



Transfer Credit Evaluation Request Form

Important: This request is only valid one year from the date of receipt. For important information, please read the back of this form. Please **do not** submit this form if you are only seeking overrides for courses requiring prerequisites. Before submitting this form, please ensure that you have completed **ALL** of the following:

- Admitted and accepted to UH Maui College/Current UH Maui College student
- Declare a major (If you have declared a major, please check that the major you declared is correct on your STAR Degree home page)
- Ensure that ALL financial obligations are cleared
- Send OFFICIAL transcripts (**See #2 on reverse for official transcript criteria**)

<u>Student Information</u>	
UH ID Number: _____	UH Email Address: _____@hawaii.edu
Name (Last, First, M.I.): _____	
Previous/Former Name(s): _____	Telephone: (____) _____
Current Mailing Address: _____	

I request my credits from the following institutions to be transferred to UH Maui College:

<u>Non-UH System Colleges or Universities</u>	
1. _____	3. _____
2. _____	4. _____

<u>UH System Institutions</u>	
(UH Mānoa, UH West O'ahu, UH Hilo, Hawai'i CC, Honolulu CC, Kapi'olani CC, Kaua'i CC, Leeward CC, Windward CC)	
1. _____	3. _____
2. _____	4. _____

<u>Test Scores and Other Records</u>	
Equivalency Exam (i.e. AP, CLEP): _____	
Military Branch of Service: _____	
Other (i.e. Police Academy, CDA): _____	

By signing below, I understand that I am responsible to complete the criteria above before submitting this form to UHMC. I also understand that upon written request, I may be required to provide additional information and official course descriptions, college catalog, and/or course syllabus from my former institution(s).

Student Signature: _____ Date: _____

Transcript Evaluation Q&A

1. What documentation is required for transcript evaluation?

- Your official transcript(s) from previous institutions which may include any AP, CLEP, or IB official score transcripts
 - AP Services: <http://www.collegeboard.com>
 - CLEP Transcript Service: <http://www.collegeboard.com/student/clep.scores.html>
 - IB Services: <http://www.ibo.org/diploma/index.cfm>
 - Military Services: Joint Service Transcripts: <https://jst.doded.mil/smart/signIn.do>
 - Air Force: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
- The signed transfer credit evaluation request form

2. Where do I send my transcripts and transfer credit evaluation request form? What is considered official?

Official transcripts must be mailed directly from the originating institution to UH Maui College. Hand-carried transcripts, faxed copies and those stamped "Issued to Student" will not be accepted. All transcripts and transcript evaluation request forms should be delivered directly to the Admissions & Records Office or directly mailed to:

UH Maui College
Admissions & Records Office
310 W. Ka'ahumanu Ave
Kahului, HI 96732-1617

Some institutions use an online delivery method or use National Student Clearinghouse to deliver transcripts to other schools. If your previous institution utilizes online delivery methods, please contact our office at 808-984-3267 for further instructions.

If you are seeking evaluation on international transcripts, the transcripts must be translated into English language. Please contact our office at 808-984-3267 for further instruction and information on international transcript evaluation.

Only transcripts coming from educational institutions accredited by the following regional accrediting organizations will be considered for evaluation:

- Middle States Association of Colleges & Schools---Commission on Higher Education
- Northwest Commission on Colleges & Universities
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges---Commission on Institutions of Higher Education
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges---Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges---Accrediting Commission for Senior Colleges and Universities

Transfer Credit Evaluation request forms (not transcripts) may also be faxed to (808) 984-3872 Attn: Admissions & Records Office or emailed to uhmcar@hawaii.edu

3. How long does it take before transcript evaluations are posted? Will I be notified?

Please allow 4-6 weeks for processing. Once the transcript evaluation is complete, an email notification will be sent to your hawaii.edu email address. You can view your transferred credits via your MyUH Portal. Log on to <http://myuh.hawaii.edu> and click on STAR Degree Check. Any discrepancies should be reported to the Admissions & Records Office and discussed with an Academic Counselor.

4. What if I have questions regarding the completed transcript evaluation and/or transcript evaluation process? Who do I contact?

Please contact the Admissions & Records Office at 808-984-3267 and ask to speak with the transcript evaluator. You may also email your questions to uhmcar@hawaii.edu.