If you are leaving SDSM&T and not returning, please contact these offices and perform the tasks below. Departments should initial or sign on the line in front of the item for their office. If certain items do not apply to you, please write N/A in the line in front of the item.

_________ Cashier’s office – verify you have no unpaid bills

_________ Resident Life – if living on campus, you must notify the Residence Life office that you are leaving campus

_________ Library – verify you have returned all materials

_________ Tablet Central – verify you have returned your Tablet PC (you will get a receipt – please attach it to this sheet)

_________ Drop classes for next semester if you are registered (you may need to visit Registrar and Academic Services to help with this)

_________ Graduate office

_________ Academic Department

_________ Facilities – verify that you have returned all keys checked out for building access

_________ If you need a final transcript, please visit the Registrar’s page on the main website at https://www.sdsmt.edu/Academics/Registrar/Forms/. This is an electronic form, so please go to WebAdvisor and confirm that your final grades have been posted.

_________ Please provide your non-Mines email account to international@sdsmt.edu. The email account set up for your use while you are a student at SD Mines will be discontinued several months after your departure.

LAST STEP: Ivanhoe International Center

_________ SEVIS Record – go to the Ivanhoe International Center (IIC) w/questions

_________ Transfer to another university

_________ Completed program, not returning – notify IIC when in home country

_________ OPT (continued reporting requirements)