

OFFICE OF THE REGISTRAR



Official/Unofficial Transcripts Request Form

Fill out one form for each address to which you are sending transcripts. For Requestor Information, please print clearly and provide all information. No transcript is issued to or for a student who is indebted to the institution.

- (1) **MAIL Request Form to:** Office of the Registrar, NNMCM, 921 Paseo de Oñate, Española, NM 87532
OR (2) **FAX form to:** 505 747-5449
OR (3) **EMAIL form to:** registrar@nmmc.edu,
AND (4) **CONTACT:** Northern's Cashier Office at 505 747-2131 or make check/money order payable to NNMCM.

Requestor Information:

Name: _____
Last First Middle

Status: Currently enrolled _____ Last year attended _____ Term _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

SS#: _____ OR Student ID: _____

Date of Birth: _____ Phone: _____

Signature: _____

PROCESSING INFORMATION: Please print clearly and provide mailing information. Allow 3 working days for processing, after the end of the semester and during registration periods there will be a delay in processing transcripts. Official Transcripts cost **\$5.00** per transcript and Unofficial Transcripts cost **\$2.00** per transcript.

Send Transcript: _____ Now # _____ of Official transcript(s)
_____ After Grades are available # _____ of Unofficial transcript(s)
_____ After Degree Notation
_____ Will pick up

Send to: _____
(Name of University, College or Organization and specific office if applicable)

Address: _____

City: _____ State: _____ Zip: _____

Escrip to: _____

The enclosed transcript of record is being forwarded on the condition that it cannot be released in whole or part to any other party without the written consent of the individual to whom it pertains, in accordance with the Family Educational Rights and Privacy Act of 1972.

FOR OFFICE USE ONLY

Fee paid \$ _____ Official Transcript (\$5 each) Fee paid \$ _____ Unofficial Transcript (\$2 each)

Cashier Signature: _____ Receipt #: _____

Processed by: _____ Date: _____