



## TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_  
 Last First Middle Name/Initial

Other Name(s) Used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

UH ID/Username: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Last Attended KCC:  Fall  Spring  Summer \_\_\_\_\_

**Signature (Required)** \_\_\_\_\_ **Date** \_\_\_\_\_

All transcripts released to the student will be stamped, "ISSUED TO STUDENT." These transcripts bear the KCC seal and are considered official; however, some institutions/agencies may not accept transcripts that are issued to student. Please check with the receiver before submitting your request. Under the Family Educational Rights and Privacy Act of 1974, this information is released to you on the condition that you will not permit any other party to have access to such information without the written permission of the student. Official transcripts of credits earned at other institutions are not available for distribution by KCC. For admissions purposes, it may not be necessary to send transcripts within the UH System (check with the UH campus). If sending transcripts to multiple recipients, please fill out individual transcript requests.

**Send Transcript To:** \_\_\_\_\_  
 Print Clearly.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student Pick-Up** (Must provide valid photo ID)  
 **Third Party Pick-Up.** I authorize \_\_\_\_\_ to pick up transcript & deliver it to me. KCC will not be responsible for loss or damage to the transcript once it is released to the third party (Must provide valid photo ID)

**Fax To:** \_\_\_\_\_

**Process This Request:** **Number of Copies:** \_\_\_\_\_  
 Now  
 After grades posted - semester/year \_\_\_\_\_  
 After degree conferred - semester/year \_\_\_\_\_ (Allow for 6-8 weeks after semester ends)

**Process Fee and Time:** **Make check payable to: University of Hawaii**  
 \$5.00 per REGULAR copy - processed within 7 business days  
 \$15.00 per RUSH copy - processed within 24 business hours  
 \*Transcripts are sent via USPS only. Process time does not include mail/delivery time.  
 \*Fee payment is required before a request is processed.

<i>For Office Use Only</i>			
SOAHOLD: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Charged _____	Fee Paid _____	Processed By/Date _____