

## ACADEMIC RECORD REQUEST FORM

**Date of Request:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ (Include **maiden/other** name(s) as applicable)

**Year:** (Check one): ☐ 1L ☐ 2L ☐ 3L **UNM ID #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
 (Current students only) (9 digits, please print legibly) (Include area code)

**Alum:** \_\_\_\_\_ **SSN:** XXX – XX – \_\_\_\_\_ **Current Email:** \_\_\_\_\_  
 (Year graduated, if Alumni) (Last four (4) digits only) (Please print legibly, as applicable)

**Option 1: Unofficial Academic Record.** This academic record contains applicable law courses only. By signing this release form the UNM School of Law Office of the Registrar will issue one (1) unofficial academic record to law students/alum or a third party(s). An unofficial can be emailed (.pdf) or faxed directly to the recipient by providing a complete email address or fax number on the respective line provided directly below. **If** mail (USPS) is preferred, please provide a complete mailing address for yourself **or** the third party(s) on the lines provided further below. **NOTE:** A typed in name below is **not** a valid signature.

\_\_\_\_\_  
 (Student/Alum **handwritten** signature) **Email to:** \_\_\_\_\_ (Please print legibly)

☐ **Pick-Up** ☐ **Mail-Self** ☐ **Mail-Third Party(s)** **Fax to:** \_\_\_\_\_  
 (If applicable, please check one of th above) (Please include the area code)

**Option 2: Official Academic Record.** This academic record contains applicable law courses only. A student/alum may request an official academic record to be issued to them self or a third party(s) by signing this release form and by providing a complete mailing address for the applicable party(s) on the lines provided below. The release of an official academic record(s) directly to a law student/alum 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 emailed or faxed. **NOTE:** A typed in name below is **not** a valid signature.

**Quantity:** \_\_\_\_\_ **Please check one:** ☐ **Pick-Up** ☐ **Mail-Self** ☐ **Mail-Third Party(s)**

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

Insert **complete** address information below:


**If** additional email, fax, or mailing address space is needed, please attach additional information on a separate sheet.

**Per FERPA law, this form requires your written signature in order to be processed.**

**Submission Instructions:** Submit the completed form to the UNMSOL Office of the Registrar at: [LSRegistrar@law.unm.edu](mailto:LSRegistrar@law.unm.edu)

**NOTE:** **If** you do **not** have a scanner, print this document, sign it, take a clear photo with your cell phone, and attach it to the email.

**Alternatively** Send via Fax, mail (USPS), **or** drop-off at: **Fax (Secure):** (505) 277-1597 **If** mail **or** drop-off is preferred, see address below.