

### Transcript Request Form

Fill out all required information, sign and date it. Mail it to Keiser Career College, to the Registrar's attention.

I, \_\_\_\_\_, SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_

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

Request that a copy of my transcript be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that there will be a \$5.00 processing fee if an official transcript has previously been issued.

I understand that if I am an active student that my payment schedule is up-to-date and my financial aid has been disbursed.

I also understand that if I am a graduate/drop student that my indebtedness to the College must be paid in full before a transcript may be issued.

Accompany this transcript request with a check or money order for \$5.00 made payable to Keiser Career College. If records indicate no transcripts have been previously requested, the check or money order will be returned to you.

As it is the desire of Keiser Career College to serve its active and alumni student body, we also have the responsibility to insure/verify 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/College and all other entities, your patience and understanding is appreciated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

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