

**REQUEST FOR TRANSCRIPT**

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

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

Address Telephone No.

City State Zip Code Date of Birth

Signature Social Security No.

**SEND TRANSCRIPT(S) TO:** (PRINT LEGIBLY – for direct mailing in window envelope)

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

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 \_\_\_\_\_

Currently Attending KCC  Yes  No

If No, Semester Last Attended KCC \_\_\_\_\_ Year \_\_\_\_\_

**WHEN SHOULD TRANSCRIPTS BE PROCESSED?**

**REASON**

- Now, although some grades may be missing
  - After final grades are posted to the MyUH Portal
  - After GPA updated and degree conferred  
*(GPA updated after ALL semester grades are posted)*
- Admissions
  - Employment
  - Other

**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

A&R: 1/1/06