1. Transcript Evaluation Request Form

You must fill out a Transcript Evaluation Request Form if you would like to transfer any of your previously completed credits to Honolulu Community College. This form can be obtained at the Records Office as well as online at the Honolulu Community College website. Once completed you must submit the form to the Records Office as well as online at: http://www2.honolulu.hawaii.edu/sites/www2.honolulu.hawaii.edu/files/records-transcript-evaluation.pdf

Once completed you must submit the form to the Honolulu CC Records Office in Bldg 6.

2. UH Institution

If you attended any of the schools within the UH system then you do not have to provide an official transcript nor do you have to provide course descriptions. Simply skip to step number 4.

3. Non-UH Institution

If you attended a school that is not part of the UH system then please read steps 3a and 3b carefully and follow the directions.

3a. Official Transcript

You must request an official transcripts from all post-secondary institutions attended and have them sent to Honolulu Community College. If a transcript is hand carried by the student no matter if it is in a sealed envelope with the Registrar’s seal, it is still considered unofficial. The address where your institution must send your official transcript is:

Honolulu Community College – Records Office
874 Dillingham Boulevard
Honolulu, HI 96817

3b. Course Descriptions

You will need to provide the Record’s Office with course descriptions for each of the courses you would like evaluated. These course descriptions can be found in your previous institution’s catalog or possibly online. Course syllabi may also be submitted.

4. Must be a Registered Student

Transcript Evaluations are only provided for current students so you will need to have registered for a minimum of one course to start the evaluation process. To avoid repeating a course, you should preferably register for a subject that you have not yet taken at your previous institution(s).

5. Transfer Credit Database

The Transfer Credit Database is a tool that can often help students find out which of their credits may transfer. However, keep in mind that not all courses from every institution have been evaluated so if you cannot find a specific course then please see your counselor. The database can be found at: http://www.hawaii.edu/transferdatabase/

6. Financial Aid

If you are planning on attending school at least part-time and you were receiving financial aid at your previous institution, it is critical that you inform your lender once you have enrolled at Honolulu Community College otherwise you may be expected to start repaying your loan six months after leaving your previous institution. In addition, it is important that you contact the Financial Aid Office as soon as possible as each school may process financial aid differently.

7. VA Benefits

If you were receiving VA benefits at your previous institution and you expect to receive them here, it is imperative that you contact the VA Representative at the Record’s Office as soon as possible and let them know that you are a new transfer student.