



Maine Campus  
100 Larrabee Road  
Westbrook, ME 04092  
(207) 591-4141  
Fax: (207) 591-4460

North Andover Campus  
202 Sutton Street, Suite 460  
North Andover, MA 01845  
(978) 620-5250  
Fax: (978) 620-5280

Plymouth Campus  
59 Industrial Park Road  
Plymouth, MA 02360  
(508) 747-3130  
Fax: (508) 747-2925

Westborough Campus  
227 Turnpike Road, Suite 1  
Westborough, MA 01581  
(508) 836-8864  
Fax: (508) 366-8425

## Information Request Form

*Most requests are completed within 3-5 business days after receipt of form.  
Your student account must be in good standing and paid in full in order to receive some requested items.*

DATE: \_\_\_\_\_

Request Method: Website

Student/Graduate Name: _____	Start Date/Year: _____
Name in school (if different): _____	Grad Date/Year: _____
Phone: _____	Campus Attended: _____
Address: _____	Program Attended: _____
City: _____ ST: _____ Zip: _____	
Email: _____	

Items for Request	QTY
Duplicate Certificate of Completion *	
Official Graduate Transcript *	
Unofficial Transcript *	
Special Verification Letter *	
Describe: _____	

*\* Documents provided to a third party requires an Information Authorization.*

Delivery Method	QTY
Office pickup in-person	
1st class US Mail	

Information Authorization*	
I authorize that Spa Tech Institute release the above documents to the following agency/agencies, person(s), or other address(es) listed to the right.	
Signature	Date

Contact
The Registrar at your selected campus will contact you via email to finalize details and confirm shipment of requested items.

Document Delivery Information	
For Item:	_____
Recipient:	_____
Address:	_____
City:	_____ ST _____ Zip _____
Attention:	_____
For Item:	_____
Recipient:	_____
Address:	_____
City:	_____ ST _____ Zip _____
Attention:	_____
For Item:	_____
Recipient:	_____
Address:	_____
City:	_____ ST _____ Zip _____
Attention:	_____

To submit your request, email: [records@spatech.edu](mailto:records@spatech.edu) using "Transcript Request" as the subject line and attach form.