

**WINDWARD COMMUNITY COLLEGE**  
Admissions and Records Office

**REQUEST FOR TRANSCRIPT EVALUATION**

**INSTRUCTION TO STUDENT:** For any previous coursework (and military training) to be evaluated for transfer to Windward Community College (WCC), students home Institution must be WCC, be in a declared program and currently enrolled or registered/accepted (exception – evaluation for graduation). The college official transcript must be sent directly from the college to WCC Admissions and Records office. A Request for Transcript Evaluation form may be submitted to inform Admissions and Records office of incoming transcript. Transcript is only maintained for one year.

For transcript from other UH campuses, it is no longer necessary to request transcript to be sent to WCC. UH System transcripts may be viewed electronically by the academic counselor. For University of Hawaii credits to be transferred to WCC, please see an academic counselor or a Request for Transcript Evaluation form may be submitted to inform Admissions and Records office of UH credits.

Transcript for graduation must be received by the Admissions and Records office to process for transferring credits. Transcript must be receive at least by the end of the graduation month. Student should see an academic counselor for Graduation Certification.

NAME: \_\_\_\_\_ UH ID/User Name: \_\_\_\_\_  
Print Last Name, First Name, MI

Other Name on Transcript: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Process Transcript Evaluation:  Fall 20\_\_\_\_  
 Spring 20\_\_\_\_  
 Graduation 20\_\_\_\_  Fall  Spring  Summer

A&R Use Only College Code	Print Name of College/Military Training to be Evaluated (include UH campuses)	Enrollment Dates	A&R Use Only X = recd
	1.		
	2.		
	3.		
	4.		
	5.		

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_