

How to Request a Transcript for Upload for Residency Applications [ex. Electronic Residency Application Service (ERAS), Centralized Application Service (CAS)]

Step by step instructions on how to order transcripts for residency applications are listed below. If you have any questions about requesting a transcript, please contact our office at Geisel.Registrar@Dartmouth.edu or call 603-650-2248. For questions regarding your transcript submission, contact Clinical.Education.Office@Dartmouth.edu or call 603-646-5585.

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

Step 1:

- A.** Login to DartHub and select the "Unofficial Transcript – PDF version" tile (reminder that you can use the Search Bar to quickly find tiles). Once you receive your unofficial PDF transcript via email, review it for accuracy and make sure it includes any specific grades important to your application.
- B.** When you are ready to submit your transcript, select the "Official Transcript" tile. 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, click the blue link under the search bar, "Send to Yourself, Another Individual, or Third Party".

Step 5: Choose "eTranscript" from the list of available types of official transcripts.

Step 6: When requesting an eTranscript for residency applications enter the following information:

- Recipient Name: **Office of Clinical Education**
- Recipient email address: Clinical.Education.Office@Dartmouth.edu

The **Office of Clinical Education** will upload your transcript. Once you complete the order information, click "Continue".

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 and then Log Off.

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”.

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