

## 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 your 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](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:** *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. If you are logging in for a subsequent time, please check that a current email address is associated with your account by clicking "My Account" in the upper left corner, then "View/Edit My Account Information."

**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 (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)

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

**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:
  - Recipient Name: ERAS Fellowship
  - 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.

**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.

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.**