

## Official Transcripts - Frequently Asked Questions

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### 1. How do I request an Official Transcript?

If you are a current MD or MPH student, you may order your Official Transcript online by logging on to DartHub. For more information, please see our [Transcript Ordering Guide](#).

Alumni may request transcripts by clicking [Alumni Transcript Request](#).

### 2. What types of Official Transcripts may I order?

- **eTranscript** is available to current students and alumni 1999 to the present. An electronic transcript or "eTranscript" is a certified PDF of your official transcript.
- **Paper Transcript** is an official transcript that may be either picked up or mailed.

### 3. Is there a charge for ordering Official Transcripts?

No. There is not a charge for Official Transcripts.

### 4. What is the processing and delivery time for Official Transcripts?

Requests for Official eTranscripts are processed and delivered within 1 business day. The processing time for Official Paper Transcripts is generally 2-5 business days. Expedited delivery can be requested by contacting the Geisel Registrar's Office. Students/Alumni are responsible for expedited delivery charges.

### 5. What is an eTranscript and how does it work?

An electronic transcript or "eTranscript" is a certified PDF of your official transcript. Dartmouth has partnered with Avow by Parchment to securely order and process your transcript requests. Recipients of the Official eTranscript receive an email with instructions on how to retrieve the document from our secure website. Official eTranscripts can be sent to any valid email address.

**6. How can I assure recipients that an eTranscript is authentic?**

Geisel School of Medicine's Official eTranscript is a certified PDF that displays a blue ribbon on the notification bar across the top, assuring the recipient that the digital signature is authentic and the contents of the eTranscript have not been altered. Recipients of the Official eTranscript must use [Adobe Reader](#) to view the transcript. For more information see the "[Transcript Ordering Guide](#)" and "[How to Receive and Validate an eTranscript.](#)"

Please note if you are using an older version of Adobe Reader, the blue ribbon will be displayed on a pop-up screen and in the lower left corner of the application's frame.

**7. How do I know whether or not the receiver will accept an eTranscript?**

Most educational institutions accept an eTranscript. You may want to confirm with the recipient that they accept an eTranscript before submitting your request.

**8. Why does my eTranscript say VOID when I print it?**

An eTranscript is considered "Official" in PDF format only. If printed, the word "VOID" will appear repeatedly to indicate that the paper copy is not an "Official" institutional document.

**9. What is the quickest way of delivering my Official Transcript?**

An Official eTranscript request is generally processed within 1 business day of the order and is the quickest way to deliver your transcript.

**10. Is it possible to request expedited delivery of my Official Transcript in paper format?**

Yes. If you require special mailing needs, contact the Geisel Registrar's Office. You will be responsible for any shipping and handling fees associated with the expedited delivery.

**11. I have a "Transcript hold" on my record. Can I request my Official Transcript?**

If you have a hold that prevents the release of your Official Transcript, you will not be able to place a request until the hold is removed. You will need to clear any holds before continuing with your transcript request.

**12. Can I access an unofficial copy of my transcript?**

Unofficial transcripts are not printed on security paper and do not include the Registrar's official seal. Current students can access their unofficial transcript (web and PDF versions) on DartHub. Alumni may contact the Geisel Registrar's Office for more information.

**13. How do I send an eTranscript to VSLO (Visiting Student Learning Opportunities)?**

When requesting eTranscripts for VSLO enter the following information:

- Recipient Name: VSLO
- Recipient email address: [Geisel.Registrar@Dartmouth.edu](mailto:Geisel.Registrar@Dartmouth.edu)
- The Geisel Registrar's Office will upload your transcript to VSLO.

#### **14. How do I send an eTranscript to ERAS (Electronic Residency Application Service)?**

When requesting eTranscripts for ERAS enter the following information:

- Recipient Name: ERAS
- Recipient email address: [Clinical.Education.Office@Dartmouth.edu](mailto:Clinical.Education.Office@Dartmouth.edu)
- The Clinical Education Office will upload your transcript to ERAS.

For more information, please see our [Transcript Ordering Guide](#).