

# University of Hawai'i – Leeward Community College Transcript Evaluation Request Form

This request is valid for one year from date of receipt. **Submit this form only if you completed the following:**

<input type="checkbox"/> My declared home institution is Leeward Community College <input type="checkbox"/> I am currently enrolled in the UH system and paid tuition. <input type="checkbox"/> I have requested all transcripts listed below to be sent to LCC.	<b>OR</b>	<input type="checkbox"/> I previously attended LCC and need my transcripts evaluated to graduate <b>THIS</b> semester
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Student ID Number or MyUH Portal Username: \_\_\_\_\_

Name: \_\_\_\_\_ Previous Names: \_\_\_\_\_  
           Last    First    M.I.

Telephone: \_\_\_\_\_ UH Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
           Street    Apt    City    State    Zip Code

Have you previously had an evaluation done by LCC?  
 NO      YES     Year (approx): \_\_\_\_\_ Major: \_\_\_\_\_

Have you applied for Financial Aid and would like them to be notified when the evaluation is complete?  
 NO      YES

### OFFICIAL TRANSCRIPTS

- Official non-UH system transcripts, AP/CLEP exams, military transcripts, etc. must be sent directly from the originating college/institution to Leeward Community College's Admissions and Records Office. If a grade has changed or you are currently enrolled in courses that have not yet been graded, you *must submit a new Transcript Evaluation Request Form and official transcript* after the (new) grade(s) is recorded. If you previously attended a college/university in the University of Hawai'i system, official transcripts need not be requested.
- International transcripts**-Transcripts from other countries must be in English or translated into English by the originating campus or the U.S. Consulate. Translated course descriptions may also be required. It is highly recommended that you request course descriptions along with the request for your academic transcript.

List transcripts that need to be evaluated:

College/University (CLEP/AP exams, military)	Dates of Attendance (Mo/Yr)	City & State/Country
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____

The degree/certificate that I plan to earn at Leeward Community College is:

- |   |              |                       |
|---|--------------|-----------------------|
| <input type="checkbox"/> Associate in Arts            | Major: _____ |                       |
| <input type="checkbox"/> Associate in Applied Science | Major: _____ |                       |
| <input type="checkbox"/> Associate in Science         | Major: _____ |                       |
| <input type="checkbox"/> Certificate of Achievement   | Major: _____ |                       |
| <input type="checkbox"/> Certificate of Completion    | Major: _____ | Specialization: _____ |
| <input type="checkbox"/> Academic Subject Certificate | Major: _____ |                       |
| <input type="checkbox"/> Certificate of Competence    | Major: _____ | Specialization: _____ |

For prerequisite purposes only. I do not plan to earn a degree/certificate from Leeward Community College.  
**Do not** check this box if you are applying for financial aid or V.A. benefits.

Once your evaluation is complete, you will be notified via your **UH e-mail address**. You can then view your transfer credits on your unofficial transcript via your MyUH Portal. <https://myuh.hawaii.edu/cp/home/displaylogin>

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

Official Use Only	Completed on: _____	By: _____	Student Notified on: _____
	Entered on: _____	By: _____	FA Notified on: _____