

Student Name (name on school record at time of attendance):

Last _____ First _____ MI _____

School Attended _____

Years Attended: From _____ To _____

Email _____

Send Transcript(s) To:

Company/Institution _____

Address _____

City _____ ST _____ Zip _____

Attention _____

Number of Official Transcripts Requested _____

Payment: \$10.00 Regular Mail

Signature _____ Date _____

TRANSCRIPT REQUEST GUIDELINES

- Regular transcript request is USD \$10.00 (processing time is within 5 working days, not including mail delivery time).
- When mailing a request, be sure to include sufficient postal time. An additional 4-5 days each way should be allowed for mail to and from the US mainland.
- Accepted payment is by check only and payable to HAIS.
- All transcript requests will only be mailed through the US Postal Service. HAIS is not able to send transcript via FedEx, UPS, etc.
- Records sent will be an official copy with a stamp seal bearing the word "HAIS."
- After completing the form, print and sign and mail with a payment check to:

*HAIS
Ala Moana Pacific Center
1585 Kapiolani Blvd, Suite 1212 Honolulu, HI 96814-4527
Attn: Transcript Request*