

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 eTranscript](#)" 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 Banner Student.*

Step 1: Current students Login to Banner Student 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.

Official Transcript
Request your Official Transcript
Unofficial Transcript - Web version
Unofficial Transcript - PDF version

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 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 "Continue". 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 "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 “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.