

## Transcript Ordering Guide

Step by step instructions on how to order transcripts are listed below. If you have any questions about this process, please contact our office at [Geisel.Registrar@Dartmouth.edu](mailto:Geisel.Registrar@Dartmouth.edu) or call (603) 650-2248. There is also helpful information available on our website, "[How to Receive and Validate an Official eTranscript](#)" and "[Official Transcript FAQ](#)."

**Please note:** *If you experience an issue using Chrome, try a different browser.*

**Step 1: Current students** may login to DartHub and select the "Official Transcript" tile (reminder that you can use the Search Bar to quickly find tiles). **Alumni** may request Official Transcripts by selecting [Alumni Transcript Request](#). Please note that eTranscripts are only available for the Class of 1999 to the present.

You will be directed to the Transcript Order Page. This page informs you of the transcript types you may order. If you have a transcript hold on your account, it will display here and direct you to the proper office.

**Step 2:** Welcome page. Click the "Request a Transcript" button to move on to the ordering site.

**Step 3:** Your first order will require confirming account information. We have pre-filled most fields, so please check and confirm that all information is correct. If the information is not correct you can update it on this page.

**Step 4:** On the "Select Documents" page you will have the option of using the search bar to locate in-network destinations (like AMCAS). **In most cases there should be no need to use the search bar.** Instead click the blue link under the search bar, "Send to Yourself, Another Individual, or Third Party," and you will have more flexibility with placing your order. The following steps instruct you on the ordering process after clicking the blue link.

**If you use the search bar and find a destination, be aware that an eTranscript will be the default transcript type sent and a default Recipient email address will be used.** You will have the ability to make changes as you place your request.

**Step 5:** You may choose from available types of official transcripts – eTranscript, Paper Transcript (Mailed), or Paper Transcript (Pickup). Select your choice.

**Step 6:**

- A.** If you choose an official eTranscript, you will need to provide the following:
- Recipient Name - Name of the person you are sending the transcript to
  - Recipient email address
  - Attachment (optional)

**IMPORTANT when requesting eTranscripts for VSLO (Visiting Student Learning Opportunities) or ERAS (Electronic Residency Application Service) enter the following information:**

**For VSLO:**

- Recipient Name: VSLO
- Recipient email address: [Geisel.Registrar@Dartmouth.edu](mailto:Geisel.Registrar@Dartmouth.edu)  
The Geisel Registrar's Office will upload your transcript to VSLO.

Once you complete the order information, click "Continue". If finished go to [Step 7](#).

**For ERAS:**

- Recipient Name: ERAS
- Recipient email address: [Clinical.Education.Office@Dartmouth.edu](mailto:Clinical.Education.Office@Dartmouth.edu)  
The Clinical Education Office will upload your transcript to ERAS.

Once you complete the order information, click "Continue". If finished go to [Step 7](#).

**B.** If you choose an official Paper Transcript to be picked up in the Registrar's Office, you will need to provide the following:

- Recipient Name
- Attachment (optional)
- Special Instructions (optional)

Once you complete the order information, click "Continue". If finished go to [Step 7](#).

**C.** If you choose an official Paper Transcript to be mailed, you will need to provide the following:

- Attachment (optional)
- Special Instructions (optional)
- All relevant destination mailing address information
- If you require expedited mailing, contact the Geisel Registrar's Office.

Once you complete the order information, click "Continue". If finished go to [Step 7](#).

**Step 7:** Review the contents of your shopping cart and click "Checkout" to process the order or "Continue Shopping" to request additional transcripts. Your "Shopping Cart" will reflect any changes to the order you make on this page.

**Step 8:** Review the consent received. This page confirms your consent. Click "Next".

**Step 9:** Review your order, then click "Confirm" if everything is correct. If you need to make changes click on the item in the shopping cart.

**Step 10:** Your order has been submitted. Note the order number for your reference then Log Off.

**Current Students**

You may click on the “Official Transcript” tile and continue to “Request a Transcript” through DartHub at any time to check on the status of your order. Use the “My Account” and the “Order Status” menu items on the top left of the screen to track order information or update your account information. The status for eTranscripts will be visible in the “Order Status”; status for Paper Transcripts will be delivered via email.

**Alumni**

You may check the status of your order on the [Dartmouth Alumni Transcript Order Page](#).

**For security purposes please close your browser when you have completed your transcript request.**