessment](#)
- ▶ [Admissions Toolbox](#)
- ▶ [Transcript Request](#)

## Admission Contact

### **Kekaulike Information and Service Center (KISC) for Admissions, Records, Graduation, and Financial Aid**

Ilima Building, Room 102

Phone: 808.734.9555

Fax: 808.734.9896

Email: [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu)

### **Cashier's Office**

Mon - Fri, 8:00am - 4:00pm

Closed Weekends and State Holidays

Phone: (808) 734-9524

KISC is also closed to the public the last Friday of every month

Step 6. Meet with an Academic Counselor

Step 7. Register for Courses

Step 8. Pay your tuition and fees by the posted deadline

Step 9. Purchase your books and supplies

## From other UH-System campus

If you are currently attending another UH System school (UH Mānoa, Hilo, West O'ahu or any of the Community Colleges in Hawai'i), follow these easy steps to get started at Kapi'olani Community College:

### Step 1: Submit the Change of Home Institution Form

The [Change of Home Institution Form](#) (PDF) allows us to change your official record to reflect Kapi'olani CC as your "home institution." Your home institution should be the campus in which you intend on receiving your degree and any financial support (i.e. financial aid, veterans benefits). Submit this form via:

1. Fax (808) 734-9896
2. In Person: Kekaulike Information Service Center (KISC) in Ilima 102
3. Mail to:

**Admissions; Kekaulike Information Service**

**Center, Ilima 102; 4303 Diamond Head Road;  
Honolulu, HI 96816**

Step 2. Are you currently receiving Financial  
Aid or Veterans Benefits?

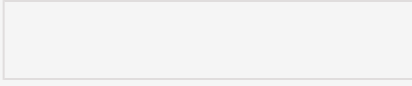
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