

**HONOLULU COMMUNITY COLLEGE
RECORDS OFFICE
TRANSCRIPT EVALUATION REQUEST FORM**

For any previous coursework to be evaluated for transfer to Honolulu Community Colleges (HonCC), the student's Home Institution must be HonCC and must be in a degree program. Transcripts will be processed for evaluation ONLY after receiving ALL official transcripts listed.

1. Complete this Transcript Evaluation Request Form and submit it to the Records Office.
2. Request an OFFICIAL transcript from colleges other than 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 colleges to the HonCC Records Office, include your full name, Banner ID or Social Security Number, and name of college. If available, you may also attach a syllabus or student-learning outcome for each course being evaluated.
4. Transcript evaluation will be processed after the student is enrolled 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.

NAME: _____ Banner ID or SS#: _____
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: _____
- If available, submit student learning outcome..... 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: _____