

# Graduate Request for Official Transcript

In order to send an official transcript to another educational institution, the CORE Institute requires that this form be completed in full. In order to protect your privacy, all requests must be submitted in writing. Requests over the phone can not be processed.

PLEASE NOTE: Official Transcripts cannot be mailed directly to the Individual Requesting the Transcript. When you request an Official Transcript to be sent to an Educational Institution, we will also send an unofficial copy to you for your files.

There will be a \$5.00 processing fee for the transcript service. Please make your check or money order payable to CORE Institute. Please allow a minimum of 2 weeks for the Official Transcript to be sent to the Educational Institution indicated in Part 2 of this form.

After entirely completing this information, please mail or fax this form to the CORE Institute.

## **Part 1:** Individual Requesting the Transcript Please fill out your most current Information . (Please Print Clearly)

FIRST NAME	MIDDLE NAME	LAST NAME
DATE OF BIRTH	SOCIAL SECURITY NUMBER	
STREET ADDRESS	APT. NUMBER	
CITY	STATE	ZIP
HOME PHONE	WORK PHONE	

**PAYMENT METHOD:** (Please circle appropriate selection): CHECK MONEY ORDER MASTERCARD VISA

SIGNATURE: \_\_\_\_\_ CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Part 2:** Please fill out the name and address of the Educational Institution you want your official transcript mailed to. (Please Print Clearly)

NAME OF EDUCATIONAL INSTITUTION		
NAME OF OFFICE OR DEPARTMENT		
STREET ADDRESS AND P.O. BOX, IF APPLICABLE		
CITY	STATE	ZIP
SIGNATURE	DATE	



## CORE Institute

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