



**MĀNOA CAREER CENTER**

UNIVERSITY OF HAWAII AT MĀNOA

2600 Campus Road ♦ Queen Lili'uokalani Center for Student Services 212 ♦ Honolulu, HI 96822-2205

Phone: (808) 956-7007

**Attachment 3**

**AUTHORIZATION FOR EMAILED FORWARDING REQUESTS**

If you wish to submit forwarding requests by email, please read over the terms of this arrangement as discussed in the credential file guide and complete the form below.

**NAME:** \_\_\_\_\_ **UH ID:** \_\_\_\_\_  
Last First M.I.

**EMAIL ADDRESSES AUTHORIZED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by signing below I am authorizing the Mānoa Career Center to accept requests for credential file forwarding from the email addresses provided above. Forwarding requests from email addresses not included above will not be accepted. In addition, I understand that I will be required to provide prepayment to pay for requests made in this way and that I have read and understand the terms of both the email forwarding service and the prepayment service.

\_\_\_\_\_  
Signature of Student or Alumnus

\_\_\_\_\_  
Date

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**Attachment 4**

**PREPAYMENT REQUEST**

**Registrant's Name:** \_\_\_\_\_ **UH ID:** \_\_\_\_\_  
Last First M.I.

**Current Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
\_\_\_\_\_

**Prepayment Amount:** \_\_\_\_\_

**Payment Type:** Cash Check Money Order

**Office Use Only:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by submitting this request I acknowledge that I have read and understand the terms of the prepayment service as discussed in the credential file guide. Furthermore, I understand and acknowledge that money submitted for prepayment is non-refundable.

\_\_\_\_\_  
Signature of Student or Alumnus

\_\_\_\_\_  
Date