

November 1, 2021

Greetings:

The Registrar's Office and the Division of Enrollment Management have approved the following processing changes which go into effect on January 1, 2022.

- Unofficial transcripts will no longer be provided to third party requestors either in person or by mail. Third party transcript requestors may use Third Party Ordering through our authorized transcript provider, Parchment, to request student transcripts. A signed consent from the student is required part of the ordering process.
- Additionally, third party requests for enrollment or degree verifications must be submitted through the National Student Clearinghouse. Limited exceptions exist for students with enrollment prior to the summer of 1983 and for military personnel, as stated in the UNM Catalog.

Guidance for third party requestors is available at <https://registrar.unm.edu/>. Please select the Third-Party Request link the left-aligned menu.

If you have questions, you may email them to [UNMreg@unm.edu](mailto:UNMreg@unm.edu). We appreciate your support as we work to improve our level of service.

Sincerely,

Sheila Jurnak  
Registrar