

REQUEST FOR OFFICIAL TRANSCRIPT FROM AN EXTERNAL INSTITUTION

(High School, GED or Other Colleges)

NOTE: This request form is NOT used to request a San Juan College transcript.

Attention School Registrar-

Please send my official transcripts to:

San Juan College Admissions

4601 College Blvd.

Farmington, NM 87402

I understand that there may be a fee involved with the processing of my transcript and I will contact your institution to make payment if necessary.

STUDENT INFORMATION:

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Maiden Name
_____	_____	_____	_____
Mailing Address	City	State	Zip Code
() _____	_____	_____	_____
Phone Number	E-mail address	Date of Birth (MM/DD/YYYY)	

TYPE OF TRANSCRIPT REQUESTING:

- High School Graduation
- I am still in high school. Please send final transcript after graduation date has been posted.
- GED Scores
- College Transcript
- I am still attending classes. Please do not send my transcript until final semester grades have been posted.
- I am still attending classes. Please do not send my transcript until my degree has been posted.

Student Signature

Date of Request