



# Unofficial Transcript Request

No fee required. Unofficial transcripts are sent **only** to the current or former student requesting the transcript. 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

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## 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

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## 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 \_\_\_\_\_