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 Order Page after you log in.

Please note: If you are ordering an official transcript from an off-campus internet connection, Virtual Private Network (VPN) is required. Both current students and alumni will need to connect to VPN prior to ordering an official transcript. For more information about VPN, including installation instructions, visit the VPN installation article in the Information, Technology & Consulting (ITC) knowledge base.

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 or call 603-650-2248. There is also helpful information available on our website: Geisel Transcript

Unofficial transcripts are only available for current students. There is no fee charged for official transcripts.

Please note: If you experience an issue using Chrome, try a different browser, incognito mode, or clearing your cache.

Step 1

Alumni (Geisel MD, MPH or MS graduates) may request official transcripts by selecting Alumni Transcript Request. You will be directed to the Dartmouth Alumni Transcript Order Page. This page informs you of the transcript types you may order.

Step 2

On the 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. Most fields are pre-filled, 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 "Profile" in the upper right corner, then "Account Settings."**

Step 4

On the "Set Delivery Destination" page, you will have two options:

- Use the "Where would you like to send the credential?" search bar to locate in-network destinations (ex: Geisel Office of the Registrar at Geisel.Registrar@Dartmouth.edu).
  - An electronic transcript (eTranscript) will be sent to the in-network destination.
- "I'm sending to myself or another individual" by clicking on the blue link **under** the search bar.
  - You will choose from available types of official transcripts: eTranscript (available for 1999 graduates and later), Paper Transcript (Mailed), or Paper Transcript (Pickup).

Step 5

Here are further instructions grouped by the type of transcript you are ordering and its purpose.

- **eTranscript (several options below. Please read all of them to find the one that pertains to you!)**

  - **Transcripts for Residencies or Fellowships**

    Alumni needing to request an official transcript and Medical Student Performance Evaluation (MSPE) for residencies or fellowships, please read the following information carefully.

    - **ERAS Fellowship via MIDUS**

      As part of the **ERAS Fellowship** application process, you will need to place two separate requests, one for your official transcript and one for your 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 links that we need to upload documents to their system, so this is a necessary step in the process. MIDUS will ask you to list the email address of the medical school official, please enter Geisel.Registrar@dartmouth.edu.

      After placing the MIDUS requests, you must request an official eTranscript using the Alumni Transcript Request.

      - Use the search bar to find "Geisel Office of the Registrar"
      - Enter Special Instructions: **ERAS Fellowship**
      - Select Degree: Doctor of Medicine

      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.

    - **Residency Applications and other Fellowships**

      Request an official eTranscript using the Alumni Transcript Request.

      - Use the search bar to find "Geisel Office of Student Life"
      - Enter Special Instructions: **name of the External Application system (ex: ERAS, CAS)**
      - Select Degree: Doctor of Medicine

      If you need your MSPE uploaded for an application, complete the Authorization to Release MSPE to Residency Application Systems and forward it to the Office of Student Life.

- **All other eTranscript requests**
    - Locate an in-network destination or send to yourself or another individual
    - Special Instructions and adding an Attachment are optional
    - Select Degree: MD graduate, select "Doctor of Medicine." MPH graduate, select "Master of Public Health." MS graduate, select "Master of Science."

  Provide your consent and follow the prompts to complete your order.

- **Paper Transcript (Mailed)**

  On the "Set Delivery Destination" page, click the blue link **under** the search bar to send to yourself or another individual.
    - Enter all relevant destination mailing address information
    - Special Instructions and adding an Attachment are optional
    - Select Degree: MD graduate, select "Doctor of Medicine." MPH graduate, select "Master of Public Health." MS graduate, select "Master of Science."

  If you require expedited mailing, contact the Geisel Registrar's Office. Provide your consent and follow the prompts to complete your order.

- **Paper Transcript (Pickup in Geisel Registrar's Office)**

  On the "Set Delivery Destination" page, click the blue link **under** the search bar to send to yourself or another individual.
    - Indicate if you or a designee will pick up the transcript
    - Special Instructions and adding an Attachment are optional
    - Select Degree: MD graduate, select "Doctor of Medicine." MPH graduate, select "Master of Public Health." MS graduate, select "Master of Science."

  Provide your consent and follow the prompts to complete your order.

Step 6

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

You may check the status of your order on the Dartmouth Alumni Transcript Order page. Normal processing time for eTranscripts is 1 business day. Normal processing time for Paper Transcripts is 3-5 business days.