



83 AVAN NU PO ROAD

SANTA FE, NM 87508

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 1st 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:

[] I am currently enrolled & is required for scholarship purposes.
NO CHARGE-Scholarship Address MUST BE PROVIDED & will be mailed directly to agency from Registrar's Office; no exceptions.

Name _____

Address _____

City _____ State _____ Zip _____

Fax # _____

(Required if requesting transcript to be faxed)

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.
- 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.

For Office Use Only

Fee Received _____

Fee Charged _____

Date Sent _____

Processed by _____