



The University of New Mexico

Request for Enrollment or Degree Certification

Return To:
Office of the Registrar
Mesa Vista Hall - North
Records and Registration, MSC11 6325
1 University of New Mexico
Albuquerque, NM 87131-0001
PHONE: 505.277.8900 / FAX: 505.277.6809

- Enrollment certifications are issued beginning one week prior to the start of each semester.
- * *Due to the increasing volume of enrollment and degree certifications, UNM is no longer able to provide customized completion of agency certification forms.*
- Certifications are available within 3-5 working days from date of request.

Student Information

Name: _____ **UNM ID #** _____
(or SSN): _____

Former Names: _____ **Date of Birth:** _____

Email: _____ **Phone Number:** _____

Certification Information

Copies Requested: _____ (*Limit of 3 per request*)

Degree Certification: Graduation Date: _____

OR

Enrollment Certification: Current Term

Check any of the following that apply)

Include GPA (*Cumulative Grade Point Average*)

On GA/TA/RA Contract (*copy of contract required*)

On Consortium Agreement between UNM and _____ (*Name of other School*)

Additional Instructions: _____

Destination Information

Student Pick up **OR** Mail to: _____

Fax to: _____ **OR** _____

Signature: _____ **Date:** _____

The University of New Mexico has officially contracted with the National Student Clearinghouse to process our enrollment certification requests. Only those certification requests which require information not in the possession of the National Student Clearinghouse (e.g. GPA, Consortium, or Contract information) will be handled by the Registrar's Office. We will provide a printed report that comes closest to providing you with the information you desire. * We do not complete agency forms but will attach our report to the form. All such certifications received in this manner are official and need no further institutional signatures or seals.