

## Unofficial Transcript Request Instructions

Unofficial transcripts can be printed from MyCNM by current students and/or active students. Unofficial transcript can be issued if there are holds. Unofficial transcripts request are processed within two business days in receipt of request and payment (Payment only needed when faxing transcript).

**Note: Rush transcript requests are not accepted. Also, transcripts are not emailed.**

Complete the Unofficial Transcript Request Form below and submit it using one of the following methods:

**1. Email (In order to use this method you must have Adobe installed on your computer.)**

- 1) Complete the fillable Unofficial Academic Transcript Request Form (*Signature is not required*)
- 2) Save the Unofficial Academic Transcript Request Form to your desktop
- 3) Attach completed form from desktop to email
- 4) Email attachment to records@cnm.edu using your preferred email account
- 5) Contact Cashiers if requesting unofficial transcripts to be faxed at (505) 224-3471 to make payment. Monday - Friday 8a-5pm

**2. Mail**

Mail Completed and Signed Form to:  
CNM Student Records, Main Campus  
525 Buena Vista SE  
Albuquerque New Mexico 87106-4096

**3. Fax**

Fax completed and signed Form to  
(505) 224-3237

**NOTE: A copy of an official photo ID is required for any transcripts being sent to a personal address. Examples: current driver's license or state ID, university/college issued ID, current high school ID, government issued military ID.**

### Unofficial Transcript Fee

- \$10.00 charge for faxed unofficial transcript, paid in advance to Cashiers
- Unofficial transcripts are free (Note: unofficial transcripts are generally not accepted as an attested academic record).

### Payment Methods for faxed unofficial transcripts

- Cash (In person only)
- Credit Cards (MasterCard, Visa, Discover and American Express)
- Check or Money Orders

Payment can be made at the Cashier's Office at Main Campus (SSC 106), Montoya Campus (TW 104) or Westside Campus (WSII 104)/ **OR** by phone using a credit card, call (505)224-3471 Monday – Friday 8am-5pm.

For assistance contact the Records Office at (505) 224-3000.



CENTRAL NEW MEXICO COMMUNITY COLLEGE



Academic Unofficial Transcript Request Form

Two business day processing time from receipt of request and payment (for faxed transcript only).
Submit completed form by using one of the methods on Unofficial Transcript Request Instructions
Official ID (See Instructions) is required to pick up unofficial transcripts.

CNM DOES NOT EMAIL UNOFFICIAL TRANSCRIPTS.

Faxed Unofficial Transcript fee - \$10.00
Unofficial Transcripts- No Charge

Rush Transcript Requests Are Not Accepted. Do Not Mail Cash to Records Office

STUDENT INFORMATION

Form with fields: LAST NAME, FIRST NAME, MI, CNM ID NUMBER, PREVIOUS NAMES, BIRTH DATE: MM/DD/YY, CONTACT TELEPHONE NUMBER.

HOW:

- Pickup Unofficial Transcript
Mail Unofficial Transcript (An official photo ID is required for any transcripts being sent to a personal address.)
Fax Unofficial Transcript (\$10.00 charge for faxed unofficial transcript, paid in advance to Cashiers)

Form with fields: NAME OF RECIPIENT, ATTENTION, ADDRESS or FAX #, CITY, STATE, ZIP.

STUDENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY:

Form with fields: OLD ID#, Phone, Counter, AM, PM, Received by, Date, Released by, Date.

-To Submit this form, save the completed form to your desktop. Attach and email completed form to records@cnm.edu. You must have Adobe installed on your computer for the form to save correctly.

-Attach a copy of an official photo ID if being sent to a personal address.