



**TRANSCRIPT REQUEST FORM**  
**IAIA REGISTRAR'S FAX # 505-424-5786**

☐ **Official Transcript**

☐ **Unofficial Transcript**

Student Name \_\_\_\_\_ Previous/Maiden/Other Names \_\_\_\_\_ DOB \_\_\_\_\_

Dates Attended \_\_\_\_\_ SSN # \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# of Copies \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**\$5.00 Transcript Fee:**

All requests require 4-5 days for processing. **PAYMENT MUST ACCOMPANY REQUEST:**

- \_\_\_\_\_ Picked up by student. Must present photo ID to pick up.
- \_\_\_\_\_ Mail to address given below.
- \_\_\_\_\_ Hold for final grades
- \_\_\_\_\_ Fax 1<sup>st</sup> and then mail the original to the same place.

- \_\_\_\_\_ Cash
- \_\_\_\_\_ Check/Money Order (Payable to IAIA)
- \_\_\_\_\_ Credit Card: Visa; MasterCard; Discover
- Credit Card # \_\_\_\_\_

Expiration Date (mm/yr): \_\_\_\_\_

**PLEASE SEND TRANSCRIPT TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax # \_\_\_\_\_

(Required if requesting transcript to be faxed)

**Billing Address if different from Present Address above:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I authorize the release of my transcript as indicated**

Signature \_\_\_\_\_

Date \_\_\_\_\_

- No transcript will be furnished when Financial Aid, Financial Services or Library obligations have not been satisfied.
- **Transcripts can only be processed when payment is received.**
- Federal law prohibits release of this transcript or its contents to any party without the written consent of the student.
- An official transcript is one mailed directly to a college, university, or third party from the Institute of American Indian Arts.
- **All transcripts released to students are stamped "Issued to Student".** Some institutions will not accept transcripts unless mailed from the Registrar's Office
- If you are requesting transcripts be sent to more than one address, complete a separate form for each address requested.
- Transcripts on file from high schools or other colleges cannot be duplicated. If you need transcripts from other institutions you must contact them directly for transcripts.

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**For Office Use Only**

Fee Received \_\_\_\_\_

Fee Charged \_\_\_\_\_

Date Sent \_\_\_\_\_

Processed by \_\_\_\_\_