

Hello Keiser Student;

Official College Transcript requests must be made in writing, using the **Official Keiser University Transcript Request Form** located at the URL below.

[http://www.keiseruniversity.edu/ecampus/trans\\_forms/college\\_trans2.pdf](http://www.keiseruniversity.edu/ecampus/trans_forms/college_trans2.pdf)

**You may access the official Keiser University Transcript Request Form from any internet by entering the URL above into the address bar.**

Print the form, complete all of the information on the form and mail to:

Office of the Registrar Keiser University eCampus  
1900 W. Commercial Blvd. Suite 100  
Ft. Lauderdale, FL 33309  
Attention: Keiser University Online Division Registrar

Or complete all of the information on the form and fax to:

**Fax # 954-318-1554** Attention: eCampus Registrar Department

**The first transcript is sent as a courtesy.** If you are requesting an *unofficial* transcript, there is no charge. Subsequent transcripts cost **\$5.00 each**. Your transcript will be sent within 10-15 business days from your request providing that you do not have any outstanding balances on your student account. If you are requesting that we forward an official transcript to another school or an employer, please be sure to fill in the name and a complete address. Incomplete or incorrect forms cannot be processed.

Thank you,

Keiser University Online Division  
Registrar Department