

University of Hawai'i-West O'ahu Transcript Request Form

Office of the Registrar, Campus Center, C-141
91-1001 Farrington Highway, Kapolei, HI 96707
Phone: (808) 689-2900 Toll-free (866) 299-8656
Fax: (808) 689-2901
Email: uhwo.records@hawaii.edu

An official copy of course work completed at UH West O'ahu may be obtained by completing and submitting the *Transcript Request Form* to the Office of the Registrar. Transcripts released directly to the student will be stamped "ISSUED TO STUDENT." Financial obligations at any UH campus must be cleared before requests can be processed. The Office of the Registrar does not produce unofficial transcripts. Students may view and print their unofficial academic records in MyUH through the STAR Degree Check at myuh.hawaii.edu. Incomplete, illegible, and/or unsigned forms will not be processed.

STUDENT INFORMATION

Last Name First Name MI

Other Names Used

Street Address

Day Time Phone Home Phone

City State Zip Code Country

Email

UH ID OR SSN

_____/_____/_____
Date of Birth

Are you currently enrolled at UH West O'ahu?

YES _____ NO _____

Student's Signature (REQUIRED) Date

By signing this form, I authorize the release of my transcripts as instructed

If no, indicate the last semester/year attended:

Fall _____ Spring _____ Summer _____

ORDERING AND FEE INFORMATION

____ (QTY) **Regular Service: \$5 per copy** (processed within 5-7 business days after the form and appropriate payment are received)

____ (QTY) **Rush Service: \$15 per copy** (processed within 2 business days after the form and appropriate payment are received)

PROCESSING INSTRUCTIONS

Select **ONE** Processing Method:

- Process now
- Process after the _____ semester grades are posted
(allow 2 weeks after the semester ends)
- Process after my degree/certificate is awarded for the _____ semester
(allow 8-10 weeks after the semester ends)

*Note: Unclaimed or undeliverable transcripts will be destroyed after 30 days.
No refunds will be issued.*

DELIVERY INSTRUCTIONS

Select **ONE** Delivery Method:

- Student pick up. Contact me by phone at _____
when it is ready to be picked up. *Note: A valid photo ID will be required when picking up your transcript*
- Mail transcript to:

Transcripts are mailed through the US Postal Service, First Class

PAYMENT INFORMATION

Payment (*in-full*) must be accompanied with the completed Transcript Request Form. Acceptable forms of payment are cash (*in-person payment only*), check or money order (*payable to the University of Hawai'i*), or by credit card (*download the Credit Card Authorization Form available at www.uhwo.hawaii.edu/forms*).

Cashier's Office Use Only

Amount Paid: _____

Receipt Number: _____

Processed by: _____

Date: _____

Front Office Use Only

SOAHOLD: _____

SHACRSE: _____

SPAIDEN: _____

Accepted by and Date: _____

Office of the Registrar Use Only

SOAHOLD: _____

SHACRSE: _____

SPAIDEN: _____

Processed by and Date: _____