

How to Request a Transcript for Upload to the Electronic Residency Application Service (ERAS)

Step by step instructions on how to order transcripts for ERAS are listed below. If you have any questions about requesting a transcript, please contact our office at Geisel.Registrar@Dartmouth.edu or call (603) 650-2248. For questions regarding your transcript submission to ERAS, contact Clinical.Education.Office@Dartmouth.edu or call (603) 650-8802.

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

Step 1: Login to Banner Student and select "Unofficial Transcript – PDF version" from your menu. Once you receive your unofficial PDF transcript via email, review it for accuracy and make sure it includes any specific grades important to your application. When you are ready to submit your transcript to ERAS, select "Official Transcript".

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 click the blue link under the search bar, "Send to Yourself, Another Individual, or Third Party".

Step 5: Choose "eTranscript" from the list of available types of official transcripts.

Step 6: When requesting an eTranscript for ERAS enter the following information:

- 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".

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 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.

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