



**MĀNOA CAREER CENTER**

UNIVERSITY OF HAWAI'I AT MĀNOA

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

Phone: (808) 956-7007

Attachment 2

**REQUEST FOR FORWARDING CREDENTIAL FILE**

Please insure the following information is legible, correct, and complete. Incorrect, illegible, or missing data may cause delays in processing your credential request. No fax, email, or phone requests will be accepted. A maximum of 5 letters may be included per request.

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

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

To:  
Name: \_\_\_\_\_  
Title/Department: \_\_\_\_\_  
Employer/School: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

FEES	
<b>Standard Processing:</b>	<b>\$3</b>
No more than 5 requests will be processed per day and limited to 5 letters/request. Processed within 5 working days.	
<b>Additional Processing Fee:</b>	<b>\$3</b>
For each letter processed beyond the 5 letters per request.	
<u>For Office Use Only:</u>	
11/11	

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