

**REQUEST FOR TRANSCRIPT**

**PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_

LAST

FIRST

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently enrolled at HTIC? Yes \_\_\_\_\_ No \_\_\_\_\_ (graduation date: \_\_\_\_\_)

**SEND TRANSCRIPT TO THE FOLLOWING ADDRESS: (Use back for additional addresses)**

**Please send transcript(s) to:**

---

**Put a number or check next to all that apply:**

Send Now \_\_\_\_\_ Pick up by student \_\_\_\_\_ Give to OSS Rep. for TES application \_\_\_\_\_

Send after current term grades are posted \_\_\_\_\_

Send after degree is conferred \_\_\_\_\_ last day of attendance \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Number of transcripts requested:** \_\_\_\_\_

\_\_\_\_\_ Regular copies at \$5 each = \_\_\_\_\_ (For pick-up within 7 days or to be sent by regular air mail)\*

\_\_\_\_\_ RUSH copies at \$10 each = \_\_\_\_\_ (For same day pick-up or mailing within 24 hours)

**Postage charges:**

For regular air mail within the U.S. there is **no charge** (delivery within 14-21 business days)\*

For regular air mail outside the U.S. add **\$1.20 per transcript** (delivery within 10-14 business days)\*\*

For Priority mail within U.S. add **\$6.45** (delivery within 4-5 business days)

For Express mail within U.S. add **\$22.95** (delivery within 2-3 business days)

For Priority mail outside U.S. add **\$30.95** (delivery within 7 business days)

For Express mail outside the U.S. add **\$61.50** (delivery within 3-5 business days)

**Transcript amount due:** \_\_\_\_\_ **Postage amount due:** \_\_\_\_\_ **Total Amount Due:** \_\_\_\_\_

**Credit Card Payment (pay in the accounting office first and bring the receipt and this form back to OSS):**

Type of CC: \_\_\_\_\_ CC# \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_ 3-digit security code \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mail request and payment to:**

Registrar, Hawaii Tokai International College 91-971 Farrington Highway, Kapolei HI 96707

Email to: studentservices@tokai.edu or fax to: 808-983-4173

For in person payment see the Accounting office on the 1st floor. (Room A119)

FOR OFFICE USE ONLY:

Date of Issue: \_\_\_\_\_ Issued by: \_\_\_\_\_