

# Keiser Transcript Request Checklist Template

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## Keiser Transcript Request Checklist

Use this comprehensive checklist to ensure a smooth and efficient process for obtaining your Keiser unofficial or official transcript. This template will help you stay organized, avoid errors, and meet your deadlines.

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### Step 1: Preparation Phase

#### 1. Login Credentials

- Ensure you have your Keiser Student Portal login credentials (username and password).
- Reset your password if needed via the “Forgot Password” option on the portal login page.

#### 2. Identify Purpose

- Determine why you need your transcript (e.g., job application, graduate school, or personal record).
- Confirm if an unofficial transcript will suffice or if an official version is required.

#### 3. Gather Relevant Information

- Know your student ID number.
  - Have a list of the specific courses or grades you want to verify (optional).
  - Have the recipient details (name, email, or mailing address) if you're requesting an official transcript.
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### Step 2: Access the Keiser Student Portal

#### 1. Login

- Log into the Keiser Student Portal at [portal.keiseruniversity.edu](http://portal.keiseruniversity.edu).
- Navigate to the “Academics” or “Student Records” section.

#### 2. Locate Transcript Section

- Find the “Unofficial Transcript” or “Academic History” tab.
- Ensure you are selecting the correct transcript type for your needs (unofficial or official).

#### 3. Confirm Personal Details

- Verify that your name, student ID, and program details are accurate on the portal.
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## Step 3: Generate and Download Your Transcript

- 1. Choose the Transcript Type**
    - Select “Unofficial Transcript” for immediate access or “Official Transcript” for certified purposes.
  - 2. Download the File**
    - Click on the “Generate” or “Download” button to save your unofficial transcript as a PDF.
    - Ensure the file name is clear (e.g., "Keiser\_Transcript\_YourName.pdf").
  - 3. Check for Errors**
    - Carefully review the document for inaccuracies in grades, course titles, or GPA.
    - Report discrepancies to the Keiser Registrar’s Office immediately.
  - 4. Save and Back Up**
    - Save a copy of the transcript to a secure folder on your device.
    - Email yourself a copy for quick access in the future.
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## Step 4: For Official Transcript Requests

- 1. Request Process**
    - Use the Keiser Student Portal to place an official transcript request.
    - Pay any applicable fees online via the payment portal.
  - 2. Delivery Options**
    - Choose the preferred delivery method (email, mail, or in-person pickup).
    - Verify the recipient’s contact details to avoid delays.
  - 3. Confirmation**
    - Check your email for confirmation of your request.
    - Follow up with the Registrar’s Office if you do not receive confirmation within 24-48 hours.
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## Step 5: Post-Request Actions

- 1. Follow Up**
  - Ensure that the transcript (unofficial or official) has been received by the intended recipient.
  - Request a delivery confirmation for official transcripts sent via mail.
- 2. Keep a Record**
  - Maintain a folder with all your transcript-related documents and correspondence.
  - Include a note of the date and purpose of each request for future reference.
- 3. Plan Ahead**

- For official transcripts, allow at least 5-7 business days for processing and delivery.
  - For urgent needs, contact the Registrar's Office to inquire about expedited options.
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### ***Tips for Using This Checklist***

- ***Stay Organized:*** *Keep this checklist handy whenever you need a transcript.*
- ***Be Proactive:*** *Check your portal early in the semester to ensure all records are up-to-date.*
- ***Communicate Clearly:*** *If errors arise, contact Keiser's support team with specific details for faster resolution.*