



Western New Mexico University – Employee Official Transcript Request Form

An Employee Official Transcript Request Form is used by current and former employees, or authorized representatives of Western New Mexico University [WNMU] to request the release of an official academic transcript from the Office of the Registrar at WNMU. Official transcripts may be sent directly to the WNMU Human Resources Office at employment@wnmu.edu. Requests are processed in accordance with university policy and the Family Educational Rights and Privacy Act (FERPA). Transcript requests may be withheld if the employee has an outstanding financial obligation or other restriction with the University. Employees are responsible for providing accurate information when submitting this form.

A valid government-issued photo identification must be submitted with this request. Acceptable forms of identification include a driver's license, state-issued identification card, WNMU Student identification card, passport, military identification card, or other government-issued photo ID. The name on the identification must match the student/employee's university record.

Employee Information:

Employee Name:		WNMU Student ID:	
Names used while attending WNMU:			
Reason for Official Transcript Request:			

Employee Signature:

Employee/Student's Signature:		Date:	
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RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Employee Official Transcript Request Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.