



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. When submitting a request by mail or fax, a copy of your photo ID is required. Unofficial transcripts are free. Students can receive 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

Number of copies requested for each transcript:

Official Graduation Unofficial

Pickup Transcript Fax Transcript Mail Transcript

Address/Fax Number:

*3-5 business days processing required for transcripts requested for pickup at South Valley Campus.

OFFICE USE ONLY box containing fields for Old ID#, Fee Owed, checkboxes for Mail Now, After Final Grades, After Degree is Posted, Phone, Counter, AM, PM, Faxed to another campus for processing, Main, JMMC, Westside, Continuing Education, and tracking fields for Received by, Processed by, Mailed/Faxed by, Released by with Date.

Additional space for addresses:

Address:

Four horizontal lines for additional address information.

Additional space to list Continuing Education courses and dates:

Cont Ed Course Title Fall/Spring/Summer Year

Four horizontal lines for listing continuing education courses and dates.

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.