



See Fee Policy Below Regarding \*Official Transcripts

The University of New Mexico
Office of the Registrar | Student Support and Services Center (SSSC)
1155 University Blvd SE, MSC11 6325
Albuquerque, NM 87131-0001 | Phone: 505.277.8900

PLEASE TYPE OR PRINT WITH BALLPOINT PEN

Form with fields: Date (mm/dd/yyyy), Type Requested (\*Official, Unofficial), Number of Copies (see fee policy below), Selected Institution (UNM Maintains U of A transcript records), Student Name, Phone, UNM ID (Preferred) or SSN, Former Name(s) (If Applicable), Date of Birth (mm/dd/yyyy), First Enrolled, Last Enrolled, Address (No. Street, Apt.), City, State, Zip.

Disposition: Mail to address shown below. or Pick up at Student Support and Success Center Transcript requests are not accepted by FAX

STUDENT SIGNATURE (Required)

Email Address (For status updates)

Mail to Address or Additional Instructions

Transcript Service Policy

- 1. Complete a separate request for each addressee.
2. FEE POLICY: \*The charge will be \$11.00 for EACH Official transcript. Make checks payable to The University of New Mexico. Transcripts are sent via U.S. First Class Mail or held for pickup only.
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. We encourage using Parchment (http://registrar.unm.edu/transcripts/request-online.html) to order your transcript. Regular processing time for Parchment processed transcripts is 2-3 business days. Processing time using this form is 5-7 business days. Requests received during peak business times and requests requiring special handling will take longer. Information about the Apostille process is at the above link.
5. Transcripts for pick up by the student will be held no longer than 60 days. Picture identification is required.
5a. 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.
6. Official copies of work transferred to the University of New Mexico must be requested directly from the institution where the work was completed.

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Information: \_\_\_\_\_