



MAIL IN REQUEST FOR TRANSCRIPT
SEE FEE POLICY BELOW REGARDING OFFICIAL TRANSCRIPTS

UNIVERSITY OF NEW MEXICO -- Office of the Registrar
Mesa Vista Hall North
 Records and Registration, MSC11 6325
 1 University of New Mexico
 Albuquerque NM 87131-0001
 Phone: 505-277-8900

PLEASE TYPE OR PRINT WITH BALLPOINT PEN

DATE (mm/dd/yyyy)	TYPE REQUESTED	NUMBER OF COPIES (see fee policy below)	SELECTED INSTITUTION (UNM Maintains U of A transcript records)	
	<i>Official transcripts only</i>		<i>University of New Mexico</i>	<i>University of Albuquerque</i>
STUDENT NAME (Last, First, Middle)		PHONE	SSN or UNM ID	
		()		
FORMER NAME(s) (If Applicable)	DATE OF BIRTH (mm/dd/yyyy)	FIRST ENROLLED (Semester/Year)	LAST ENROLLED (Semester/Year)	
ADDRESS (No. Street, Apt.)	CITY	STATE	ZIP	

DISPOSITION: Mail to address shown below (allow at least two Weeks to process) **OR** Will Pick Up (We will hold transcripts for only 60 days) Transcript requests are not accepted by FAX

STUDENT SIGNATURE (Required)

EMAIL ADDRESS (For status updates)	ALTERNATE PHONE NUMBER

MAIL TO ADDRESS or ADDITIONAL INSTRUCTIONS
(List below OR attach additional sheet):

TRANSCRIPT SERVICE POLICY

1. Complete and separate request for each addressee.
2. **FEE POLICY:** The charge will be \$5.00 for EACH official transcript. Make checks payable to the University of New Mexico. Transcripts are sent through U. S. First Class Mail.
3. Transcripts will not be issued if any financial obligations are due to the University. For more information, contact the Bursar's Office at 505-277-5363.
4. Transcripts will normally be sent out in 3-5 working days. However, during and after Final Exams there will be some delay.
5. Transcripts to be picked up by the student will be held no longer than 60 days. Picture identification will be required to pick up transcripts.
6. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.
7. Official copies of work transferred to the University of New Mexico must be requested directly from the institution where the work was completed.