



Transcript Evaluation Request Form (for Advanced Standing)

RESET FORM

IMPORTANT: Before submitting this form, please ensure that you meet ALL of the following otherwise your Transcript Evaluation Request will NOT be processed):

- Declare UHMC as your primary or secondary home institution.
- Check that your major on your STAR home page is correct. (Advanced Standings are based on majors)
- Register for courses (if this is your first semester at UHMC evaluations will begin the 2nd week of instruction)
- Ensure that all financial obligations have been cleared.
- Send official transcripts (hand-delivered or faxed transcripts will be considered UNOFFICIAL and used for placement purposes only) from institutions outside of the University of Hawai'i system:

University of Hawaii Maui College
ATTN: Admission and Records Office
310 West Ka'ahumanu Avenue
Kahului, HI 96732

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 www.myuh.hawaii.edu**

Intended Degree: _____ Telephone: (____) _____ - _____

Name: _____
Last First MI

Previous Names: _____
(if your first or last name/names has/have changed)

UH Student ID Number: _____ - _____ UH Email Address: _____ @hawaii.edu

Address: _____
Street
City State Zip

PLEASE READ BEFORE SIGNING

By signing below, I understand that I am responsible to complete the four listed above before submitting this form to UHMC. I also understand that, upon written request, I may be required to provide an official course description(s), college catalog, and/or course syllabus from my former institution(s).

Signature _____
Date

Name(s) of Colleges or Universities (Non-UH System)

It is the student's responsibility to follow up with the Admission and Records Office to confirm all transcripts have been received.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Academic Record Update (UH System)

(UH-Manoa, UH-West O'ahu, UH-Hilo, HawCC, HonCC, KapCC, KauCC, LeeCC, WinCC)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Test Scores (AP or CLEP): *see reverse side for ordering information*

AP: Name of test(s): _____

CLEP: Name of test(s): _____

Military Training Records: *see reverse side for ordering information* _____

Branch of Service/Forms: _____



REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

For an official evaluation you must submit transcripts in an envelope by the college or university. Typically, these are sent directly from the college or university to UHMC's Admissions and Records Office. In some cases, you may attach the transcripts in sealed envelopes to this request form.

INTERNATIONAL

Transcripts from other countries must be in English or translated into English. Translated course descriptions may also be required. It is highly recommended that you request course descriptions along with the request for your academic transcript.

MILITARY TRAINING

Each branch of the military has a different service center holding your training and education records. You must have an official copy mailed to the Admission and Records Office.

AP AND CLEP

Normally when you register for the test, you may indicate colleges to which you wish to have your score results sent. If you did not have the results sent to UHMC recently, then you need to request them. Your official score reports are available from one of these websites:

AP Services

http://www.collegeboard.com/student/testing/ap/exgrd_rep.html

CLEP Transcript Request Service

<http://www.collegeboard.com/student/testing/clep/scores.html>