

University of Hawai'i - Windward Community College  
Admissions and Records Office  
45-720 Kea'ahala Road - Kāne'ohe, HI 96734  
(808) 235-7432

**DIPLOMA REQUEST FORM**

Student Name: \_\_\_\_\_ UHID/Username: \_\_\_\_\_  
Print Last Name, First Name, Middle Initial(s)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I can only use this form to request a diploma for the option below (check one). I understand that I need to complete this form and make full payment to the above address. Refer to current catalog for Diploma Fee. This request is due prior to the last day of instruction of the current term. If submitted after this deadline, this request will be processed for the following term.

- Purchasing a Replacement Diploma  
*Diploma will be original information (e.g. name, date conferred, program, degree) except signatures will be present UH administration.*
- Purchasing a Diploma via Reverse Transfer Initiative (complete Purchasing a Diploma box below)  
*Diploma name can only be the official name that appears in UH Student Information System (middle name optional)*
- Purchasing an Original Diploma of a Degree Awarded (complete Purchasing a Diploma box below)  
*Diploma name can only be the official name that appears in UH Student Information System (middle name optional). Signatures on diploma will be present UH administration*

Major: \_\_\_\_\_ Emphasis (if applicable): \_\_\_\_\_

Graduation Year: \_\_\_\_\_  Fall  Spring  Summer

**PURCHASING A DIPLOMA** (includes one diploma cover)

Print clearly your legal name on record, include spaces, punctuations, diacritical markings such as 'okina (e.g. '), kahakō, apostrophe (e.g. ')

Example: Patrick C K O'Brian-Kāne'ohe, Patrick C. K. O'Brian-Kāne'ohe

Print First Name: \_\_\_\_\_

Print Middle Name or Initials (optional): \_\_\_\_\_

Print Last Name: \_\_\_\_\_

Address to Mail Diploma: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Diploma will be mailed within 6-8 weeks after term ends and UH financial obligation MUST be cleared  
For AA, AS, CA, ASC in Hawaiian Studies, English and Hawaiian diplomas will be issued*

\_\_\_\_\_ Charged in TSAAREV \_\_\_\_\_ FOB Cleared \_\_\_\_\_ Graduation Date  
\_\_\_\_\_ Issued In-person Diploma Cover \_\_\_\_\_ Date Mailed Diploma  
\_\_\_\_\_ Paid in Full