



TRANSCRIPT REQUEST FORM
IAIA REGISTRAR'S FAX # 505-424-4500

Official Transcript Unofficial Transcript

Student Name Previous/Maiden/Other Names
Dates Attended SSN # Phone #
Present Address City State Zip
of Copies E-MAIL ADDRESS:

\$2.00 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:

Name
Address
City State Zip
Fax #
(Required if requesting transcript to be faxed)

I authorize the release of my transcript as indicated

Signature Date

CURRENTLY ENROLLED STUDENTS
Please charge \$ to my student account for a total of transcripts.
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.

For Office Use Only

Fee Received Fee Charged Date Sent Processed by