



Transcript Request Form

Chaminade University of Honolulu

3140 Waiialae Avenue, Honolulu, Hawai'i 96816

Office of the Registrar, Records

Ph: (808) 735-4722 Fax: (808) 735-4777 Email: records@chaminade.edu

STUDENT (CURRENT OR FORMER) INFORMATION:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> X	
Last	First	M.I.	Student Authorized Signature	
(Must be Handwritten; Digital NOT Accepted)				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	Apt. #	City	State/Country	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SSN (Last 4 Digits) OR CID	Phone Number	Date of Birth	Former Name(s)	

Transcript Processing Policies:

1. Transcripts are sent at the request of the student, with the student's authorized signature.
2. Transcripts are not released if accounts have holds due to financial obligations.
3. Transcripts are not released to a third party without the written consent of the student.

**** Chaminade will not process this request if the form is incomplete and/or unsigned. ****

<input type="checkbox"/> Send Transcripts	<input type="checkbox"/> Instant (In Person)
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Preferences:

<input type="checkbox"/>	Send Now
*** OR (Check all that apply below) ***	
<input type="checkbox"/>	Send After Grades are Posted. <input type="text"/>
	<i>(Please indicate term i.e. 2017FA)</i>
<input type="checkbox"/>	Send After Degree is Posted. <input type="text"/>
	<i>(Please indicate type of degree i.e. AA)</i>
<input type="checkbox"/>	Send After SATEP Stamped.
	<i>(DOE Licensure)</i>

Number of Copies:

Official Copy - On Chaminade Transcript Paper, In A Sealed Envelope.

<input type="text"/>	\$7.00/Official Copy - Standard Processing (Within 5 Business Days & Payable by Check or Money Order.)
<input type="text"/>	\$14.00/Official Copy - Rush Processing (1 Business Day & Payable via Parchment for an additional service fee of \$3.25 per request.)

*** Please Note: Transcript Fees account for Processing Time (Normal or Rush), NOT postal mailing time. ***

\$ Total Amount Paid

<input type="text"/>	Unofficial Copy - On White Paper, No Seal, No Charge, Limit 1 Per Semester.
	Eligible for Mailing Or Emailing.
	Degree(s) Earned Are <u>NOT</u> Reflected On Unofficial Transcripts.
	Current Students: Please Access Your Unofficial Transcripts via the Web Portal.

Transcripts may be ordered through the Web Portal or Parchment Exchange via the Chaminade website.