

INSTRUCTIONS FOR OBTAINING EURO INSTITUTE STUDENT TRANSCRIPTS

As the Euro Institute of Skin Care approaches its planned closure, we want to ensure all graduates have the opportunity to request any student records they may need. Access to records will remain available through **February 19, 2027**. After that time, records will no longer be accessible.

If you would like to request your transcripts or any other available records, we encourage you to do so as soon as possible.

Please note that student records are retained for **7 years**. If your transcripts are no longer available, we can provide a **letter of verification** confirming your attendance and graduation.

To request records or a verification letter, please send an email to: michelle@euroinstitute.com and include the following information:

- Full name (current and the name used at the time you attended)
- Dates of attendance and/or graduation
- Campus location (**Renton, WA**) – *Beaverton grads see below*
- Phone number
- Email address
- Mailing address (if you would like a hard copy sent)

Our goal is to make this process as smooth as possible for you during this transition.

Thank you for being part of the Euro community—we truly appreciate the role you've played in its story.

Beaverton location grads: To obtain records from Oregon:

Oregon Dept of Education

Private Career Schools

255 Capitol Street NE

Salem, OR 97310

503-947-5600

HECC (Higher Education Coordinating Commission) - 503-378-5690

They will have copies of official transcripts for students attending the Euro Institute in Beaverton, including dates attended, hours completed, practical exam passed and grades.