

# Keiser University Transcript Request Form

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION

Today's Date \_\_\_\_\_

**\*PLEASE READ\*FILL OUT IN FULL\*SIGN\***

A **\$5.00 processing fee is required if an official transcript has previously been issued.** Payments must be made in the **Bursar's Office** located on the first floor. 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.

I, (Print Name) \_\_\_\_\_

SS# or Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Attended From: \_\_\_\_\_ To: \_\_\_\_\_

I request my official transcript be sent to

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State Zip Code:** \_\_\_\_\_

Please CHECK here if you would like to PICK UP your transcript(s).

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date Mailed**

Please CHECK if you would like to send your transcript(s) using CERTIFIED mail, a \$5.00 (each) additional charge. CERTIFIED mail is a service by the post office that makes the receiver SIGN for your mail.

NOTE: Out of country requests will be given to the student for pick up, we will not send transcripts out of the country