

# REQUEST FOR OFFICIAL TRANSCRIPT

Office of Admissions & Registrar | NEO A&M College | Miami, OK 74354

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden/Previous

Address \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Street/PO Box City State ZIP

Would you like to use this as your permanent address on record with NEO A&M College?  Yes  No

Are you currently enrolled at NEO?  Yes  No Semester last enrolled at NEO \_\_\_\_\_

## Instructions:

Self-Pick-up  Hold for grades  Hold for degree  Send now Number requested \_\_\_\_\_

Print the complete name and address of where the transcript should be mailed.

Name/College \_\_\_\_\_

Street \_\_\_\_\_

CityStateZip \_\_\_\_\_

If you would like the transcript faxed, print the name and fax number below.

Name/College \_\_\_\_\_

Fax# \_\_\_\_\_

*Faxed transcripts are considered **unofficial**.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Requests will **NOT** be processed without a signature.

*There is no charge for transcripts. However, if you have unpaid accounts at NEO or have not appropriately exited Financial Aid, transcripts will not be sent until clearance is issued by the Business Office and/or Financial Aid Office.*



**Please return this completed form to:**

NEO A&M College  
Office of Admissions  
200 I Street NE  
Miami, OK 74354

Fax: (918) 542-9759

Email: [neoadmission@neo.edu](mailto:neoadmission@neo.edu)