



TRANSCRIPT REQUEST FORM

Navajo Technical University/Office of the Registrar

PO Box 849

Crownpoint, New Mexico 87313-0849

Phone: 505 786 4326 / Fax: 505 786 5644

Email: rdamon@navajotech.edu

Official transcripts are \$10.00 each; one form per request. Requests will not be processed until payment is received and confirmed. Regular processing takes approximately 10 business days. Rush requests are \$15.00 per transcript ordered, and take approximately 1 business day. This form may be submitted in person or via email, fax or mail.

Full Name:		Today's Date:
Other names used:	Student ID or Social Security:	
Tribal Census:	Date of Birth:	

CONTACT INFORMATION

Mailing Address	City	State	Zip Code
Phone Number	Email Address		

TRANSCRIPT INFORMATION

Select One of the Following:	Send 'as is'	Send After Current Grades Posted	Include Work in Progress
	Send After Degree Posted	Updated and/or Corrected Trans.	Hold for Change of Grade

Dates of Attendance at NTU:	Major:

Are you currently enrolled? _____ Yes No

Received Degree or Certificate? _____ Yes No

Mail To:

Signature:

Payment:

PAYMENT

Official transcripts may be picked up or sent to you or to an institution directly. Transcripts cost \$10 each with a rush option for an additional \$5 per transcript. The Registrar Office accepts credit card, check and money order payments.

Payments should be sent to:

Navajo Technical University

Office of the Registrar
PO BOX 849
Crownpoint New Mexico 87313
Phone: 505 786 4180
Fax: 505 786 5644

Credit card payments can be made over the phone by calling 505 786 4184. Requests will not be processed until confirmation of payment. Transcripts take up to 10 business days to process, while rush orders shorten the time to 1 business day, from the date of payment confirmation. School policy dictates that we suspend requests for transcripts, certificates and diplomas if you have an outstanding obligation to a school office. Please settle your accounts before requesting a transcript.

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.

www.ed.gov/policy/gen/guid/fpco