SOUTH DAKOTA MINES

Unofficial Transcript Request

No fee required. Unofficial transcripts are sent **only** to the current or former student requesting the transcript. Requests for transcripts may be faxed, but we can't fax unofficial transcripts. We do not accept responsibility for non-receipt of transcripts due to incomplete or incorrect addresses. Return this form via the methods below.

Mail
South Dakota Mines
Registrar's Office
501 East Saint Joseph St
Rapid City, SD 57701

In Person
Registrar's Office
201 O'Harra Building

Fax
605-394-1268

Request Details

Date of Request: _____

_____ Mail one unofficial transcript to the address below

_____ I will pick up one unofficial transcript from the Registrar's Office (photo ID required)

_____ Hold for semester grades _____ Hold for degree awarded

Student Information

FIRST NAME M.I. LAST NAME FORMER/MAIDEN

STREET ADDRESS CITY STATE ZIP

PHONE EMAIL

BIRTH DATE (REQUIRED) STUDENT ID (IF KNOWN)

SEMESTER/YEAR FIRST ENROLLED (REQUIRED)

Signature _____

FOR OFFICE USE ONLY

PROCESS DATE _____

INITIALS _____