



# Transcript Request

Office of the Registrar • ENMU Station 5 • 1500 S. Ave. K  
Portales, NM 88130 • Fax: 575-562-2566

**Important! All financial aid and Accounts Receivable holds must be cleared before a transcript will be released.**

Number of Copies	Type of Request
	<b>Official</b> transcripts to institutions, agencies or employees
	<b>Official</b> transcripts to students in a sealed envelope
	<b>Student</b> 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

**Are you currently enrolled?**  Yes     No    **Last year/term enrolled:** \_\_\_\_\_

**Campus:**  ENMU – Portales     ENMU – Roswell     ENMU – Clovis     ENMU – Extension

Other ENMU – Identity: \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Previous last names you may have enrolled under:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_      **SSN:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_      **Phone Number:** \_\_\_\_\_  
Month Day Year

**Present Address:** \_\_\_\_\_  
Street City State ZIP

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_