New Mexico Highlands University

Read the following instructions before submitting your online request for official transcripts

Students who wish to request their official transcripts online must meet the following criteria:

a. You are a student who did not attend NMHU prior to 1990 and have a current user name and password to login to NMHU Self Service.
b. You are not waiting to have grades or a degree posted to your transcript.
c. You are not requesting an unofficial transcript.

1) Students who meet the above criteria can use the online request form to have an official transcript sent electronically or by mail----this online request is for both methods. If you do not meet the criteria above you must use the Transcript Request form which can be returned to the Transcript Specialist in the following ways:
    a. By fax to 505-454-3552
    b. By mail----to Office of the Registrar, Transcript Specialist, PO Box 9000, Las Vegas, NM 87701.
    c. By email----note your request cannot be an email it must be a signed scanned copy of the Transcript Request form sent as an attachment in the email.

2) Students who wish to request their official transcripts online and have the transcript sent electronically follow the steps below:
    a. Login to your NMHU Self Service Banner
    b. Click on the “Student” tab
    c. Select “Student Records”
    d. Select “Request Printed Transcript”
    e. If you are sending your official transcript electronically you must first know that your receiver (the person or entity receiving the transcript) is listed as a receiver on the eScrip-Safe network list if they are not do not use the eScrip-Safe method fill in your information as indicated in the directions below in #3.
    f. If you select the eScrip-Safe method and you have found your receiver you will be directed the 2nd page of the request to select your “Transcript Type” as “NMHU Transcript” then click continue. DO NOT select a nation unless the transcript that is being sent is going outside the USA.
    g. The 3rd page of the request will allow you to select how many copies you wish to send to the receiver you entered on the first screen. You must ensure that the “Delivery Method” is selected then select continue.
    h. The 4th page will confirm the information that you selected previously then click “Submit Request”.
    i. You will now be directed to the payment screen which requires you to pay for the transcript. Note if you exit now your request will not be submitted. Once your payment is confirmed your request will be submitted for processing. When you receive confirmation of the payment you may select the “Finish” button to submit your request. You can now exit and your request has been submitted for processing.

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3) Students who wish to request their official transcripts online and have the transcript sent by mail follow the steps below:
    a. Login to your NMHU Self Service Banner
    b. Click on the "Student" tab
    c. Select "Student Records"
    d. Select "Request Printed Transcript"
    e. To send your official transcript by mail you will enter the receivers name in the "Issue To" field---this is the name of the individual who is going to receive your official by mail for example if you are requesting the transcript to be mailed to you in the "Issue To" field you will enter your full name in the "Issue To" field or if the transcript is being sent to a 3rd party (not you) then you will enter the name of the person or entity receiving the transcript then click " Continue".
    f. You should now be at the 2nd page of the request where you must enter the "Transcript Type" as "NMHU Transcript" then the name information should have populated from the previous screen and you will now be required to enter the address information. Then click continue.
    ---Please note that in this area DO NOT select a nation unless your transcript is being mailed outside the USA this will cause problems with the request being mailed. For requests that are going outside the USA select a nation and your request will still be processed but in an different manner for mailing.
    g. You should now be at the 3rd page of the request where you are asked how many transcripts you wish to send to the address you indicated in the previous screen and you will also be required to select the delivery method as "Standard Mailing $2.00 per copy". –Please note that you should only select the official radio button for transcripts and not the unofficial this request is not for unofficial if you select the unofficial radio button your transcript will not print and your request will not be processed. Students can download the unofficial in a different area of your Student Self Service. Then click continue.
    h. You are now at the 4th page of the online request form and here is where you will be verifying the information you provided on the previous screens if you verify that the information is correct click "Submit Request" --- Please note that once you click "Submit Request" you cannot go back and cancel or change your request.
    i. Now you will be directed to make your payment for your transcripts you must make the payment to have your request submitted for processing. If you exit from the payment form your request will not be processed or submitted.
    j. Once you have made the payment click the "Finish" button to submit your request. Your request will now be submitted for processing.

If you have any questions regarding this process please contact the Transcript Specialist at 505-454-3552 during NMHU's business hours. We will be more than happy to assist or answer any questions.