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

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 ____________

Revised 05/17/2023