



F-1 & J-1 Part-time International Student Application Checklist

Application Instructions **Applicants must be 18 years old OR have completed secondary school prior to enrollment

The following forms and documents are required for admission to Leeward Community College (Leeward CC)

STEP 1

Submit an [online application](#). If you are a first-time applicant, you will need to create an account before you can submit an application. This application is being used by all seven (7) University of Hawai‘i Community Colleges. From the “Add Program” section of the application, please be sure to select an academic major that is offered at “Leeward CC Main Campus – Pearl City, Oahu”. *There is a non-refundable \$25 application fee.

STEP 2

Submit other required documents to the Office of International Programs (lccintl@hawaii.edu) via [FileDrop](#)

Forms and documents	✓
A. Copy of passport photo page	
B. Copy of F-1/J-1 visa or change of status approval notice from USCIS	
C. Form I-94 (Please retrieve your I-94 from https://i94.cbp.dhs.gov/I94/#/home#section)	
D. Copy of Form I-20 (F-1 student) or Form DS-2019 (J-1 student)	
E. A letter on school letterhead from a Designated School Official (DSO) at your school giving you permission to take the class(es) at Leeward Community College. The letter must include the class(es) that you wish to take. (F-1 student ONLY)	

Academic Calendar & Recommended Part-time International Student Application Submission Dates

Term	Application should be submitted by:
Fall semester (End of August through mid-December)	July 25
Spring semester (Early January through early May)	December 1
Summer terms (Mid-May through early August)	April 15

All submitted forms and documents become the property of Leeward Community College Office of International Programs and cannot be returned.