



Transcript Request

709 Mechem Drive, Ruidoso, NM 88345 • (575) 315-1120
 Fax (575) 993-5092 • 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.*