



New Mexico Highlands University
Office of the Registrar
Box 9000, Las Vegas, NM 87701
(505) 454-3455

Transcript Request Form
Only 1 request per form

Transcript Service Policy:

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. We do not accept faxed transcript requests please mail request to the address listed on the top right hand corner of this form.

Students Name: Last First MI Former name (if applicable)

NMHU ID#/SSN: DOB: (MM) / (DD) / (YYYY) First year attended:

Current address: City: State: Zip:

Phone number: ( ) Student e-mail address:

Check here for confirmation e-mail sent to you for delivery of your eTranscript.

Address Transcript Will BE Mailed To:

Indicate number of copies next to selection. All transcript fees must be paid before transcripts can be released. There is no same day processing of transcript request.

Name:

Check if network recipient or \*eTranscript delivery e-mail:

Address:

City: State: Zip:

Student signature: Date:

Type of Transcript/Fee

You will need to fill out more than one request if going to different addresses. Otherwise, indicate number of copies.

Official transcript
\$5.00

DISPOSITION: (SELECTION REQUIRED)

- Release immediately to address/electronic address indicated above
Release after grades Fall Spring Summer - to address above
Release after Degree Posting/Licensure Completion - address/electronic address indicated above
Will pick up (Picture ID is required for pick up. NMHU will hold transcripts for 30 working days after which transcript(s) will be shredded and all fees forfeited.)

Check or money order must accompany request. Student with course work from 1999 and previous must complete this form. Students requesting transcript to be sent electronically to self or to a network not listed in e-script safe network must also complete and mail in this form. Students with course work before 1990 cannot request electronic transcripts. Paper transcript will be mailed out.