



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.

Current Students Without a Balance Owed

Current students who do not have an outstanding balance may request free unlimited unofficial and official transcripts to be sent to transfer institutions or employers. A maximum of two, sealed, official transcripts for personal use may be issued to the student. Additional personal use transcripts will be subject to the regular transcript fee.

Current Students Owing a Balance of \$3,000 or Less

Students who are in good standing on payment plans not owing more than \$3,000 may request free unlimited unofficial and official transcripts to be sent to transfer institutions.

Current Students Owing a Balance of \$3,001 or More

Students owing a balance of more than \$3,001 may be issued free unlimited unofficial transcripts.

Non-current students can request official transcripts for \$10 and unofficial copies for \$5 each.

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-mailed requests may be sent to registrar@santafeuniversity.edu.

Thank you.

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



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				
Student Signature				Date

<p>Transcript Type</p> <p><input type="checkbox"/> Official \$10</p> <p><input type="checkbox"/> Unofficial \$5</p> <p><input type="checkbox"/> Official Rush Processing \$15</p> <p><input type="checkbox"/> Unofficial Copy Faxed \$15</p> <p><input type="checkbox"/> Hold for current grades</p> <p style="padding-left: 20px;">Indicate Semester or Term: ___ Fall ___ Spring ___ Summer</p> <p><input type="checkbox"/> Hold for degree posting</p> <p>___ Number of copies</p>	<p>Mail to:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	--

<p>Credit Card Type</p> <p><input type="checkbox"/> American Express</p> <p><input type="checkbox"/> Discover</p> <p><input type="checkbox"/> Master Card</p> <p><input type="checkbox"/> Visa</p> <p>Other forms of Payment</p> <p><input type="checkbox"/> Check # _____</p> <p><input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Cash (do not send cash through the Mail)</p>	<p>Credit Card Information:</p> <hr/> <p>Credit Card Number and Type (Discover, MasterCard, VISA, etc.)</p> <hr/> <p>Name on the Credit Card</p> <hr/> <p>Expiration Date of Credit Card</p> <hr/> <p>3-Digit Security Code (on the back of the credit card)</p> <hr/> <p>Billing Zip Code</p>
---	---

Office Use	AMT REC \$	PROCESSED BY:	Mail	Pick up	DATE MAILED
Only					