Transcript Request

709 Mechem Drive, Ruidoso, NM 88345 • 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.*