



# TRANSCRIPT REQUEST FORM

## Student Information

Last name	First	Middle Initial
Name used while attending (if different)		
Street addresses		
City	State	Zip
Phone number 1	Phone number 2	
Last 4 Digits of Social Security Number	E-mail address	
Birth Date	Cortiva School Location	
Dates attended (month/year):	to	Graduation date (month/year):

I request that an official copy of my transcript be sent to the following (check all that apply, use multiple forms, if necessary):

To my attention, at the above address noted above. **(Please note if this option is selected, the transcript may not be considered official)**

School (list name and address):

1	2
_____	_____
_____	_____

Other (list name and address):

1	2
_____	_____
_____	_____

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

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

**Signature certifies that all the above information is correct.**

## Instructions for Submission

There are three ways to submit this form: via mail, via fax, or in person at the campus you attended. Please complete this form, sign and send or deliver this form to the attention of the SCHOOL REGISTRAR. You can do so by using the information below.

### AZ Cortiva Institute - Scottsdale

8010 E. McDowell Rd. Suite 214, Scottsdale, AZ 85257

Fax number: 1-480-425-8247

### Cortiva Institute - Tucson

6390 East Broadway Blvd. Tucson, AZ 85710

Fax number: 1-520-407-5159

### FL Cortiva Institute - Florida

4045 Park Boulevard, Pinellas Park, FL 33781

Fax number: 1-727-545-0053.

### IL Cortiva Institute - Chicago

17 N. State Street, 5th Floor, Chicago, IL 60602

(for all three locations; Downtown/ Loop, Crystal Lake, or Woodridge)

Fax number: 1-312-753-7901

### MA Cortiva Institute - Boston

103 Morse Street, Watertown, MA 02472

Fax number: 1-617-668-7000

### NJ Cortiva Insitute - New Jersey, Hoboken Campus

2 Hudson Place, 2nd FL, Hoboken, NJ 07030

### Cortiva Institute - New Jersey, Wall Campus

1985 Highway 34 , Wall, NJ 07719

Fax number: 1-732-282-1108

### PA Cortiva Institute - Pennsylvania School of Massage Therapy

211 S. Gulph Road, King of Prussia, PA 19406

Fax number: 1-484-690-1423

### WA Cortiva Institute - Seattle

425 Pontius Ave N. Seattle, WA 98109

Fax number: 1-206-282-9183

## School Use Only

Received: \_\_\_\_\_

Processed \_\_\_\_\_

Mailed: \_\_\_\_\_