Current Student 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: Geisel Transcript

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 experience an issue using Chrome, try a different browser, incognito mode, or clearing your cache.

Step 1

- Login to DartHub and select the "Unofficial Transcript – PDF version" tile (reminder: use the Search Bar to quickly find tiles). Once you receive your unofficial transcript via email, review it for accuracy and make sure it includes any specific grades that are important to you.
- After reviewing your unofficial transcript, you can request your official transcript by selecting the "Official Transcript" tile. You will be directed to the 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.

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, Paper Transcript (Mailed), or Paper Transcript (Pickup).

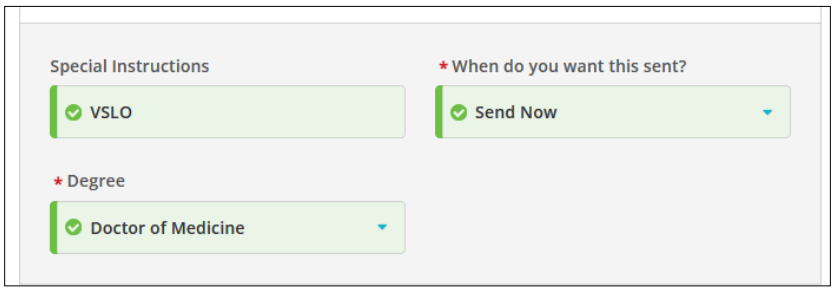
Step 5

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

- **eTranscript**

1. eTranscripts for **VSLO (Visiting Student Learning Opportunities)**

- Use the search bar to find “Geisel Office of the Registrar” (our office will upload your eTranscript to **VSLO**)
- Enter Special Instructions: **VSLO**
    - Please note that **NOT** entering Special Instructions for **VSLO** will result in delays processing your transcript request.
- Select Degree: Doctor of Medicine
- Example screenshot:



2. eTranscripts for **all other purposes**
    - Locate an in-network destination or send to yourself or another individual
    - Special Instructions and adding an Attachment are optional
    - Select Degree: MD student, select “Doctor of Medicine.” MPH student, select “Master of Public Health.” MS student, 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 student, select “Doctor of Medicine.” MPH student, select “Master of Public Health.” MS student, 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 student, select “Doctor of Medicine.” MPH student, select “Master of Public Health.” MS student, 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 click on the “Official Transcript” tile and continue to “Request a Transcript” through DartHub at any time to check on the status of your order. Status updates for Paper Transcripts will be delivered via email. Normal processing time for eTranscripts is 1 business day. Normal processing time for Paper Transcripts is 3-5 business days.