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MAIL TO ADDRESS or ADDITIONAL INSTRUCTIONS <i>(List below OR attach additional sheet):</i>		<b>TRANSCRIPT SERVICE POLICY</b> <ol style="list-style-type: none"> <li>1. Complete and separate request for each addressee.</li> <li>2. <b>FEE POLICY:</b> The charge will be \$5.00 for EACH official transcript. Make checks payable to the University of New Mexico. Transcripts are sent through U. S. First Class Mail.</li> <li>3. Transcripts will not be issued if any financial obligations are due to the University. For more information, contact the Bursar's Office at 505-277-5363.</li> <li>4. Transcripts will normally be sent out in 3-5 working days. However, during and after Final Exams there will be some delay.</li> <li>5. Transcripts to be picked up by the student will be held no longer than 30 days. Picture identification will be required to pick up transcripts.</li> <li>6. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.</li> <li>7. Official copies of work transferred to the University of New Mexico must be requested directly from the institution where the work was completed.</li> </ol>				