

TRANSCRIPT REQUEST



911 South Tenth St.
Tucumcari, NM 88401

Phone: (575) 461-4413
FAX (575) 461-1901

TO: _____
School _____
Address _____
City, State, Zip _____

DATE: _____

RE: Request for Official Transcript

I am making a formal application for admission to Mesalands Community College.
Please send an official copy of my transcript to:

**Office of Enrollment Management
Mesalands Community College
911 South Tenth Street
Tucumcari, NM 88401**

The transcript I am requesting is:

___ High School Transcript. I graduated in _____.

Notice to High School: If student is a candidate for graduation, please DO NOT send transcript until graduation date has been posted to transcript.

___ GED Equivalency. I completed GED testing in _____.

___ College Transcript. Date of last attendance _____.

Name used while in attendance (**Please Print**)

Date of Birth

Social Security Number

Signature of Student

If a fee is required, please bill me at the address listed below:

Print Current Name

Address

City

State

Zip

NOTE TO STUDENT: As a courtesy, Mesalands Community College assists you by submitting this initial request on your behalf. However, it is ultimately your responsibility to satisfy admissions requirements by making sure we have received all of your official transcripts. Some institutions may not release transcripts until a fee is paid; you may need to contact the institution personally to take care of this. Transcripts must be mailed directly from institutions to Mesalands Community College to be considered official.