



## 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**

SD 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)

**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 \_\_\_\_\_