



Santa Fe University of Art and Design Instructions for Requesting a Transcript

To order a transcript, a student or former student must make a request in writing to the Registrar's Office. Please include your full legal name, date of birth, year of last attendance, and signature.

An official transcript must be mailed directly from the university to the designated recipient. Please include the name and address of the organization to which you wish the official transcript to be sent. Unofficial transcripts may be sent directly to the student.

The charge for each official transcript is \$10, and unofficial copies are \$5 each. The student's account with the Student Financial Services Office must be current before a transcript may be released.

The usual processing time for a transcript is three to five working days, and transcripts are then sent by regular U.S. mail. You may request rush processing for an additional \$5 per transcript, which will be handled within 24 hours and mailed. If you require special handling, such as overnight delivery via FedEx, you will be charged the handling fees, which must be paid in advance.

Please fill out the following form and mail it together with a check for the transcript processing fee made out to Santa Fe University of Art and Design:

Registrar
Santa Fe University of Art and Design
1600 St. Michael's Drive, Santa Fe, NM 87505

You may also fax the request form to:

FAX 1-505-473-6334

If you are faxing the request, you must include your credit card number, expiration date, and v-code, which is located on the back of the credit card. (The v-code is the last three digits beside where you sign your name.) E-mail and telephone requests cannot be honored.

Thank you.

TRANSCRIPT REQUEST FORM ATTACHED



TRANSCRIPT REQUEST FORM

Return completed form to the
OFFICE OF THE REGISTRAR

OFFICIAL **UNOFFICIAL**

Name: _____						
Last	First	M.I.	Maiden or Other Name			
Student ID # OR SSN# _____		Date of Birth _____		Last Year Attended _____		
Address _____						
City	State	Zip	Phone # _____			
Signature _____			Date of Request _____			
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top; padding-right: 10px;"> Mail to: _____ _____ _____ </td> <td style="border-left: 1px solid black; padding-left: 10px;"> <input type="checkbox"/> Official \$10 <input type="checkbox"/> Unofficial \$5 <input type="checkbox"/> Official Rush Processing \$15 <input type="checkbox"/> Unofficial Copy Faxed \$15 <input type="checkbox"/> Hold for current grades? Indicate Semester or Term: ___ Fall ___ Spring ___ Summer <input type="checkbox"/> Hold for degree posting? ___ Number of copies? </td> </tr> </table>					Mail to: _____ _____ _____	<input type="checkbox"/> Official \$10 <input type="checkbox"/> Unofficial \$5 <input type="checkbox"/> Official Rush Processing \$15 <input type="checkbox"/> Unofficial Copy Faxed \$15 <input type="checkbox"/> Hold for current grades? Indicate Semester or Term: ___ Fall ___ Spring ___ Summer <input type="checkbox"/> Hold for degree posting? ___ Number of copies?
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Office Use Only	AMT REC \$	PROCESSED BY:	Mail <input type="checkbox"/>	Pick up <input type="checkbox"/>	DATE MAILED
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