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 an additional $2.90 - $3.90 processing fee.

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