

# I. REQUEST FOR TRANSCRIPT

University of Hawai'i at Mānoa

Office of Admissions & Records  
Queen Lili'uokalani Center for  
Student Services  
2600 Campus Road, Room 001  
Honolulu, HI 96822  
FAX: (808) 956-7830  
PH: (808) 956-5562

Regular fee \$5.00 (processed within 5 business days after receipt of this request).  
Rush fee \$15.00 (processed within 2 business days after receipt of this request).

**Please also complete the payment information on page 2 or this request cannot be processed. Payment must accompany request.**

## PLEASE PRINT

STUDENT'S FULL NAME AND ADDRESS: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

\_\_\_\_\_  
Last First Middle (Other Names Used)

\_\_\_\_\_  
Street Address Apt. No.

\_\_\_\_\_  
City State Zip Code Email Address

Student's Social Security No.: \_\_\_\_-\_\_\_\_-\_\_\_\_ Birthdate: \_\_\_\_\_ Ph.#:(\_\_\_\_) \_\_\_\_-\_\_\_\_

or Student's UH No.: \_\_\_\_-\_\_\_\_-\_\_\_\_

Student's Signature: \_\_\_\_\_  
(Without your signature this request cannot be processed)

### 1. MAILING INSTRUCTIONS (CHECK ONE OF THE FOLLOWING OPTIONS):

- SEND NOW
- SEND AFTER \_\_\_\_\_ SEMESTER GRADES ARE POSTED
- SEND AFTER "DEGREE AWARDED" NOTATION IS POSTED (Allow 8-10 weeks after commencement)
- OTHER: \_\_\_\_\_

### 2. SPECIAL INSTRUCTIONS:

SIGN & SEAL ENVELOPE FLAP (FOR TRANSCRIPTS ADDRESSED TO STUDENT ONLY)

3. DATES OF ATTENDANCE AT UHM: \_\_\_\_\_ TO \_\_\_\_\_  
Month & Year Month & Year

### 4. SEND TRANSCRIPT TO:

ADDRESS #1 - Number of copies to this address: \_\_\_\_\_ ADDRESS #2 - Number of copies to this address: \_\_\_\_\_

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

ADDRESS #3 - Number of copies to this address: \_\_\_\_\_ ADDRESS #4 - Number of copies to this address: \_\_\_\_\_

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

NOTE: All transcripts released to the student will be stamped "ISSUED TO STUDENT". As these transcripts bear the UHM seal, they are nonetheless official. It simply advises a third party that the student has personal possession of the "Issued to Student" transcript. Official transcripts of credits earned at other institutions are not available for distribution by the University of Hawai'i at Mānoa. Requests for transcripts may be denied for students with outstanding financial obligations within the University of Hawai'i System. Students may access MyUH or contact their campus for additional information.

# II. REQUEST FOR TRANSCRIPT PAYMENT SECTION

University of Hawai'i at Mānoa  
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*Please complete the items on page 1 before proceeding.*

## PLEASE PRINT

Name: \_\_\_\_\_  
Last First Middle (Other Names Used)

Social Security No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ or UH No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

### 5. PAYMENT ENCLOSED:

Total number of transcripts requested = \_\_\_\_ x \$5.00 (for regular [3-5 business days] processing) = Amount Enclosed \$ \_\_\_\_  
\_\_\_\_ x \$15.00 (for RUSH [2 business days] processing) = Amount Enclosed \$ \_\_\_\_

- Payment by Check (Payable to University of Hawaii)
- Payment by Credit Card

Please check one:  Visa  MasterCard

Please fill out Credit Card information:

Card Holder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Amount to Charge Credit Card: \$ \_\_\_\_\_

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

Card Holder's Billing Address & Zip Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Card Holder's Phone Number: \_\_\_\_\_

NOTE: All transcripts released to the student will be stamped "ISSUED TO STUDENT". As these transcripts bear the UHM seal, they are nonetheless official. It simply advises a third party that the student has personal possession of the "Issued to Student" transcript. Official transcripts of credits earned at other institutions are not available for distribution by the University of Hawai'i at Mānoa.