



Key College

“Your Key to a Bright Future”

REQUEST FOR KEY COLLEGE TRANSCRIPT

Date: _____

Student _____
Last Name First Name Middle Initial

Maiden name _____ Phone# _____

Social Security #: _____ Date of birth: _____

Dates Attended: _____ Graduation Date: _____

Signature: _____

Name & Address where transcript is to be sent (please write legible):

- (1) _____
- (2) _____
- (3) _____

Transcript request fee - **\$6.00** 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, money order or credit card*, no cash) to:

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

*Credit Card Information

Name on Card _____ Type: VISA MC

CARD# - - - Exp Date _____

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

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