



## 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 Laureate Education. Please include your full legal name, your name at the time of attendance, 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. The student's financial obligations to the University must be met before transcripts can be mailed.

The usual processing time for a transcript is five to seven 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 48 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.

Requesting Official transcripts from Santa Fe University of Art and Design is a two-step process. Your request will not be considered complete until both steps in the process have been completed. Please see the instructions below. If you have questions at any time, you may contact 1-877-762-9801 or [onlinesupport@santafeuniversity.edu](mailto:onlinesupport@santafeuniversity.edu) and someone will assist you.

**Step 1 – Transcript Payment:** To submit payment for your transcript order, please go to <https://easypath.ecsi.net/81/793/Epay?pld=787>. Please complete the online form, which includes a secure payment process. At the end of the transaction, you will receive a confirmation number. Please capture this confirmation number so that it can be included on the transcript request form.

**Step 2 – Transcript Request Form:** Please complete the attached transcript request form. Please note that this form requires a physical signature and the payment confirmation number. Please return the form using one of the options listed below:

Mail: Laureate Education, ATTN: Registrar's Office, 7065 Samuel Morse Drive, Columbia, MD 21046

Fax: 410-843-6416

Email: [onlinesupport@santafeuniversity.edu](mailto:onlinesupport@santafeuniversity.edu)

*Thank you.*

**TRANSCRIPT REQUEST FORM**  
Use this form to order SFUAD or CSF Transcripts

Return completed form to:  
Laureate Education  
Registrar's Office  
7065 Samuel Morse Drive  
Columbia, MD 21046  
Phone: 1-877-762-9801  
Fax: 1-410-843-6416  
Email:  
[onlinesupport@santafeuniversity.edu](mailto:onlinesupport@santafeuniversity.edu)

Name:				
Last	First	M.I.	Maiden or Other Name	
Student ID # OR last four digits of SSN#		Date of Birth	Dates of Attendance	
Address		City	State	Zip Phone #
Email Address				
_____			Student Signature	Date

<b>Transcript Type:</b> <input type="checkbox"/> Official per copy \$10 (5 to 7-day turnaround) <input type="checkbox"/> Official Rush Processing \$15 (48-hour turnaround time) ____ Number of copies	<b>Mail to:</b> _____ _____ _____ _____ _____
---	--

<b>Payment Confirmation Number:</b> # _____	<b>Mail to:</b>          
--	---


Office Use Only	AMT REC \$	PROCESSED BY:	DATE MAILED
--------------------	------------	---------------	-------------