

Keiser University 网络课程 成绩单申请说明

成绩单申请说明

Keiser University 网络课程结束后，学生可根据自己的需要在Keiser University指定的成绩单申请网站Parchment申请成绩单，提交申请后大约**1-5个工作日内**发出。

***当期课程最终成绩一般于结课后的周三更新发布，建议没有复议成绩需求的同学在结课后的周四/周五申请，有复议成绩需求的同学请在复议完成成绩，得到教授回复确认成绩更新后再做申请！！**

已有parchment账号的同学可直接按照p6-16指引完成申请

没有parchment账号的同学需先按照p3-5 指引注册parchment账号，注册完后参考p6-16指引完成申请

第一次使用Parchment，需先注册。（如已注册，请从P6开始查看）

1. 进入网页：<https://www.parchment.com/create-account/>

2. 点击 **create account - learners or parents**

step 1

CREATE ACCOUNT SIGN IN CUSTOMER SUPPORT

parchment Order Who We Serve Resources About

Create Account

Which of these best describes you?

step 2

Learners or Parents

Current students, alumni or parents.
Start your transcript order here.

CREATE ACCOUNT

Education Administrators

Counselors, Registrars or other Academic Record Administrators should identify their market page, select the product of interest and then submit a request to "Start the Conversation".

FIND YOUR MARKET

Third Parties or Verifiers


Third party orders or verification companies have a few options. Click to learn more.

Learn More

3

3. 新账户填写账号注册信息(如已注册, 略过这一步)

ENTER YOUR PERSONAL INFORMATION

2636458204@qq.com 

* First Name 1	Middle Name	* Last Name 2
* Month Of Birth 3	* Day Of Birth 3	* Year Of Birth 3
* Highest Level Of Education 4		

ENTER YOUR CONTACT INFORMATION

* Cell Phone **5**

United States of America

* Address 1 **6**

Address 2

* City 7	* State/Province 8	* Postal Code 9
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CHOOSE A PASSWORD

* Password 10	* Retype Password 11
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CREATE ACCOUNT & CONTINUE **12**


- Step 1: 输入名字 (与护照拼写一致)
- Step 2: 输入姓氏 (与护照拼写一致)
- Step 3: 输入生日 (月、日、年)
- Step 4: 输入最高学历
- Step 5: 输入手机号码
- Step 6: 输入当前居住地址
- Step 7: 输入所在城市
- Step 8: 输入所在州/省
- Step 9: 输入所在地区邮编
- Step 10: 输入密码
- Step 11: 再次输入密码
- Step 12: 点击“CREAT ACCOUNT & CONTINUE”

4. 完成注册账号验证（如已注册，略过这一步）

parchment

DASHBOARD ORDERS PROFILE

Nearly There.



We emailed a verification code to
[redacted]@[redacted].com

Please enter the code below

Confirmation Code SUBMIT

Please check your spam folder if you don't see the email. Having trouble?
[Go back to Verification Email 1. Click Here](#)

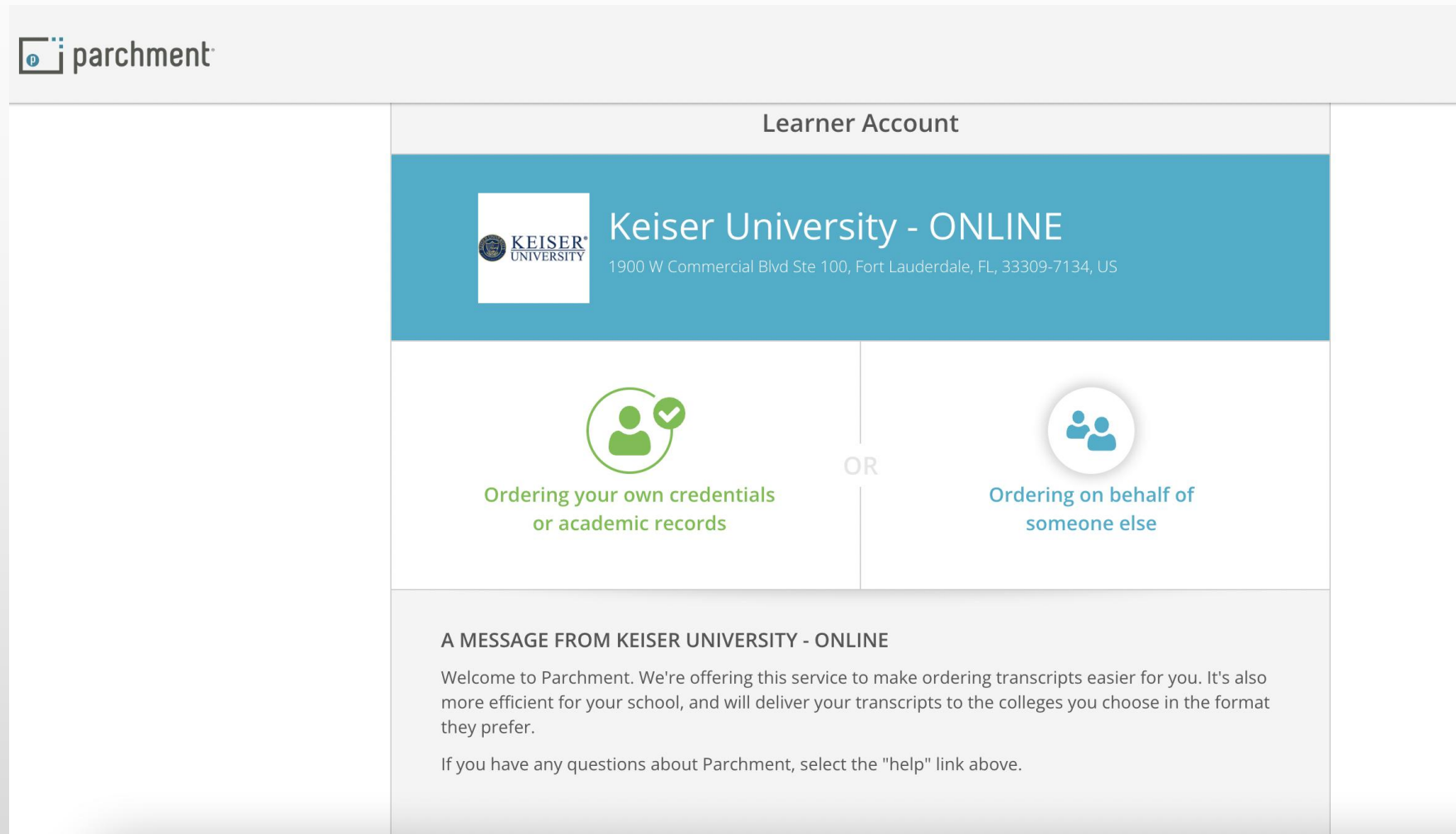
Step 1: 输入邮件收到的验证码，点击“Submit”

Step 1

已有parchment账号，可跳过P3-5的注册步骤，从下方链接直接登录申请。

1. 进入网页：


<https://www.parchment.com/u/registration/2011918/institution>




The screenshot displays the Parchment website interface for a learner account. At the top left is the Parchment logo. The main header area is titled "Learner Account" and features the Keiser University logo and name, along with the address: "1900 W Commercial Blvd Ste 100, Fort Lauderdale, FL, 33309-7134, US". Below this, there are two main options for ordering, separated by a vertical line and the word "OR". The first option is "Ordering your own credentials or academic records", represented by a green icon of a person with a checkmark. The second option is "Ordering on behalf of someone else", represented by a blue icon of two people. At the bottom of the page, there is a section titled "A MESSAGE FROM KEISER UNIVERSITY - ONLINE" with a welcome message and a link to help.


parchment

Learner Account

 **Keiser University - ONLINE**
1900 W Commercial Blvd Ste 100, Fort Lauderdale, FL, 33309-7134, US

 **Ordering your own credentials
or academic records**

OR

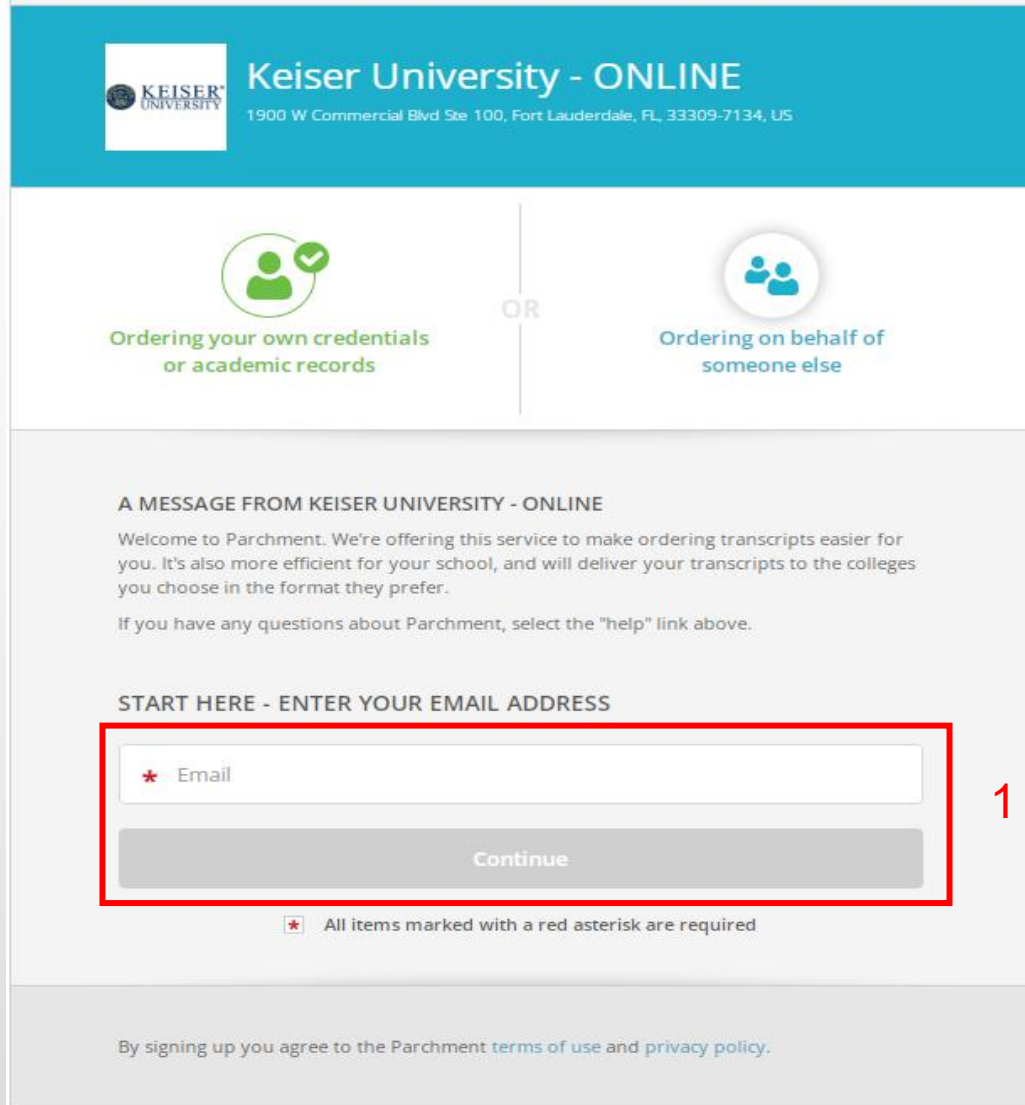
 **Ordering on behalf of
someone else**

A MESSAGE FROM KEISER UNIVERSITY - ONLINE

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

2. 输入parchment登陆邮箱/密码



Keiser University - ONLINE
1900 W Commercial Blvd Ste 100, Fort Lauderdale, FL, 33309-7134, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM KEISER UNIVERSITY - ONLINE
Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.
If you have any questions about Parchment, select the "help" link above.

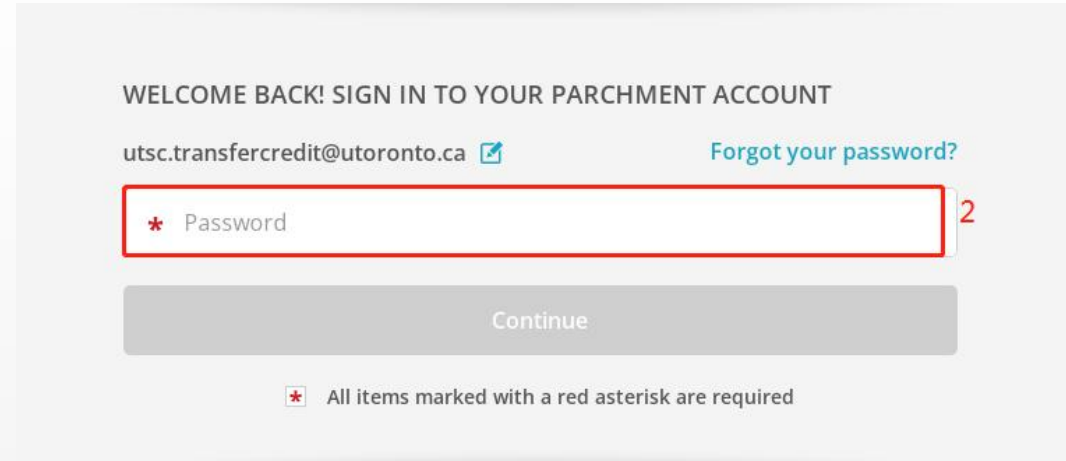
START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).



WELCOME BACK! SIGN IN TO YOUR PARCHMENT ACCOUNT

utsc.transfercredit@utoronto.ca [Forgot your password?](#)

* Password

Continue

* All items marked with a red asterisk are required

- 如已注册账号，按照以下流程登录账号：
Step 1: 输入邮箱，然后点击Continue
Step 2: 输入密码，然后点击Continue

3. 填写就读信息

- Step 1: 核对姓名生日
- Step 2: 根据实际情况，选择当前是否在读中
- Step 3: 第一次参加项目的年份；
最后一次参加项目的年份（如果跟第一次参加同年，这里请填写下一年份）
- Step 4: 你的学号（选填项，Blackboard密码）
- Step 5: 你的SSN最后四位，如果没有SSN，点击“Don't Have One”，并勾选声明
- Step 6: 再次核对姓名
- Step 7: 点击“CONTINUE”



Step 7

CONTINUE

* All items marked with a red asterisk are required.

parchment DASHBOARD ORDERS PROFILE

You Selected CANCEL x

Ordering From

Keiser University - ONLINE
1900 W Commercial Blvd Ste 100, Fort Lauderdale, FL, 33309-7134, US

Step 1 NAME
DOB

Some additional information related to your enrollment is required below.

Keiser University-Online
would like you to provide the following information:

* Are you currently enrolled?

Step 2 No, not currently attending

* Your first year of attendance * Year you graduated or left

Step 3 2022 2023

Your Student ID Number * Your last 4 SSN

Step 4 **Step 5**

Don't have one?

* Please verify your name while attending


Step 6


Other name variation or maiden name


I do not have a Social Security Number
Enter SSN

4. 选择申请 “Transcript”

Available Credentials CANCEL X

 The following credentials are available from Keiser University - ONLINE. Start your order by selecting a credential listed below (you can add more later)

 **Enrollment/Graduation Verification**
An Enrollment Verification Certificate provides verification of a learner's student status. Some of the ways that it can be used by a learner is for employment, verification of student loans or insura ... [View Full Description](#) Order

 **Transcript**
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order **1**

Step 1: 点击Transcript处的“Order”

5. 选择收件方（学校/个人）

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Keiser University - ONLINE to the individual and/or organization at the destination below.

1 Search

OR

I'm sending to myself or another individual ?

2 I am sending this order to myself

3 I am sending this order to another individual

三选一：


1. 直接搜索学校或认证机构。（搜索并选择对应学校或机构后，系统会自动显示对应机构要求的成绩单类型以及接收信息，如搜索不到或平台提供的默认接收地址信息与需要填写的不一致，可改选第3点自己输入）
2. 寄送给自己。（需要自选成绩单类型及填写收件信息）
3. 寄送给他人。（需要自选成绩单类型及填写收件信息）


6. 如选择成绩寄送到个人或他人，需按需选择成绩单类型，并输入收件人信息（通过搜索选择寄送到学校或机构的，可跳过这一步）


<BACK Set Delivery Destination CANCEL X

Your order will be sent from Keiser University - ONLINE to the individual and/or organization at the destination below. Select a delivery method for your order.

1

 **Electronic**
Delivered By Email

 **Print & Mailed**
Printed On Paper & Mailed

 **Local Pickup**
In-Person Pickup

2

RECIPIENT INFORMATION

* Ming Li

✓ 123@123.com

✓ 123@123.com

3

Continue


选择成绩单类型并填写成绩单收件信息，（若选择电子版如图所示）填写接收人信息和成绩单接收邮箱或地址即可。

电子版一般为8美元/份，纸质版一般为15美元/份，具体费用根据国家/地区会有一些浮动，请以系统显示为准。

7. 确认寄送信息 (1)

1

<BACK Item Details CANCEL X



Transcript
For: Ming Li

FROM
KEISER UNIVERSITY
Keiser University - ONLINE
Fort Lauderdale, FL

TO
Ming Li
123@123.com

Delivery Method: **Electronic**

Credential Fee: \$8.00

Item Total: \$8.00

Step 1: 检查并确认申请信息无误
Step 2: 如需在寄送成绩单同时附上其它文件一起寄送, 可点击“Add An Attachment”上传附件

2

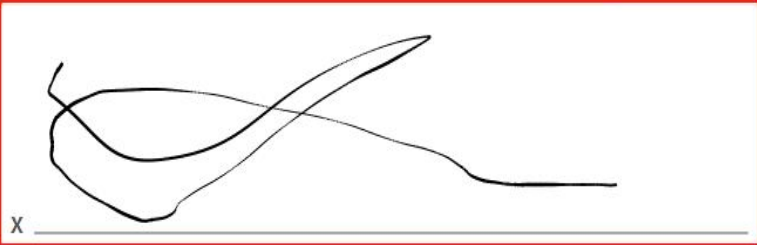
Would you like to add an attachment file? (optional) ⓘ

Add An Attachment

7. 确认寄送信息 (2)

* Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

1  x

Type full name as signed above

2 San Middle Name Zhang

3 * I certify under penalty of law that I am the individual identified above and am authorized to take this action.

4





* All items marked with a red asterisk are required to submit this form.

Step1: 电子签名
Step2: 输入姓名(名/姓)
Step3: 勾选确认为本人填写
Step4: 点击“Continue”

8. 确认订单及费用

<BACK Order Summary CANCEL X


i Your order has not been placed yet. Please review and complete the order below
Here's your order summary [redacted] Collapse All

FOR	Li, Ming	1	\$8.00	^
ITEM	Transcript	  	\$8.00	
FROM	Keiser University - ONLINE			
TO	World Education Services - USA and Canada, Toronto, ON			

+ Add another item for [redacted]


Total Credential Fees	\$8.00
Order Total	\$8.00

CONTINUE

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

确定订单信息以及费用无误之后，点击“continue”。

9. 填写支付信息并完成支付







PARCHMENT SECURE PAYMENT GATEWAY
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

* <input type="text"/>	* <input type="text"/>	
* Credit Card Number		
* Exp Month <input type="text"/>	* Exp Year <input type="text"/>	* CVV <input type="text"/>




Order Total: \$5.00
\$5.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)



* Country <input type="text"/>		
* Address 1 <input type="text"/>		
Address 2 <input type="text"/>		
* City <input type="text"/>	State/Province <input type="text"/>	* Postal Code <input type="text"/>

Order Confirmation [Print Receipt](#)




Thank you for your order Your order has been placed.

[Collapse All](#)

FOR		1	\$8.00
ITEM	Transcript		\$8.00
FROM	Keiser University - ONLINE		
TO	Boston University		
DID			

Order Date: 2022

Placed By: 

Total Credential Fees \$8.00

Order Total \$8.00

What happens next?

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#)[Continue To Your Account](#)

填写好支付信息并完成支付。

*Parchment在完成每一阶段的处理后，会通过邮件通知申请人。申请人也可以随时登陆parchment账号查看成绩单处理进度。

10.成绩单寄送进度查询

The screenshot shows the Parchment user interface. At the top, there is a navigation bar with the Parchment logo on the left and links for DASHBOARD, ORDERS (which is underlined), and PROFILE with a dropdown arrow. Below the navigation bar, the page title is "Order History".

The main content area features a heading "Need to place a new order" with a subtext "Create new orders from the credential tiles on your [dashboard](#)." and a teal "Create New Order" button.

Below this is a section titled "Track Orders" with a horizontal line underneath. It contains a table with the following columns: Document ID, Status, Recipient, Price, and Track.

Document ID	Status	Recipient	Price	Track
	Order submitted to Keiser University - ONLINE	Boston University	\$8.00	▼

Below the table, there is a detailed view for the selected order. It includes a section titled "Where's my transcript?" with the text "Order submitted to Keiser University - ONLINE". Below this, it says "Your transcript was ordered on 2022. Keiser University - ONLINE needs to review and approve it before it can be sent."

The flow diagram shows the process: Keiser University - ONLINE (with a building icon) → Parchment (with a 'P' icon) → Recipient (with a checkmark icon). Below the flow, it specifies "Document Type: Transcript" and "Delivery Type: Electronic". The recipient is listed as "Boston University".

返回首页，点击账户右上角“orders”，即可以随时查看成绩单寄送进度。