Geisel School of Medicine Alumni Transcript Ordering Guide

You will need your Dartmouth NetID to log in. The types of transcripts available to you will appear on our Transcript Request Order page, visible after you log in.

If you have not yet claimed your NetID, or have forgotten it, please follow the instructions found on the Dartmouth Web Authentication or contact the Alumni Helpdesk at help@dartmouth.edu or (603) 646-3202.

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 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: The Chrome web browser is not compatible with certain functions, so please use a different browser when requesting your transcript.

Step 1: Alumni may request Official Transcripts after login on the Dartmouth Web Authentication. You will be directed to the Dartmouth Alumni 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. Please be sure to provide a current email address.

Step 4: Click “Order Now” to proceed to the available transcript types.

Step 5: You may choose from available types of official transcripts – eTranscript (available for 1999 graduates and later), 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 or organization you are sending the transcript to
   • Recipient email address
   • Attachment (optional)

ERAS (Electronic Residency Application Service)

Alumni needing to request an official eTranscript and MSPE for ERAS, please read the following information carefully as there are two kinds of ERAS applications: Fellowship and Residency.

ERAS FELLOWSHIP:

As part of the ERAS Fellowship application process, you will need to place requests for both your official transcript and MSPE through the ERAS Medical Institution Document Upload System (MIDUS). This is accessed directly via the ERAS Fellowships Documents Office (EFDO). Once you have placed these requests through their website, they will send an email request to the Geisel Registrar’s Office requesting that we upload these documents. These emails include the link that we need in order to upload documents to their system, so this is a necessary step in the process. MIDUS will ask you to list a contact person here at the medical school and that person’s title. You should enter “Michele Jaeger, Registrar” as the contact and title, and then the rest of the contact information for our office, which is:

The Geisel School of Medicine at Dartmouth
Office of the Registrar – 7090
1 Medical Center Drive
Lebanon, NH 03756
Phone: 603-650-2248 Fax: 603-650-2244

• Request an Official Transcript. When ordering an eTranscript you will need to provide the following information:
  o Recipient Name: ERAS Fellowship
  o Recipient email address is: Geisel.Registrar@Dartmouth.edu

• There is no need to submit a separate request to the Geisel Registrar for the MSPE as we will release it based on the official email request from MIDUS.
ERAS RESIDENCY:

- Request an Official Transcript. When ordering an eTranscript you will need to provide the following information:
  - Recipient Name: ERAS Residency
  - Recipient email address is: Clinical.Education.Office@Dartmouth.edu
- If you need your MSPE uploaded for ERAS Residency application complete the “Authorization to Release MSPE to ERAS” and forward to Clinical Education at their email address above.

After you complete the order information, click “Add to Cart”. 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 “Add to Cart.” 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 “Add to Cart.” 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 item in shopping cart.

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

You may check the status of your order on the Dartmouth Alumni Transcript Order page.

**There is no fee charged for Official Transcripts.**
For security purposes please close your browser when you have completed your transcript request.

Updated 10/30/2015