Instructions for Requesting a Transcript

NOTE: Santa Fe University has all student academic transcripts from the College of Santa Fe. Please use the same form to order transcripts from CSF.

To order a transcript, a student or former student must make a request in writing to the Registrar’s Office. Please include your full legal name, date of birth, year of last attendance, and signature.

An official transcript will be mailed directly from the university to the designated recipient. Please include the name and address of the organization/person to which you wish the official transcript to be sent. Official transcripts may be sent to students and will be considered official by other organizations/persons, unless the seal is broken. If you are preparing a packet of information to be sent all at one time, please be sure not to open the transcript or it will be deemed unofficial.

The charge for each official transcript is $10, and unofficial copies are $5 each. The student’s account with the Bursar’s Office must be current before a transcript may be released.

The usual processing time for a transcript is three to five working days, and transcripts are sent by regular U.S. mail. You may request rush processing for an additional $5 per transcript, which will be handled within 24 hours and mailed. If you require special handling, such as overnight delivery via FedEx, you will be charged the handling fees, which must be paid in advance.

Please fill out the following form and mail it together with a check/money order for the transcript processing fee made out to Santa Fe University of Art and Design:

Office of the Registrar  
Santa Fe University of Art and Design  
1600 St. Michael’s Drive  
Santa Fe, NM 87505

You may also fax the completed request form with your credit card information to:

FAX: (505)-473-6334

E-mail and telephone requests cannot be honored.

Thank you.
# Transcript Request Form

**Use this form to order SFUAD or CSF Transcripts**

- **Name:** Last First M.I. Maiden or Other Name
- **Student ID # OR SSN#**
- **Date of Birth**
- **Dates of Attendance**
- **Address**
- **City**
- **State**
- **Zip**
- **Phone #**
- **Email Address**

## Transcript Type

<table>
<thead>
<tr>
<th>Option</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>$10</td>
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<tr>
<td>Unofficial</td>
<td>$5</td>
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<tr>
<td>Official Rush Processing</td>
<td>$15</td>
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<tr>
<td>Unofficial Copy Faxed</td>
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- **Hold for current grades**
  - Indicate Semester or Term:
    - ____ Fall  ____ Spring  ____ Summer
- **Hold for degree posting**

- **Number of copies**

## Credit Card Information:

- **Credit Card Type** (Discover, MasterCard, VISA, etc.) and Number
- **Name on the Credit Card**
- **Expiration Date of Credit Card**
- **3-Digit Security Code (on the back of the credit card)**
- **Billing Zip Code**

## Attachments

- **Credit Card Information:**
  - Credit Card Type
  - Name on Card
  - Expiration Date
  - Security Code
  - Billing Zip Code

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**OFFICIAL □  UNOFFICIAL □**

Return completed form to the

**OFFICE OF THE REGISTRAR**
Santa Fe University of Art and Design
1600 St. Michael’s Drive
Santa Fe, NM 87505
Phone: 505-473-6317
Fax: 505-473-6334

**Mail to:**

- Address
- City
- State
- Zip
- Phone #

**Credit Card Information:**

- Credit Card Type and Number
- Name on Credit Card
- Expiration Date
- Security Code
- Billing Zip Code

**Office Use Only**

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<th>Mail</th>
<th>Pick up</th>
<th>DATE MAILED</th>
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**Rev. 09/04/12**