

# KEISER UNIVERSITY

## REQUEST FOR UNIVERSITY TRANSCRIPT

Instructions: Complete all required information, sign and date the form. Mail the completed "Request for University Transcript" to the attention of the REGISTRAR at the Keiser University campus that you attended.

Please Print:

\_\_\_\_\_  
Year(s) Attended the University

\_\_\_\_\_  
(Maiden Name)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Birth Date (MO/DAY/YR)

\_\_\_\_\_  
Social Security or Student Number

A \$5.00 processing fee is required if an official transcript has previously been issued. Under these circumstances, please accompany this transcript request with a check or money order for \$5.00 payable to Keiser University. If records indicate no transcripts have been previously requested, the check or money order will be returned.

In order for transcripts to be issued for active students, payment schedules must be current and financial aid disbursed. For graduate/drop students, all indebtedness to the University must be paid in full.

Whereas it is the desire of Keiser University to serve its active and alumni student body, the University has the responsibility to insure/verify the accuracy of all file data. Therefore, before such data is released, a file audit is required. All transcripts will be forthcoming in a timely manner to best serve the student, University and all other entities. Your patience and understanding is appreciated.

**Please check if you would like to pick up the transcript(s).**

**Mailing information for sending transcript(s):**

\_\_\_\_\_  
Name of Company/Educational Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date