HONOLULU COMMUNITY COLLEGE
RECORDS OFFICE
TRANSCRIPT EVALUATION REQUEST FORM

To be eligible for a transfer credit evaluation, students must 1) be classified as degree-seeking and 2) declare Honolulu Community College their Home Institution. Transcripts will be processed for evaluation ONLY upon receipt of ALL official transcripts listed.

1. Complete this Transcript Evaluation Request Form and submit it to the Records Office.
2. Request OFFICIAL transcripts from institutions outside of the University of Hawaii System to be sent DIRECTLY to the HonCC Records Office (hand-delivered or faxed transcripts are considered unofficial and will be used for placement purposes only).
3. Submit a college catalog or course description from Out-of-State institutions to the HonCC Records Office, include your full name, Student ID or UH Username and name of institution. If available, you may also attach a syllabus or student-learning outcome for each course being evaluated.
4. Transcript evaluations will be processed after the student is enrolled for at least one credit for Fall/Spring.
5. For Graduation purposes ONLY, transcript evaluations may be processed for students who are not currently enrolled. Students MUST inform the Records Office.
6. Please allow 4-6 weeks for processing. Once complete, transferred credits will be available for review via the STAR Degree Check link on the MyUH Information and Services Portal myuh.hawaii.edu.

Name: _____ Student ID/UH Username: _____
Print Last, First and MI

Address: _____ Zip: _____
Street, City, State

Major: _____ Enrolled for Semester: _____

See item #4 before submitting this form

❑ Check here to change mailing address in UH System

OFFICE USE ONLY College Code	COLLEGES/MILITARY TRAINING Print full name of institution	ENROLLMENT DATES Mo/Yr to Mo/Yr
	A.	
	B.	
	C.	
	D.	
	E.	
	F.	

I certify that I have read and understand the statements above.

Student Signature: _____ Date: _____

- **OFFICE ACTION** -

Your Transcript Evaluation Request cannot be processed for the following reason(s):

❑ You must submit Course Description/Catalog for… College_____ Date:_____

❑ You must submit Official Transcript from………… College_____ Date:_____

❑ The college is not a Regional Accredited…………. College_____ Date:_____

❑ You are Unclassified Status   Date:_____

❑ HonCC is not your Home Institution   Date:_____

❑ Not Enrolled at HonCC for Semester: _____ Date:_____
(Must re-submit Transcript Eval Request Form after enrollment)

❑ Other: _____ Date:_____