

WINDWARD COMMUNITY COLLEGE
 Admissions and Records Office
 45-720 Kea'ahala Road
 Kāne'ohe HI 96744

REQUEST FOR TRANSCRIPT EVALUATION

INSTRUCTION TO STUDENT: For any previous coursework (and military training) to be evaluated for transfer to Windward Community College (WCC), students home institution must be WCC, be in a declared program and currently enrolled or registered/accepted (exception – evaluation for graduation). The College's official transcript must be sent directly from the College to WCC's Admissions and Records office. A Request for Transcript Evaluation form may be submitted to inform Admissions and Records office of incoming transcript. Transcripts are only maintained for one year.

For a transcript evaluation of other University of Hawaii (UH) campuses, it is no longer necessary to request transcripts to be sent to WCC. UH transcripts may be viewed electronically by an academic advisor. For UH credits to be transferred to WCC, please see an academic advisor or submit a Request for Transcript Evaluation form to inform Admissions and Records office of UH credits.

Transcript evaluation requests for graduation must be received by the Admissions and Records office to process for transferring credits. Transcripts must be received by the end of the graduation month. Students should see an academic advisor for Graduation Certification.

NAME: _____ UH ID/User Name: _____
Print Last Name, First Name, MI

Other Name on Transcript: _____ Birth Date: _____

Process Transcript Evaluation: Fall 20____
 Spring 20____
 Graduation 20____ Fall Spring Summer

| A&R Use Only College Code | Print Name of College/Military Training to be Evaluated (include UH campuses) | Enrollment Dates | A&R Use Only X = recd |
|------------------------------|--|------------------|--------------------------|
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Student's Signature: _____ Date: _____