



Transcript Request

Office of the Registrar

To obtain a copy of your student transcript, please send the completed form below to:

ENMU Station 5 • 1500 S Ave K • Portales, NM 88130

Fax: 575.562.2566 • Phone: 575.562.2175 • registrar.office@enmu.edu

Please complete one request form for each addressee. All outstanding financial obligations to the University must be satisfied before an official transcript can be issued. Upon receipt, transcript requests are processed within 2 - 3 business days. Official transcripts include both undergraduate and graduate work. ENMU Roswell and ENMU Ruidoso transcripts must be requested from these institutions directly.

Number of official copies requested: _____
Please limit to five per request

Please type name and address of person/organization to receive transcript
(use only one address per request form):

Name

Street address

City State ZIP

- Please send immediately
- Please hold for currently enrolled grades
- Please hold for degree

Student Information

Are you currently enrolled? Yes No Last year/term enrolled: _____

Campus: ENMU-Portales Other: _____

Name: _____
Last First Middle

Name while attending (if different): _____

Student ID: _____ SSN: _____

Date of birth: _____ Phone number: _____
Month Day Year

Email: _____

Present address: _____
Street City State ZIP

* I acknowledge that U.S.P.S. First Class mail does not provide tracking and therefore there is no guarantee of delivery.

Signature: _____ Date: _____
must be signed to process request