
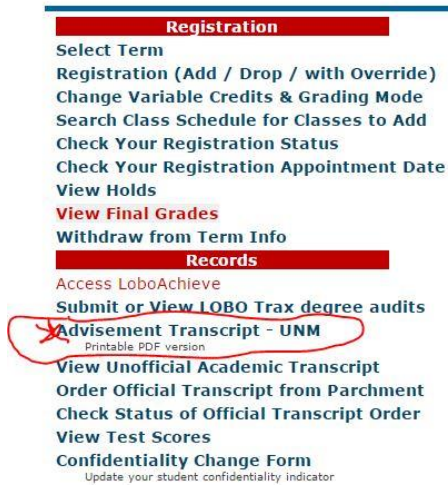


How to Request a PDF Copy of Your Unofficial Transcript

1. Log into your MyUNM account at <http://my.unm.edu/home>
2. Click on 
3. In the Student Tab click on **Registration & Records**
4. In the Records section click on “**Advisement Transcript –UNM**”



Registration & Records Menu



The screenshot shows the LoboWeb interface. At the top, there is a red bar with the word "Registration" in white. Below this, a list of links is displayed: "Select Term", "Registration (Add / Drop / with Override)", "Change Variable Credits & Grading Mode", "Search Class Schedule for Classes to Add", "Check Your Registration Status", "Check Your Registration Appointment Date", "View Holds", "View Final Grades", and "Withdraw from Term Info". Below this list is another red bar with the word "Records" in white. Underneath, more links are listed: "Access LoboAchieve", "Submit or View LOBO Trax degree audits", "Advisement Transcript - UNM" (which is circled in red and has a red arrow pointing to it), "View Unofficial Academic Transcript", "Order Official Transcript from Parchment", "Check Status of Official Transcript Order", "View Test Scores", and "Confidentiality Change Form" (with a sub-link "Update your student confidentiality indicator").


5. Check to make sure your UNM email is correct and click “**Submit Request**”



The screenshot shows the "Advisement Transcript Request Summary" page. At the top, there is a navigation bar with tabs for "Student", "Financial Aid", "Faculty & Advisors", "Employee", and "Payment". Below this is a search bar with a "Go" button. The main content area displays the following information: "Term: Fall 2017", "Number of Copies: 1", "Issued to: [redacted]", and "UNM Email: [redacted]@unm.edu". At the bottom of the page, there is a "Submit Request" button.

6. Wait for email to be delivered to your UNM email address.
7. Once you have received your transcript upload to your study abroad application.

How to Request a PDF Copy of Your Official Transcript

1. Log into your MyUNM account at <http://my.unm.edu/home>
2. Click on 
3. In the Student Tab click on **Registration & Records**
4. In the Records section click on **“Order Official Transcript from Parchment”**


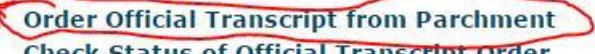


Registration & Records Menu

Registration

- Select Term
- Registration (Add / Drop / with Override)
- Change Variable Credits & Grading Mode
- Search Class Schedule for Classes to Add
- Check Your Registration Status
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- View Holds
- View Final Grades
- Withdraw from Term Info

Records

- Access LoboAchieve
- Submit or View LOBO Trax degree audits
- Advisement Transcript - UNM
Printable PDF version
-  **View Unofficial Academic Transcript**
-  **Order Official Transcript from Parchment**
- Check Status of Official Transcript Order
- View Test Scores
- Confidentiality Change Form
Update your student confidentiality indicator

5. Click on **“Access the Transcript Ordering Site”**

Student Financial Aid Faculty & Advisors Employee Payment

Search

Transcript Ordering Site

We have authorized Parchment, Inc. to act as our agent for providing Official Transcripts.

 [Access the Transcript Ordering Site](#)

6. Fill out all the sections of the order form.

THE UNIVERSITY of NEW MEXICO

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Address Details

Welcome to the University of New Mexico document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will not be sent back to the institution to update their records.

First Name:

Middle Name:

Last Name:

Street Address:

Address Line 2:

City: *(Military Addresses: enter APO, DPO, or FPO)

State/Province:

Post/Zip Code:

Country:

Telephone:

Email Address:

Submit

7. In section 2 you can request what type of transcript you would like and your delivery method by clicking on the “Send to Yourself, Another Individual, or Third Party” located under the Search bar. The default transcript type is electronic. Check your host institution application to determine what type of transcript you need.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

THE UNIVERSITY of NEW MEXICO

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

READ THIS PAGE CAREFULLY! Refunds will not be given because the recipient information is incorrect

Start by searching for your destination:
Please note: The search box below should only be used to search the destination to which your transcript is being sent.

- If you search for and select University of New Mexico-Admissions, your document will be sent to University of New Mexico Admissions.
- If you wish to send a transcript to yourself, please use the “Send to Yourself...” option.
- If you wish to send an electronic transcript to CNM, use the search box and select CNM.
- Double-check your recipient address information. It is not possible to change the order once it is submitted. Refunds will not be given because the recipient information is incorrect.

Institution Name, Acronym, Location, or Email

Or Send to Yourself, Another Individual, or Third Party

Parchment Ordering Service v2.9
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Privacy Policy Refund Policy
12:43pm PDT 02

8. Complete rest of order form and submit payment.

9. Wait for transcript to be delivered to you in whatever form you requested.

10. Once you have received your transcript upload and electronic copy to your study abroad application. (If you requested a hard copy you can get a scan made at GEO.)