



Official Transcript Request Form

Office of Student Recruitment & Undergraduate Admissions
Phone 505-454-3394 Fax 505-454-3511

To: _____

Re: Request for Official Transcript

I am making a formal application for admissions to New Mexico Highlands University.
Please send my official transcript directly to:

NEW MEXICO HIGHLANDS UNIVERSITY
OFFICE OF STUDENT RECRUITMENT & UNDERGRADUATE ADMISSIONS
Box 9000
Las Vegas, New Mexico 87701
Or via email: admissions@nmhu.edu

TYPE OF TRANSCRIPT:

High School Transcript. I graduate(d) from your school in _____.
Transcript must include:
➤ GPA
➤ Class Rank
➤ Graduation Date
➤ ACT/SAT Test Scores

GED equivalency. I took the High School GED in _____.
If you acquired a GED in New Mexico, request from <https://www.diplomasender.com/>

College Transcript. I was enrolled in your institution from _____ to _____.

Date of Birth ____/____/____.

If there are any fees involved, please advise me:

Name: _____

Address: _____

City/State/Zip: _____

Phone/Email: _____

Student Signature: _____ **Date:** _____

NOTE: DOCUMENTS MUST BE SENT DIRECTLY FROM AN INSTITUTION IN AN OFFICIAL SCHOOL ENVELOPE TO NEW MEXICO HIGHLANDS UNIVERSITY OR VIA EMAIL FROM AN INSTITUTION TO BE CONSIDERED OFFICIAL