CENTER FOR CAREER DEVELOPMENT & STUDENT EMPLOYMENT
UNIVERSITY OF HAWAI`I AT MĀNOA
2600 Campus Road ♦ Queen Lili`uokalani Center for Student Services 212 ♦ Honolulu, HI 96822-2205
Phone: (808) 956-7007

REQUEST FOR FORWARDING CREDENTIAL FILE

Please insure the following information is legible, correct, and complete. Incorrect, illegible, or missing data may cause delays in processing your credential request. No fax, email, or phone requests will be accepted. Maximum of 5 letters per request.

Registrant's Name:_____ SSN or UH ID:_____
Last First M.I.

Current Address: _____ Phone:_____ Email:_____

□ New address?

To:
Name: _____
Title/Department: _____
Employer/School: _____
Address: _____

Special Instructions:

_____
_____

_____ _____
Signature **Date**

FEES

Standard Processing: **$3**
No more than 5 requests will be processed per day and limited to 5 letters/request. Processed within 5 working days.

Additional Processing Fee: **$3**
For each letter processed beyond the 5 letters per request.

For Office Use Only:

1/07

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