



Official Transcript Request Form

Request by Mail:

Complete, print and sign Transcript Request Form and mail directly to your previous college or educational institution. You will need to verify with the institution if a cost is associated in obtaining your official transcript. Mail this form with a check or money order for the appropriate amount to:

Institution Name: _____
Department: _____
Address : _____
City, State, Zip Code: _____

Transcript Request

Student Number/SS# Birthdate

Student's Name: First, Middle, Last

Street

City, State, Zip Code

Previous Name, if any _____

Last Semester
Currently Enrolled Yes No Registered _____

No of
Copies Rate Total

Home Phone # _____ Work Phone # _____
 Mail Transcript immediately:
Circle one: High School or College/University
 Hold for current Semester Grades Semester _____
 Hold for Degree posting

Student Signature

Please mail official transcripts to:

Doña Ana Community College - Admissions Office
Name
2800 N. Sonoma Ranch Blvd.
Address
Las Cruces, NM 88011
City State Zip

****Please note: Faxed or Hand delivered transcripts are not considered official**
FAX # 575-527-7763
****Please note: E-mailed transcripts from student are not considered official**
admissions@dacc.nmsu.edu