



Academic Transcript Request Form

24 hour processing required

SUBMIT completed form to: Main Campus – Records Office Other Campuses – Admissions Office*

In order to pick up transcript, photo identification is required. Unofficial transcripts are free.

Three (3) official transcripts free per calendar year. Additional transcripts are \$3.00 each.

OFFICE USE ONLY

Legal Name: Last First MI

Other Name(s) Used 1st Year Attended CNM (TVI)

Student Identification or SS# Date of Birth

Signature

Telephone Number

Mark number of copies requested for each transcript:

Official Graduation Unofficial

Pickup Transcript or Have transcript mailed

Address:

*3-5 business days processing required for transcript requested and picked up at any campus other than Main.

Form with fields: Old ID#, Fee Owed, Mail Now, After Final Grades, After Degree is Posted, Phone, Counter, AM, PM, Continuing Education, HOLDS, COMMENTS, Official, Grad, Unofficial (List number of copies requested), Received by, Date, Date Mailed/Faxed, Date Picked Up

Additional space for addresses:

Address:

Four horizontal lines for address input

Additional space to list Continuing Education courses and dates:

Cont Ed Course Title Fall/Spring/Summer Year

Four horizontal lines for course and date input

Mail Requests to the Following Address: Central New Mexico Community College Student Records Office, Main Campus 525 Buena Vista SE Albuquerque, New Mexico 87106-4096

(505) 224-3202 – OFFICE

(505) 224-3237 - FAX

If payment is required, only Visa or MasterCard is accepted. To comply with privacy requirements, all credit card transactions must be submitted and processed by the CNM Cashiers Office. Their number is (505) 224-3471.