



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

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
- **Utah College of Massage Therapy** • Orem Campus, 143 N State Street, Orem, Utah 84057 (formerly Lindon Campus)
801-796-0300 • Toll Free 888-496-0300 • Fax 801-796-0309 • 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.nevadasmt.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.arizonasmt.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.arizonasmt.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.denversmt.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.denversmt.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.fcfnh.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.fcfnh.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.fcfnh.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.fcfnh.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
- **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
- **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
- **Connecticut Center for Massage Therapy** • Newington Campus, 75 Kilts Lane, Newington, Connecticut 06111
860-667-1886 • Toll Free 877-282-2268 • Fax 860-667-2175 • www.ccmf.edu
- **Connecticut Center for Massage Therapy** • Groton Campus, 1154 Poquonnock Road, Groton, Connecticut 06340
860-446-2299 • Toll Free 877-295-2268 • Fax 860-446-9410 • 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
- **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
- **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
- **Texas Center for Massage Therapy** • Arlington Campus, 808 West I-20, Suite 100, Arlington, Texas 76017
682-999-3150 • Toll Free 855-764-0046 • Fax 682-999-3166 • 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
- **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
- **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
- **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
- **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
- **Cortiva Institute** • Joliet Campus, 3033 W. Jefferson Street, Suite 105, Joliet, Illinois 60435 (formerly Woodridge Campus)
815-272-9610 • Toll Free 877-297-7684 • Fax 815-272-9620 • 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
- **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
- **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
- **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
- **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
- **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





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: _____