



**TRANSCRIPT REQUEST PROCEDURES – Must be completed**

In order for Hawaii Community College to process a transcript request we need to receive the request via a letter, fax, or our standard transcript request form. This request must include the following:

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Birth date: \_\_\_\_\_

Username or UH ID#: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

Transcript to be mailed to (indicate exact name & address): \_\_\_\_\_

\_\_\_\_\_

Number of transcripts to be sent: \_\_\_\_\_

**Original Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAYMENT PROCEDURES – Must be completed if payment required**

If transcripts are to be sent to an admissions office within the UH system contact that office directly—there is no charge for these transcripts. All other transcript requests are \$5.00 per copy and will be processed within seven days. Rush transcript requests are processed within 24-hours upon receipt of a completed request, with a charge of \$15.00 per copy. Student must indicate in **bold**, UPPERCASE letters **RUSH**.

Credit Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Visa or M/C only) [circle one]

Exact Name on credit card (please print): \_\_\_\_\_

In the signature block on the backside of credit card, need the last three(3) digits: \_\_\_\_\_

I authorize HawCC to charge my (Visa / MC)-[circle one] credit card (\$5.00 or \$15.00)-[circle one] for each transcript.

**Card Holder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If using someone else's card to pay, that individual must complete the "Payment Procedures" portion and also provide a contact phone number. Card holder's telephone No. \_\_\_\_\_

Card holder's billing address: \_\_\_\_\_

Check payments should be made payable to Hawai'i Community College.

**Student must call the Records Office to confirm receipt of their transcript request information:**

**Phone: (808) 934-2705**

**Fax: (808) 934-2501**