



Western New Mexico University – Request for Unofficial Transcript Form

An Unofficial Transcript Request Form is used by current and former students of Western New Mexico University (WNMU) to request a copy of an unofficial academic transcript from the Office of the Registrar. Unofficial transcripts are provided for informational purposes only and do not bear the University seal, Registrar's signature, or other certification indicating official status. Requests are processed in accordance with university policy and the Family Educational Rights and Privacy Act (FERPA). Access to unofficial transcripts may be restricted if the requestor is unable to verify their identity or if other limitations apply under university policy. Requestors are responsible for providing accurate and complete 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's university record.

Requestor Information:

Legal Last Name: <i>Example: Rawhide</i>		Legal First Name: <i>Example: Mustang</i>	
WNMU Identification Number [W00#]: <i>Example: W00000000</i>		Phone Number: <i>Example: 575-000-0000</i>	
Date of Birth: <i>Example: 11/11/1111</i>		Last 4 digits of SSN: <i>Example: 0000</i>	
Other Email: <i>Example: MustangRawhide@gmail.edu</i>		Enter the approximate dates of attendance: <i>Example: Start Date – August 1893 End Date – December 1893</i>	
Names used while attending WNMU: <i>Example: Mustang</i>			
Reason for Unofficial Transcript Request:			

Requestor Signature:

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 Request for Unofficial Transcript Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.