

University of Hawai'i - Windward Community College
Admissions and Records Office
45-720 Kea'ahala Road - Kāne'ohe, HI 96744
(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