

# NCM Official Transcript/Diploma Request and Release Form

*Please allow at least 3-6 weeks for processing and mail transit from the time this request is received in our office.*

Revised 9/2011

Please print clearly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please release my  Official Transcript OR  Official Copy of my Diploma for:**

Program:	Years attended:	Student Status (circle):	Official Transcript:	Official Copy of Diploma:
Certificate		Graduated		
ASM		Active / Graduated / Withdrawn		
BSM		Active / Graduated / Withdrawn		
MSM		Active / Graduated / Withdrawn		
PhD		Active / Graduated / Withdrawn		

	Send to: Name and Address	Quantity
1		
2		
	<b>Postage (choose one):</b>	
	First Class Mail (no extra charge)	US\$0
	First Class Mail to Canada	US\$2.00
	Priority Mail (Calculate cost at: <a href="http://postcalc.usps.gov/">http://postcalc.usps.gov/</a> )	US\$
	Express Mail (Calculate cost at: <a href="http://postcalc.usps.gov/">http://postcalc.usps.gov/</a> )	US\$
	<b>Total Cost of Official Transcript(s) / Diploma(s) US\$10 each:</b>	US\$
	<b>Total Payment Enclosed:</b>	US\$

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this signed and dated form with check to:

**National College of Midwifery**

**209 State Road 240**

**Taos, NM 87571**

**Please allow at least 3-6 weeks for processing and mail transit from the time this request is received in our office.**