

## ACADEMIC RECORD REQUEST FORM

**Date of Request:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Class (Check one)**    **1L**    **2L**    **3L**   **UNM ID #** \_\_\_\_\_   **Phone #:** \_\_\_\_\_  
(Current students only) (Include area code )

**Graduates:** \_\_\_\_\_ **SSN: XXX – XX** \_\_\_\_\_ **Current E-mail:** \_\_\_\_\_  
(Year graduated if Alumni) (Last four (4) digits only)

\*\*\*\*\*  
**Unofficial Academic Record:** By signing this release form the UNM School of Law Office of the Registrar will issue one (1) unofficial academic record to law students/graduates or a third party(s). An unofficial can be e-mail (.pdf) or faxed directly to the recipient by providing a complete e-mail address or fax number directly below. If mail is preferred, please provide a complete address for yourself or the third party(s) on the lines provided at the bottom of this page.

**E-mail to:** \_\_\_\_\_

\_\_\_\_\_  
**(Student's/Graduate's Signature)**

**Pick-Up**    **Mail-Self**    **Mail-Third Party(s)**   **Fax to:** \_\_\_\_\_  
(Please check one of the above) (Include area code)

\*\*\*\*\*

**(Quantity)**   **Official Academic Record:** A student/graduate may request an official academic record to be issued (to a third party(s) by signing this release form and by providing a complete mailing address for the third party(s) on the lines provided below. The release of an official academic record(s) directly to a law student/graduate is restricted, unless this record(s) must be included by the student/graduate with other materials being sent to a third party(s). All official academic records will be placed in an individually sealed envelope with the notation that if the envelope is opened prior to reaching the third party(s), it consequentially becomes an unofficial academic record. Official academic records cannot be e-mailed or faxed.

**Please check one:**    **Pick-Up**    **Mail-Self**    **Mail-Third Party(s)**

I, \_\_\_\_\_ **hereby authorize and request that the University of New Mexico School of Law release an official copy of my academic record to (Law School Transcript):**  
**(Student's/Graduate's Signature)**


If additional email, fax, or address space is needed, please attach