



Transcript Request

Date _____

_____ (School requesting transcripts from)

_____ (Address)

_____ (City, State, Zip)

Subject: Request for OFFICIAL Transcript

I am making a formal application for admission to Eastern New Mexico University-Ruidoso campus and need an official transcript forwarded to them.

My name while attending your institution was: _____

My social security number is: _____ DOB: _____

The transcript I am requesting is:

- High School Transcript – I graduated in _____
- GED Transcript – I completed GED testing in _____
- College Transcript – Date of last attendance was _____

Please send an OFFICIAL copy of my transcript to:

**Eastern New Mexico University-Ruidoso
Attention: Admissions Office
709 Mechem Drive
Ruidoso, NM 88345**

Signature: _____

If there are any fees involved, please contact me at:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Documents must be sent directly from institution to ENMU-Ruidoso to be official.