



TRANSCRIPT REQUEST

(For use in requesting transcripts to be sent to Mesalands Community College)

911 South Tenth Street, Tucumcari, NM 88401

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

Email: transcript@mesalands.edu

TO:

School _____

Address _____

City, State, ZIP _____

I am applying for admission to Mesalands Community College. Please send an official copy of my transcript to the Office of Enrollment Management at the address listed at the top of this form.

Student – Legal Name and Billing Address

Social Security Number: _____

Date of Birth: _____

Date(s) of
Attendance: _____

Maiden or Previous Name(s): _____

Signature

Date

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.