

# 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 and does not include mail/delivery time.

A \$5 fee is charged for each transcript.

A \$15 fee is charged for all “rush” transcripts (processed within 24 hours).

Additional processing fees are charged for transcripts ordered online through the National Student Clearinghouse. Electronic transcripts are also available at an additional cost.

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