ORDERING AN OFFICIAL TRANSCRIPT AND/OR DIPLOMA IN PERSON
Official Transcript/Diplomas can be ordered in person by going into your local Cortiva Institute Campus and submitting a completed Official Transcript Request Form. If a Transcript Request Form is submitted to a campus other than the campus you attended, we will forward your request to the campus you attended to be processed.

ORDERING AN OFFICIAL TRANSCRIPT AND/OR DIPLOMA BY MAIL, FAX OR EMAIL
Official Transcripts can be ordered by mail, fax or email by sending in a completed Official Transcript Request Form to the campus you attended. Campus information is listed below. For email submission, please email transcript requests to SEGTranScriptRequest@steinerleisure.com

NOTE: Student academic records are classified as confidential and may be released only with the student's authorization, in accordance with the Family Educational Rights and Privacy Act of 1974. Unsigned requests will not be processed.

*It can take up to 10 business days to prepare and send an official Transcript/Diploma.

CHARGE FOR TRANSCRIPT
There is a $5.00 charge per Transcript and/or Diploma that is requested. Cash, Check or Credit Cards (excludes American Express) are acceptable forms of payment. Note: There is no charge for transcripts being sent to FSTM (Mblex).

*Express Mail, Certified Mail, etc. is available upon request. Any additional costs for the services will be charged to the student/graduate.

CAMPUS LOCATION INFORMATION

Cortiva Institute - Arlington Campus • 808 W Interstate 20 #100, Arlington, Texas 76017 • (817) 295-3150 • Fax (817) 295-3132
Cortiva Institute - Aurora Campus • 14107 E Exposition Avenue, Aurora, Colorado 80012 • (303) 366-4325 • Fax (303) 366-5515
Cortiva Institute - Baltimore Campus • 57 Progress Drive, Suite A-L, Linthicum, Maryland 21090 • (410) 636-7929 • Fax (410) 636-7857
Cortiva Institute - Chicago Campus • 17 North State St., Suite 500, Chicago, Illinois 60602 • (312) 253-3313 • Fax (312) 753-7901
Cortiva Institute - Crystal Lake Campus • 241 Commerce Drive, Crystal Lake, Illinois 60014 • (815) 404-2700 • Fax (312) 753-7901
Cortiva Institute - Dallas Campus • 1055 S. Sherman Street, Suite 100, Richardson, Texas 75081 • (972) 231-4590 • Fax (972) 231-4875
Cortiva Institute - Federal Way Campus • 2030 South 314th Street, Federal Way, Washington 98003 • (253) 237-5300 • Fax (253) 237-5358
Cortiva Institute - Groton Campus • 1154 Poquonnock Road, Groton, Connecticut 06340 • (860) 446-2299 • Fax (860) 446-9410
Cortiva Institute - Hoboken Campus • 2 Hudson Place, 2nd Floor, Hoboken, New Jersey 07030 • (201) 215-6440 • Fax (201) 215-6363
Cortiva Institute - Houston Campus • 13163 Northwest Freeway, Suite A, Houston, Texas 77040 • (713) 425-1585 • Fax (713) 690-1727
Cortiva Institute - Joliet Campus • 3033 W Jefferson St., Ste. 105, Joliet, Illinois 60435 • (815) 272-9610 • Fax (312) 753-7901
Cortiva Institute - King of Prussia Campus • 211 South Gulph Road, King of Prussia, Pennsylvania 19406 • (484) 690-1400 • Fax (610) 666-9061
Cortiva Institute - Las Vegas Campus • 2381 W. Windmill Lane, Suite 14, Las Vegas, Nevada 89123 • (702) 456-4325 • Fax (702) 456-9910
Cortiva Institute - Miami Campus • 7325 N.W. 12th Street, Suite #201, Miami, Florida 33126 • (305) 597-9599 • Fax (305) 597-9110
Cortiva Institute - Newington Campus • 75 Kitts Lane, Newington, Connecticut 06111 • (860) 667-1886 • Fax (860) 667-2175
Cortiva Institute - Orem Campus • 143 North State Street, Orem, Utah 84057 • (801) 796-0300 • Fax (801) 796-0309
Cortiva Institute - Orlando Campus • 2600 Lake Lucien Drive, Suite #140, Maitland, Florida 32751 • (407) 261-0319 • Fax (407) 261-0342
Cortiva Institute - Phoenix Campus • 10000 N. 31st Avenue, Suite D-100, Phoenix, Arizona 85015 • (602) 331-4325 • Fax (602) 331-4120
Cortiva Institute - Pompano Campus • 2001 W. Sample Road, Ste #100, Pompano Beach, Florida 33064 • (954) 975-6400 • Fax (954) 975-9633
Cortiva Institute - Salt Lake City Campus • 25 South 300 Freeway, Salt Lake City, UT 84111 • (801) 521-3330 • Fax (801) 521-3339
Cortiva Institute - Scottsdale Campus • 8010 E. McDowell Rd., Ste. 214, Scottsdale, Arizona 85257 • (480) 945-9461 • Fax (480) 425-8247
Cortiva Institute - Seattle Campus • 425 Pontius Avenue North, Seattle, Washington 98109 • (206) 204-3175 • Fax (206) 282-9183
Cortiva Institute - Tampa/St. Pete Campus • 2370 34th Street North, St. Petersburg, Florida 33713 • (727) 865-4940 • Fax (727) 545-0053
Cortiva Institute - Tempe Campus • 1409 W. Southern Avenue, Suite 6, Tempe, Arizona 85282 • (480) 983-2222 • Fax (480) 784-9477
Cortiva Institute - Tucson Campus • 6390 East Broadway, Tucson, Arizona 85710 • (520) 407-5160 • Fax (520) 407-5159
Cortiva Institute - Wall Campus • 1985 Highway 34, Wall Township, New Jersey 07719 • (732) 359-1600 • Fax (732) 282-1108
Cortiva Institute - Westminster Campus • 8991 Harlan street, Suite B, Westminster, Colorado 80031 • (303) 426-5621 • Fax (303) 426-6611
Cortiva Institute - Westport Campus • 25 Sylvan Road South, Westport, Connecticut 06880 • (203) 221-7325 • Fax (203) 221-0144
Cortiva Institute - York Campus • 170 Red Rock Road, York Pennsylvania 17406 • (717) 268-1881 • Fax (717) 268-1991

LEGACY CAMPUS LOCATIONS

Brenneke School of Massage & Brian Utting School of Massage • Records are located at our Seattle Campus Location
Cortiva Institute - Boston Campus (Muscular Therapy Institute) & Cortiva Institute - Charlottesville Campus (Virginia School of Massage Therapy)
• Please send requests to SEGTranScriptRequest@steinered.com • Records are located at our SLC Corporate Office
Desert Institute of Healing Arts (DIHA) • Records are located at our Tucson Campus Location
Florida College of Natural Health - Sarasota Campus • Records are located at our Pompano Campus Location
Pennsylvania School of Muscle Therapy (PSMT) • Records located at our King of Prussia Campus Location
Phoenix Therapeutic Massage College • Records located at our Scottsdale Campus Location
Somerset School of Massage • Records located at our Wall Campus Location
REQUEST FOR OFFICIAL TRANSCRIPT OR DIPLOMA:

**Please Select Campus**

Campus Attended: __________________________________________

**Please Select Program**

Program: __________________________________________

Student Name: __________________________________________ Date: __________

Student Name while attending school: __________________________

Date of Birth: __________ Class Number: __________ Start Date: __________ Grad Date: __________

Student Address: __________________________________________

City: __________________________ State: _______ Zip: ________ Phone: __________

Student Signature: __________________________

MAIL DOCUMENTS TO:

Name: __________________________________________

Address: __________________________________________

City: __________________________ State: _______ Zip: ________ Phone: __________

ADDITIONAL INSTRUCTIONS/DOCUMENTS NEEDED:

Are you using these transcript(s) for licensing purposes? □ Yes □ No If Yes, Which State? __________________________

If ordering multiple copies, do you need each transcript sealed in separate envelopes? □ Yes □ No

Additional comments you need us to know about your request:

________________________________________________________

________________________________________________________

________________________________________________________

Transcript(s) ___ @ $5.00 each = $___________

Diploma(s) ___ @ $5.00 each = $___________

Additional mail service requested = $___________

Total = $___________

After payment is I KH<LL>=, I 9RF >GM<HF 9NNG; 9HF>HP B<NN LAK=)=>= 9 HNID9, 6LNNAMF=LGHMLNIG J 9RF >GM<HF 9NNG.

□ Mastercard □ Visa □ Discover

Acct# ________________

Expiration Date: ___________ CVV#: __________

Signature: __________________________

OFFICE USE ONLY

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CLEAR FORM

PRINT FORM

SUBMIT FORM