



NAVAJO TECHNICAL UNIVERSITY
P.O. BOX 849
CROWNPOINT, NEW MEXICO 87313
OFFICIAL TRANSCRIPT REQUEST
SEND TO: admissions@navajotech.edu

RECEIPT# _____

AMOUNT PAID: _____

DATE: _____

NTU ID NUMBER: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

STUDENT'S LAST NAME	FIRST NAME	MIDDLE
Address: _____		

Former Name or Names
CURRENTLY ENROLLED? YES NO

MAIL TO:

Student Signature: _____

If not enrolled last semester attended: _____

MAJOR: _____

Select one of the following:

SEND "AS IS" TO INCLUDE WORK IN PROGRESS

UPDATED AND/OR CORRECTED TRANSCRIPT

SEND ONLY AFTER FINAL GRADES POSTED

SEND ONLY AFTER DEGREE/CERTIFICATE POSTED

FILL OUT AN ADDITIONAL REQUEST IF A SECOND COPY IS TO BE SENT TO ANOTHER ADDRESS.

FOR EACH TRANSCRIPT THERE IS A FEE OF **\$10.00 (5-10) BUSINESS DAYS OR IN THE ORDER THEY WERE RECEIVED**

OFFICE USE ONLY: Transcript Paid: _____	Date Transcript Sent: _____	Transcript Prepared By: _____
------------------------------------------------	------------------------------------	--------------------------------------

PAYMENT:

Official Transcripts will be sent to you or an institution through the mail. Transcripts cost \$10.00 each. The Business office accepts credit card, check and money order payments.

Payments should be sent to:
Navajo Technical University
ATTN: Business Office-Transcripts
PO Box 849
Crownpoint, NM 87313
Phone: 505-387-7361 or 7401
Fax: 505-786-4155

Credit card payments can be made over the phone by calling 505-387-7361. Requests will not be processed until confirmation of payment. Please write down the Receipt number and the amount paid for each request. School policy dictates that we suspend requests for transcripts if you have an outstanding obligation to NTU. Please settle you accounts before requesting a transcript

FERPA, the Family Educational and Privacy Act of 1974, is a federal law that pertains to the release of an 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/fpc