

College of Santa Fe
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 College of Santa Fe 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 3 to 5 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 Fed Ex, 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 College of Santa Fe:

Registrar
College of Santa Fe
1600 St. Michael's Drive
Santa Fe, NM 87505

You may also fax the request form to:

Fax (505) 473-6334

If you are faxing the request, you must include your credit card number, expiration date and the v-code, which is located on the back of the credit card. (The v-code is the last 3 digits above where you sign your name.)

E-mail and telephone requests cannot be honored.

Thank you.

Transcript form attached.



COLLEGE of SANTA FE

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
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?

Office Use Only	AMT REC \$	PROCESSED BY:	Mail <input type="checkbox"/>	Pick Up <input type="checkbox"/>	DATE MAILED
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