



Transcript Request Form

Chaminade University of Honolulu

3140 Waiialae Ave. Honolulu, HI 96816

Records Office

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

Transcript Policies:

Transcripts are sent at the request of the student with their authorized signature.
Transcripts will not be released to students with obligations (account balance, admin. holds)
Transcripts will not be released to a third party without the written consent of the student.

**** Chaminade will not process this request if information is incomplete or not signed. ****

STUDENT'S INFORMATION:

| | | | | | |
|------------------------|----------------------|----------------------|---|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> _____ | | |
| Last | First | M.I. | Student Signature | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Street Address | Apt. # | City | State/Country | Zip Code | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Social Security Number | Birth Date | Phone Number | Name at Time of Attendance | | |

\$7.00 - Normal Processing: Within 5 Business Days OR \$14.00 - Immediate Processing: 1 Business Day

***** Please note: Transcript Fee based on processing time NOT mailing time *****

Send Transcripts To:

Number of Official Copies
sent to this address

- Send Now
- Send after Current grades are posted TERM
- Send after SATEP stamped
- Send after degree posted

Additional Requests: PROCESSING TIME - WITHIN 5 BUSINESS DAYS

- Student Copy (On Chaminade Transcript Paper, No Seal, Stamped Student Copy) - Costs \$7.00 Per Copy
 - Unofficial Copy (On Regular Paper, No Seal, Stamped Student Copy) - No Charge
(ONLY 1 COPY PER CURRENT TERM ALLOWED) - Copy is sent directly to Student
- For Current Students, please access your Unofficial Transcript via the WebPortal**

Transcript Fees: Payments may be made by check, cash, money order, or credit card (VISA, MC, AMEX, DISCOVER)

- \$7.00/copy - Normal Processing: Within 5 Business Days Amount Paid
- \$14.00/copy - Immediate: 1 Business Day (Cash OR Credit Card ONLY)

| | | |
|----------------------|----------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name on Card | Credit Card Type | Credit Card Account Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Security Code | Expiration Date | Billing Address |

| | |
|--|------------------------------------|
| Cardholder's Signature: <input type="text"/> | Phone Number: <input type="text"/> |
|--|------------------------------------|