

# Transcript Requests

Students may request their official transcripts via mail, online, or in-person. Requests should be submitted to the Admissions and Records Office located in the One Stop Center. Standard processing time is 7 working days, which costs \$5.00 per transcript. Rush processing time is 24 business hours, which costs \$15.00 per transcript. Processing time does not include mail/delivery time.

Transcript requests may also be ordered online directly through the National Student Clearinghouse for additional processing fees.

For additional information, contact the Admissions and Records Office at (808) 245-8225 or visit [kauai.hawaii.edu/transcript-request](https://kauai.hawaii.edu/transcript-request).

