

REQUEST FOR OFFICIAL TRANSCRIPT FROM AN EXTERNAL INSTITUTION

(High School, GED or Other Colleges)

NOTE: This request form is NOT used to request a San Juan College transcript.

Attention School Registrar-

Please send my official transcripts to:

San Juan College Enrollment Services
4601 College Blvd.
Farmington, NM 87402

OR

E-Transcripts

(Through secure e-mail software where a password is required to have access to the transcript) may be sent to:
Admissions @sanjuancollege.edu

San Juan College DOES NOT ACCEPT FAXED transcripts.

****NOTE:** If you cannot find any record of me, a fee is due, or there is a hold on my account, please send the notification to THE STUDENT and NOT to San Juan College.

STUDENT INFORMATION:

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Maiden Name
_____	_____	_____	_____
Mailing Address	City	State	Zip Code
() _____	_____	_____	_____
Phone Number	E-mail address	Date of Birth (MM/DD/YYYY)	

TYPE OF TRANSCRIPT REQUESTING:

High School Graduation

I am still in high school. Please send final transcript after graduation date has been posted.

GED Scores

College Transcript

I am still attending classes. Please do not send my transcript until final semester grades have been posted.

I am still attending classes. Please do not send my transcript until my degree has been posted.

I understand that there may be a fee involved with the processing of my transcript and I will contact your institution to make payment if necessary.

Student Signature

Date of Request