



This form is used to request a copy of your non-UH transcript to be forwarded to another campus in the UH system. The original non-UH transcript will remain at UH West O'ahu. Note: We do not provide copies or forward any non-UH transcripts to students and institutions outside of the UH system. **One recipient per form.** Submit the completed form to the Office of the Registrar, C-141 or use UH West O'ahu Secure File Transfer at [westoahu.hawaii.edu/sft](http://westoahu.hawaii.edu/sft) and select "Records Department". Please allow 5-7 business days within receipt for processing.

### Student Information

Last Name	First Name	Middle	UH ID
Cell Phone	Home Phone	UH Email Address	

### List previous educational institution(s)

Name of Institution	City / State or Country
Name of Institution	City / State or Country
Name of Institution	City / State or Country
Name of Institution	City / State or Country

### UH Campus Recipient

Select one campus below:

UH Mānoa Undergraduate Admissions Office

Honolulu Community College

UH Mānoa Graduate Admissions Office

Kapi'olani Community College

UH Hilo

Kaua'i Community College

UH Maui College

Leeward Community College

UH Maui College, Molokai

Windward Community College

Hawai'i Community College

### Delivery Method

If no method of delivery is selected, transcript will be sent by mail.

Mail

Fax

UH FileDrop

If UH FileDrop, please indicate recipient email: \_\_\_\_\_

### Student Signature

I authorize the University of Hawai'i-West O'ahu to forward a copy of my non-UH transcript(s) as requested.

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

<p><b>Front Office Use Only</b></p> <p>SAAACKL: _____</p> <p>Accepted By: _____</p> <p>Date: _____</p>	<p><b>Office of the Registrar Use Only</b></p> <p>SPACMNT: _____</p> <p>Processed By: _____</p> <p>Date: _____</p>
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