

# 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:

## Fax or Email

605-688-6384

SDSU.Registrar@sdstate.edu

## Mail

Registrar's Office

ESC Box 511A

Brookings, SD 57007

## In Person

Registrar's Office

Enrollment Services Center

1175 Medary Ave.

## 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 front desk (*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)		GRADUATION DATE (IF APPLICABLE)		

**Signature** \_\_\_\_\_

### OFFICE USE ONLY

Process Date \_\_\_\_\_

Initials \_\_\_\_\_



**SOUTH DAKOTA  
STATE UNIVERSITY**

*Office of the Registrar*

Hours: 8 a.m.-5 p.m., Monday-Friday  
SDSU.Registrar@sdstate.edu | 605-688-6195  
sdstate.edu/records-registration  
Enrollment Services Center  
1175 Medary Ave., Box 511A