

Mesa Academy of Massage

DIPLOMA/TRANSCRIPT/CERTIFICATE REQUEST FORM

To request a Diploma, Transcript, or Certificate of Completion, e-mail this completed form to info@mesaacademy.com. If you have any financial obligations to Mesa, your documentation will not be issued until they have been fulfilled.

All documentation requests will take minimum 30-90 days to fulfill, from the date the initial request is verified. Payment, made by check or money order payable to Mesa Academy, must be received and cleared before documentation can be delivered. Send all payments and written correspondence to 1077 E. Pacific Coast Hwy #130, Seal Beach CA 90740.

Fees: Official sealed Diploma or Transcript: \$25 for first, \$5 per ea. extra official copy (For delivery to one US address only, international requests will be extra)

Name: _____ Graduation Date: _____
As it will appear on the documentation

Program/Class: _____

Reason for request: _____
Employment, Licensing, NCBTMB or other testing, personal records, etc

Address: _____
Street City State Zip

Delivery Name: _____

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Primary phone: _____ Secondary Phone: _____

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How many of which document would you like to be delivered?
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_____ Diploma _____ Transcript _____ Certificate of Completion

Other Comments: _____

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Once the request is received, information will be gathered and an e-mail sent to verify the documentation before preparation and delivery. Another e-mail reminder will be sent after the documentation is mailed.

