

TRANSCRIPT EVALUATION REQUEST FORM

All submitted documentation is the property of the University of Hawaii, Kapi'olani Community College and will NOT be released.

This request is valid for one year from date of receipt. **Submit this form only if you have completed ALL of the following:**

- My current home institution is Kapi'olani Community College (KCC) and I am in a declared program.
- I have requested **official** transcripts from institutions outside of the UH System listed below to sent directly to KCC, Attn: KISC, Transcript Evaluation (see address above).
 - **Hand-delivered or faxed transcripts will be considered UNOFFICIAL**

Please print.
 UH Number: _____ UH email address _____ @hawaii.edu
 Name (Last, First, M.I.): _____
 Previous/Former Name(s): _____ Daytime Phone: _____
 Current Mailing Address: _____

Instructions: Choose one of the boxes below that applies to you and return it to KISC. Once your evaluation is complete, you will be notified via email to your **hawaii.edu** account. You can view your transfer credits on your unofficial transcript via your MyUH Portal. Log on to <http://myuh.hawaii.edu> to activate your account.

1) TRANSCRIPT EVALUATION: My current major is: _____

I request my credits from the following institutions to be transferred to KCC:

Name of Institution	Attendance Period

2) PRE-REQUISITE(S) ONLY: I plan to enroll at KCC, but do not plan on seeking a degree from KCC. State the KCC courses (i.e. FAMR 230, PSY 100, ZOOL 141) you plan to take and attach an unofficial copy of your prior institution(s) transcripts to obtain registration overrides. For semester: Fall Spring Summer Year _____

By signing below, I understand that I am responsible to complete the criteria listed above before submitting this form to KISC. I also understand that, upon written request, I may be required to provide an official course description(s), college catalog, and/or course syllabus from my former institution(s).

Student's Signature _____ **Date:** _____

FOR OFFICE USE ONLY: KAP Home Inst Yes No Rec'd by/date _____ Completed by/date _____