



# Key College

“Your Key to a Bright Future”

## KEY COLLEGE TRANSCRIPT REQUEST

Date: \_\_\_\_\_

Student \_\_\_\_\_  
Last Name First Name Middle name

Maiden name \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Signature: \_\_\_\_\_

Transcript request fee - **\$4.00** per transcript

\_\_\_\_\_ Official Transcript (Sealed envelope, to be open by school official only)

\_\_\_\_\_ Unofficial Transcript (for information purposes only, not accepted as official transcript by other institutions)

Please, send request and appropriate fees (check or money order, no cash) to:

**KEY COLLEGE  
ATTN. REGISTRAR'S OFFICE  
225 EAST DANIA BEACH BLVD  
DANIA BEACH, FL 33004**

✚ We cannot provide transcripts if there are any financial holds on your account.

✚ Once we receive your request, it usually takes three to five business days to process.