

**CENTER FOR CAREER DEVELOPMENT & STUDENT EMPLOYMENT**

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

**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. Maximum of 5 letters per request.

Registrant's Name: \_\_\_\_\_ SSN or UH ID: \_\_\_\_\_  
Last First M.I.Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

New address?

**To:**

Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Employer/School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_**Special Instructions:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

**FEES****Standard Processing:** **\$3**

No more than 5 requests will be processed per day and limited to 5 letters/request. Processed within 5 working days.

**Additional Processing Fee:** **\$3**

For each letter processed beyond the 5 letters per request.

For Office Use Only:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1/07

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