



ENMU-Portales Official Transcript Request

Office of the Registrar | Phone: 575.562.2175 | Fax: 575.562.2566 | portales.registrar@enmu.edu

Complete one Transcript Request Form for each addressee. Please note this form must be signed in order to process your transcript request. Additionally, all outstanding financial obligations to the University must be satisfied before an official transcript can be issued. Official transcripts include both undergraduate and graduate work. Upon receipt, transcript requests are processed within two to three business days. ENMU-Roswell and ENMU-Ruidoso transcripts must be requested from those institutions directly.

Fees for ENMU-Portales Official Transcript

Mail (regular mail) or pick-up..... \$7.65 per copy (limited to 10 per day)

Express mail with the United States..... \$25

Express mail international..... \$60

Order Information

Number of official copies requested (limit five per request): _____

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

Name: _____

Mailing 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: _____

Legal name: Last: _____ First: _____ Middle: _____

Name while attending (if different): _____

ENMU ID number: _____ or SSN: _____

Birthdate: _____ Phone: _____

Email: _____

Mailing address: _____ City: _____ State: _____ ZIP: _____

Acknowledgement and Signature

I understand if my transcript is shipped via regular mail, there is no tracking, therefore no guarantee of delivery.

Signature (Must be signed to process request.) _____

Date _____

Submit your order by sending this completed form to:

Office of the Registrar

ENMU Station 5

1500 S Ave K

Portales, NM 88130

Payments can be made with our cashier at 575.562.2619.