



### Transcript Request

709 Mechem Drive, Ruidoso, NM 88345 \* PH: (575) 257-2120 \*Fax (575) 257-9409  
Email to: Ruidoso.Admissions@enmu.edu

**Important! All financial aid and Accounts Receivable holds must be cleared before a transcript will be released.**

Numbers of Copies	Type of Request
	Official transcripts to Institutions, agencies or employers
	Official transcripts to students in a sealed envelope
	Student copies of transcripts issued directly to the student

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

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

\_\_\_\_\_

Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip

### Student Information

Name: \_\_\_\_\_

Last

First

Middle

Previous last names you may have enrolled under: \_\_\_\_\_

Student ID: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Street

City

State

Zip

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Transcript request will not be processed with incomplete information. Please make sure all required fields are completed.

\* Please allow 24 hours for the transcript request to be processed.