

An official copy of course work completed at UH West O'ahu may be obtained by completing and submitting the Transcript Request Form. Transcripts released directly to the student will be stamped "ISSUED TO STUDENT." Financial obligations at any UH campus must be cleared before requests can be processed. The Office of the Registrar does not produce unofficial transcripts. Students may view and print their unofficial academic records in STAR via MyUH. 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 and select "Records Department".

Student Information

Last Name	First Name	Middle	UH ID	
Mailing Address		City	State	Zip
Cell Phone	Home Phone	UH Email Address		

Are you currently enrolled at UH West Oahu? Yes No If no, indicate last semester/year attended: Fall Spring Summer Year: _____

Ordering and Fee Information

Quantity	Description of Service
	Regular Service: \$5 per copy (processed within 5-7 business days after the form and appropriate payment are received)
	Rush Service: \$15 per copy (processed within 2 business days after the form and appropriate payment are received)

Processing Method

Select **ONE** Processing Method:

Process Now

Process after the _____ semester grades are posted
(allow 2 weeks after the semester ends)

Process after my degree/certificate is awarded for the
 _____ semester *(allow 4-6 weeks after the semester ends)*

Delivery Method

Note: Unclaimed or undeliverable transcripts will be destroyed after 30 days. No refunds or reprinting will be issued.

Select **ONE** Delivery Method:

Pick up: Contact me by phone at _____ .
Note: A valid photo ID will be required.

Mail to:

Recipient		
Mailing Address		
City	State	Zip

Transcripts are mailed through the US Postal Service, First Class

Payment Information

Full payment must be accompanied with this completed Transcript Request Form. Acceptable forms of payment are: (1) cash and credit card (*in-person payment only*); (2) personal check or money order (payable to the University of Hawai'i). Online ordering and payment is available through the [National Student Clearinghouse](#).

Student Signature

By signing this form, I authorize the release of my transcripts as instructed.

 Student Signature (Required)

 Date

Cashier's Office Use Only Amount Paid: _____ Receipt #: _____ Processed By: _____ Date: _____	Front Office Use Only SOAHOLD: _____ SPAIDEN _____ SHACRSE: _____ Accepted By and Date: _____	Office of the Registrar Use Only Processed By: _____ Date: _____
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