

TRANSCRIPT REQUEST FORM

University of Hawai'i – Windward Community College  
Admissions and Records Office, Hale Alaka'i, Room 112  
45-720 Kea'ahala Road – Kāne'ohe, HI 96744 (808) 235-7432

NAME: \_\_\_\_\_  
Print Last Name, First Name, MI Other Name(s) Used

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

UH ID/User Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE (required): \_\_\_\_\_

SEND TRANSCRIPT TO (print clearly):

NAME: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ NO. OF COPIES: \_\_\_\_\_

LAST ATTENDED WINCC (semester/year) \_\_\_\_\_

PROCESS THIS TRANSCRIPT REQUEST:

- NOW
- AFTER GRADES POSTED – semester/year: \_\_\_\_\_
- AFTER DEGREE IS CONFERRED – semester/year: \_\_\_\_\_  
(allow 6 – 8 weeks after semester ends)

PROCESS FEE AND TIME:

- \$ 5.00 per copy – standard process within 7 business days
- \$15.00 per copy – **RUSH** process within 24 business hours

*Fee payment is required before request is processed. Make check payable to University of Hawai'i. Transcripts are sent via USPS only. Process time does not include mail/delivery time. Official transcripts from other institutions are not available for distribution by WinCC. For admissions purposes, it may not be necessary to send transcript within UH System (check with UH campus).*

-----OFFICE USE ONLY-----

AMT ENTERED: \_\_\_\_\_ DATE /BY: \_\_\_\_\_

DATE PAID/BY: \_\_\_\_\_ SHARQTC DATE/BY: \_\_\_\_\_