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 or call (603) 650-2248. There is also helpful information available on our website, “How to Receive and Validate an Official e Transcript” and “Official Transcript FAQ.”

Please note: The Chrome web browser is not compatible with certain Banner functions, so please use a different browser when accessing BannerStudent.

Step 1: Current students Login to BannerStudent and select "Official Transcript" from your menu. Alumni may request Official Transcripts by selecting Alumni Transcript Request.

Please note that eTranscripts are only available for the Class of 1999 to 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: Click “Order Now” to proceed to the available transcript types.

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 VSAS (Visiting Student Application Service) or ERAS (Electronic Residency Application Service ) enter the following information:

For VSAS:
   - Recipient Name: VSAS
   - Recipient email address: Geisel.Registrar@Dartmouth.edu

The Geisel Registrar’s office will upload your transcript to VSAS.
Once you complete the order information, click “Add to Cart”. If finished go to Step 7.

For ERAS:
• Recipient Name: ERAS
• Recipient email address: Clinical.Education.Office@Dartmouth.edu
  The Clinical Education office will upload your transcript to ERAS.

Once 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.

Current Students
You may click on “Official Transcript” and continue to “Request a Transcript” through Banner Student 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 by clicking Alumni Transcript Request.

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