

TRANSCRIPT REQUEST

KAUA'I COMMUNITY COLLEGE - Records Office
3-1901 Kaumuali'i Highway
Lihu'e, HI 96766-9500 (808) 245-8225

Last First M.I. Other Name(s) Used

Address Phone

City State Zip Code Date of Birth

Signature UH Number or SSN

SEND TRANSCRIPT(S) TO: (PRINT LEGIBLY)

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.

PLEASE COMPLETE BELOW

Date of Request _____ No. of Copies _____

Dates of Attendance at KCC: From _____ To _____

WHEN SHOULD TRANSCRIPTS BE PROCESSED?

- SEND NOW
- SEND AFTER (specify semester) _____ Grades are Posted
- SEND AFTER Degree is Conferred

Transcripts are sent via USPS only. Processing time includes production, but not mailing/delivery time.

FEES / PROCESSING

FEES required in advance. Make checks payable to the University of Hawai'i.

- \$5.00 per copy (processed within 7 working days)
- \$15.00 per copy for "RUSH" (processed within 24 hours)
- DO NOT send transcripts within the UH system (**exception: send transcripts if you attended KCC prior to Fall 1986** - no fee required, except for "RUSH")

Official transcripts of credits earned at other institutions are not available for distribution by KCC.

OFFICE USE ONLY

Authorized by _____ Date Processed _____

- \$5.00 paid
- \$15.00 paid
- UH System