



## TRANSCRIPT REQUEST FORM

We do not accept fax or email requests. You must request for your official KCC transcript in-person, by mail, or via the National Student Clearinghouse.

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 be necessary to send transcripts within the UH System (check with the UH campus). Fee payment is required before request is processed. Transcripts are sent via USPS only. Process time does not include mail/delivery time.

**IMPORTANT! Due to COVID-19, we have suspended student and third-party pick-up of official transcripts until further notice.**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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:**  
 \$5.00 per REGULAR copy - processed within 7 business days  
 \$15.00 per RUSH copy - processed within 24 business hours  
 Make check payable to: **University of Hawaii**

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