

**FREQUENTLY ASKED QUESTIONS**  
**REGARDING GRADUATE APPLICATIONS**

**1. How do I apply to the Oceanography graduate program?**

There are two applications to complete. The online UH Graduate Admissions application is located on their website: <http://manoa.hawaii.edu/graduate/content/prospective-students>  
There is an application fee of \$100 (as of Fall 2020 admissions).

There is also the Departmental application located at the bottom of our Oceanography Prospective Students webpage: [http://www.soest.hawaii.edu/oceanography/prospective\\_students.html](http://www.soest.hawaii.edu/oceanography/prospective_students.html)

There is no application fee for the Departmental application.

You can submit the Departmental application either via postal mail, emailing it directly to [kristinu@soest.hawaii.edu](mailto:kristinu@soest.hawaii.edu), or uploading it to the online supplemental documents site: <https://documentupload.manoa.hawaii.edu/upload/#/login>

However, please do not submit the same materials in multiple ways. For example, if you mail your GRE scores to our office, you DO NOT have to also upload it to the online supplemental documents site. This will slow down the application process.

The deadline to submit applications for admission of U.S. applications are December 15 for Fall admission and September 1 for Spring admission. For foreign applicants, the corresponding deadlines are December 15 and August 1.

**2. Are GRE scores still required to apply to the program?**

As of December 2019, GRE scores are no longer required to apply to our graduate program.

**3. What are the minimum TOEFL scores to enter the program?**

There is no official minimum TOEFL score to enter the program. However, here are the recommended minimum scores in order to be considered for a Research or Teaching Assistantship.

TOEFL internet score: 100

TOEFL paper score: 600

IELTS score: 6.0 (7.0 for Teaching Assistantships)

**4. Where do I send my TOEFL scores?**

Your TOEFL scores should be sent to UH Graduate Admissions Office:

Graduate Division  
University of Hawaii at Manoa  
Spalding 354  
2540 Maile Way  
Honolulu, HI 96822

You just need to provide our Institution Code (4867 for University of Hawaii at Manoa) and Department Code (0508 for Oceanography). Our office is able to view TOEFL scores sent to the Graduate Admissions Office.

**5. How should my recommendation letter writers submit their recommendations?**

Recommendation letters can be submitted either via postal mail, emailing it directly to [kristinu@soest.hawaii.edu](mailto:kristinu@soest.hawaii.edu), or uploading it to the online supplemental documents site: <https://documentupload.manoa.hawaii.edu/upload/#/login>

However, please do not submit the same letter in multiple ways. For example, if your letter writer emails his/her letter to [kristinu@soest.hawaii.edu](mailto:kristinu@soest.hawaii.edu), he/she DOES NOT have to also upload it to the online supplemental documents site. This will slow down the application process.

If submitted by email, recommendation letters should be sent directly by the letter writer (i.e. *not* the student applicant) to the current Graduate Specialist of Oceanography, Kristin Momohara at [kristinu@soest.hawaii.edu](mailto:kristinu@soest.hawaii.edu).

**6. If I sent my transcripts to Grad Division, do I also need to order a second copy for the Department?**

No, if your transcripts were sent to Grad Division, they will forward a copy to our office for our files. Vice versa: If our office receives any original transcripts that Grad Division did not receive, we will send them the original one and keep a copy for our files. Unofficial copies are acceptable during the application process, but we will need original/official transcripts if you've been selected to the program.

**7. May I submit an electronic copy of my official transcripts?**

A few Universities offer a service where they send electronic official transcripts via a drop box service. We will accept these electronic transcripts during the application process, but will need original/official transcripts if you've been selected to the program.

**8. When will I receive notification whether I've been accepted into the program?**

Our Department receives about 50 applications every year for Fall admission. The process to review these applications and determine who has been accepted can take 2-3 months. Our office usually sends out notifications for Fall admission in early April.

For Spring admission, decisions are usually made mid-October since the application pool is generally smaller.

**9. If I applied last year may I re-use some of my application materials?**

Certain application materials may be re-used for your current application. Your TOEFL scores and recommendation letters may be re-used. However, the supplemental information form, statement of objectives and graduate assistant application form should be completed again.