



Alumni/Former Student Unofficial Transcript Request Form

Southeast New Mexico College

Do not use to request an Official Transcript. Go to <https://senmc.edu/registrar/transcript/index.html> and click "Order Transcript" to order an official transcript.

Current student please print an unofficial transcript in Lion's Den

Please email the signed form to registrar@senmc.edu or submit it in person

Student Information			
Full Name:		Previous last names you may have enrolled under:	
Telephone Number:	Date of Birth:	SEMC ID:	
Current Address:		City, State, Zip:	

Request Details			
Type of Transcript Requested:	Unofficial Transcript Only		
Preferred Delivery Method	Mail	Email	Pick Up (must provide ID to confirm identity)

Please Send the Transcript to	
College/Company/Student Name:	
Address:	
City, State, Zip Code:	
Email (if electronic):	

Additional Information:

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Student Signature

Date

Transcript requests will be processed within 3-5 business days

06/2025 Registrar