



TRANSCRIPT REQUEST FORM
EASTERN NEW MEXICO UNIVERSITY – ROSWELL
OFFICE OF ADMISSIONS & RECORDS

Number of copies requested (max is 5): _____ Date: _____

PLEASE PRINT NAME AND ADDRESS OF PERSON RECEIVING TRANSCRIPT:

Failure to provide a correct and complete address may result in returned mail or incorrect delivery. If no address is provided, your request will not be processed. If your transcript is returned because of an incorrect or insufficient address, we will not resend the transcript until a corrected address has been provided. It is your responsibility to ensure the address is correct.

ALL TRANSCRIPT REQUESTS MUST BE WRITTEN—NO TELEPHONE REQUESTS

Student Information:

Social Security Number _____ -- _____ -- _____

Date of Birth _____ / _____ / _____
Month Day Year

Full Name _____ Previous Name(s) _____
Last First MI

Address _____
Street

City State Zip


Telephone: Daytime: _____ Cell: _____

Year of Last Enrollment: _____

Check one:

Send Immediately Courses in Progress, Hold for Grades Hold for Degree Posting

By signing below, I agree that the information provided is accurate to the best of my knowledge. I agree I have provided a complete and correct mailing address to the recipient. I also understand that all transcripts are mailed via US Postal Service First Class Mail, which does not provide tracking information. I understand that delivery is not guaranteed by ENMU-Roswell and that it is my responsibility to ensure that transcripts are delivered.

Student signature (Typed Signatures NOT Accepted) _____ 

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-3801), I grant permission for release of my academic record of the individual indicated, but only on the condition that they will not permit any other party to have access to this records.

Completed and signed forms can be submitted via fax to (575) 624-7144, via email to records@roswell.enmu.edu, or via US Postal Service to ENMU-Roswell, ATTN: Records, PO Box 6000, Roswell, NM 88202