



# transcript request

## Ordering an Official Transcript and/or Diploma in Person

Official Transcript/Diplomas can be ordered in person by going into your local Steiner Education Group 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 E-mail

Official Transcripts can be ordered by mail, fax or e-mail by sending in a completed Official Transcript Request Form to the campus you attended. Campus information is listed below. Please email transcript requests to [SEGTranscriptRequest@steinerleisure.com](mailto: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/Diploma

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.

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

## Campus

- **Utah College of Massage Therapy/Steiner Institute of Esthetics at UCMT** • Salt Lake Campus, 25 South 300 East, Salt Lake City, Utah 84111  
801-521-3330 • Toll Free 800-617-3302 • Fax 801-521-3339 • [www.ucmt.com](http://www.ucmt.com)
- **Utah College of Massage Therapy** • Lindon Campus, 135 South State Street, Suite 12, Lindon Utah 84042  
801-796-0300 • Toll Free 888-496-0300 • Fax 801-796-0309 • [www.ucmt.com](http://www.ucmt.com)
- **Nevada School of Massage Therapy** • Las Vegas Campus, 2381 E. Windmill Lane, Suite 14, Las Vegas, Nevada 89123  
702-456-4325 • Toll Free 800-750-4325 • Fax 702-456-9910 • [www.nevadasmf.com](http://www.nevadasmf.com)
- **Arizona School of Massage Therapy/Steiner Institute of Esthetics** • Tempe Campus, 1409 W. Southern Avenue, Suite 6, Tempe, Arizona 85282  
480-983-2222 • Toll Free 877-969-2639 • Fax 480-784-9477 • [www.arizonasmf.com](http://www.arizonasmf.com)
- **Arizona School of Massage Therapy/Steiner Institute of Esthetics** • Phoenix Campus, 10000 N. 31st Avenue, Suite D-100, Phoenix, Arizona 85051  
602-331-4325 • Toll Free 866-331-4325 • Fax 602-331-4120 • [www.arizonasmf.com](http://www.arizonasmf.com)
- **Denver School of Massage Therapy** • Westminster Campus, 8991 Harlan Street, Suite B, Westminster, Colorado 80031  
303-426-5621 • Toll Free 866-301-5621 • Fax 303-426-6611 • [www.denversmf.com](http://www.denversmf.com)
- **Denver School of Massage Therapy** • Aurora Campus, 14107 E. Exposition Avenue, Aurora, Colorado 80012  
303-366-4325 • Toll Free 888-869-4325 • Fax 303-366-5515 • [www.denversmf.com](http://www.denversmf.com)
- **Florida College of Natural Health** • Fort Lauderdale Campus, 2001 W. Sample Road, Suite #100, Pompano Beach, Florida 33064  
954-975-6400 • Toll Free 800-541-9299 • Fax 954-975-9633 • [www.fcnh.com](http://www.fcnh.com)
- **Florida College of Natural Health** • Miami Campus 7925 N.W. 12th Street, Suite #201, Miami, Florida 33126  
305-597-9599 • Toll Free 800-599-9599 • Fax 305-597-9110 • [www.fcnh.com](http://www.fcnh.com)
- **Florida College of Natural Health** • Orlando Campus 2600 Lake Lucien Drive, Suite #140, Maitland, Florida 32751  
407-261-0319 • Toll Free 800-393-7337 • Fax 407-261-0342 • [www.fcnh.com](http://www.fcnh.com)
- **Florida College of Natural Health** • Sarasota Campus, 616 67th Street Circle East, Bradenton, Florida 34208  
941-744-1244 • Toll Free 800-966-7117 • Fax 941-744-1242 • [www.fcnh.com](http://www.fcnh.com)
- **Baltimore School of Massage/Steiner Institute of Esthetics** • Baltimore Campus, 517 Progress Drive, Suite A-L, Linthicum, Maryland 21090  
410-636-7929 • Toll Free 888-636-7929 • Fax 410-636-7857 • [www.bsom.com](http://www.bsom.com)
- **Baltimore School of Massage York Campus** • York Campus, 170 Red Rock Road, York, Pennsylvania 17406  
717-268-1881 • Toll Free 866-699-1881 • Fax 717-268-1991 • [www.bsmyork.com](http://www.bsmyork.com)
- **Virginia School of Massage/Steiner Institute of Esthetics at VASOM** • Charlottesville Campus, 153 Zan Road, Charlottesville, Virginia 22901  
434-293-4031 • Toll Free 888-599-2001 • Fax 434-293-4190 • [www.vasom.com](http://www.vasom.com)
- **Connecticut Center for Massage Therapy** • Newington Campus, 75 Kitts Lane, Newington, Connecticut 06111  
860-667-1886 • Toll Free 877-282-2268 • Fax 860-667-2175 • [www.ccmf.edu](http://www.ccmf.edu)
- **Connecticut Center for Massage Therapy** • Groton Campus, 1154 Paquonnock Road, Groton, Connecticut 06340  
860-446-2299 • Toll Free 877-295-2268 • Fax 860-446-9410 • [www.ccmf.edu](http://www.ccmf.edu)
- **Connecticut Center for Massage Therapy** • Westport Campus, 25 Sylvan Road South, Westport, Connecticut 06880  
203-221-7325 • Toll Free 877-292-2268 • Fax 203-221-0144 • [www.ccmf.edu](http://www.ccmf.edu)
- **Texas Center for Massage Therapy** • Dallas Campus, 1055 S. Sherman Street, Suite 100, Richardson, Texas 75081  
972-231-4590 • Toll Free 888-713-9697 • Fax 972-231-4875 • [www.TexasMassageTherapy.com](http://www.TexasMassageTherapy.com)
- **Texas Center for Massage Therapy** • Houston Campus, 13163 Northwest Freeway, Suite A, Houston, Texas 77040  
713-425-1585 • Toll Free 855-425-1585 • Fax 713-690-1727 • [www.TexasMassageTherapy.com](http://www.TexasMassageTherapy.com)
- **Cortiva Institute** • Boston Campus, 103 Morse Street, Watertown, Massachusetts 02472  
617-612-6900 • Toll Free 866-267-8482 • Fax 617-668-7000 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Chicago Loop Campus, 17 North State Street, Suite 500, Chicago, Illinois 60602  
312-253-3313 • Toll Free 866-267-8482 • Fax 312-753-7901 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Crystal Lake Campus, 241 Commerce Drive, Crystal Lake, Illinois 60014  
815-404-2700 • Toll Free 866-267-8482 • Fax 312-753-7901 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Federal Way Campus, 2030 South 314th Street, Federal Way, Washington 98003  
253-237-5300 • Toll Free 866-267-8482 • Fax 253-237-5358 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Hoboken Campus, 2 Hudson Place, 2nd Floor, Hoboken, New Jersey 07030  
201-215-6440 • Toll Free 866-267-8482 • Fax 201-215-6363 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • King of Prussia Campus, 211 South Gulph Road, King of Prussia, Pennsylvania 19406  
484-690-1400 • Toll Free 866-267-8482 • Fax 610-666-9061 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Scottsdale Campus, 8010 East McDowell Road, Suite 214, Scottsdale, Arizona 85257  
480-945-9461 • Toll Free 866-267-8482 • Fax 480-425-8247 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Seattle Campus, 425 Pontius Avenue North, Suite 100, Seattle, Washington 98109  
206-204-3175 • Toll Free 866-267-8482 • Fax 206-282-9183 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Tampa/St. Pete Campus, 4045 Park Boulevard, Pinellas Park, Florida 33781  
727-865-4940 • Toll Free 866-267-8482 • Fax 727-545-0053 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Tucson Campus, 6390 East Broadway Boulevard, Tucson, Arizona 85710  
520-407-5160 • Toll Free 866-267-8482 • Fax 520-407-5159 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Wall Campus, 1985 Highway 34, Wall Township, New Jersey 07719  
732-359-1600 • Toll Free 866-267-8482 • Fax 732-282-1108 • [www.cortiva.com](http://www.cortiva.com)
- **Cortiva Institute** • Woodridge Campus, 1051 Internationale Pkwy, Woodridge, Illinois 60517  
630-410-6160 • Toll Free 866-267-8482 • Fax 312-753-7901 • [www.cortiva.com](http://www.cortiva.com)





# Steiner

Education Group

# transcript request

**Request for official transcript or diploma:**

Campus Attended: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name while attending school: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class Number: \_\_\_\_\_

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

Program: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Mail Documents To:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Number of Copies Needed:**

Transcript(s) \_\_\_ @ \$5.00 each = \$\_\_\_\_\_

Diploma(s) \_\_\_ @ \$5.00 each = \$\_\_\_\_\_

Additional mail service requested = \$\_\_\_\_\_

Total = \$\_\_\_\_\_

Mastercard  Visa  Discover

Acct# \_\_\_\_\_

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

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

**Office Use Only:**  Front Desk  Bursar  Registrar Date Processed: \_\_\_\_\_