



Common Application College Report Directions

University of Hawai'i at Mānoa students planning to transfer to another school which utilizes the Common Application should use the following directions to have the College Report completed and submitted **ONLY** if required by the destination institution.

The Office of the Registrar is the only office permitted to complete the College Report.

1. Complete the **TO THE APPLICANT** section and be sure to complete and sign the Important Privacy Notice.
2. Email (*preferred*) or take the completed College Report form to the Office of the Registrar. Include your UH ID and **complete mailing address** information for all destination school(s). *Please also specify if the completed form should be emailed to the receiving school by providing their email address.*
 - **Email:** uhmrec@hawaii.edu
 - **In-Person:** Queen Lili'uokalani Center for Student Services, Room 010, 2600 Campus Road, Honolulu, Hawai'i 96822
3. The Academic Records unit of the Office of the Registrar will complete their sections of the College Report and obtain disciplinary information from the Office of Student Conduct. When all required information is obtained, the College Report will be sent to the destination school(s) by the Office of the Registrar. Please allow **10 business days** for the office to process the request, so please plan accordingly.
4. If required by your destination school(s), order an official transcript using the normal process available at <https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/>.

Questions

Please email the Academic Records unit at uhmrec@hawaii.edu or call our office at 808.956.8010.