

How to Order an RBHS Electronic Transcript

1. Go to the Rutgers Transcript/Enrollment Certification & Term Grade Report System via the following link: <https://transcripts.rutgers.edu/transcripts/index.html>
2. Click on the appropriate link, depending on if you are a Current or a Former student.

The screenshot shows the top navigation bar with the Rutgers logo and the text "Transcript/Enrollment Certification & Term Grade Report System". Below the bar are links for "HOME" and "LOG OUT". The main heading reads "RUTGERS UNIVERSITY TRANSCRIPT, VERIFICATION and TERM GRADE REQUEST APPLICATION". A yellow information box contains a blue speech bubble icon and the text: "All current students and recent graduates: Please review your unofficial transcript to make sure that the information you want on the official (paper or electronic) transcript is visible before submitting your transcript request. Thank you." Below this is a black box titled "All Rutgers Students" containing two links: "Current Student (Please Log in using Net ID)" and "Alumni/Former Students".

PLEASE NOTE: All current students and recent graduates should review their unofficial transcript in the myRutgers portal to make sure that all of your grades and degrees from the recent term have posting in the database PRIOR TO submitting your transcript request.

- ***Current Students:*** Will be required to enter their NetID and Password to log into the Rutgers Central Authentication Service (CAS). If you are a former student and/or your NetID is not active, you can try logging in as a former student (see instructions below).

The screenshot shows the Rutgers Central Authentication Service (CAS) login page. The top navigation bar includes the Rutgers logo and "Central Authentication Service (CAS)". Below the bar is a "Please Log In" button. A message states: "You have requested access to a site that requires Rutgers authentication. This is not a public network and exploit authorization is required. For security reasons, please Log Out and Exit your web browser require authentication!". The main heading is "Enter your Rutgers NetID and Password". There are two input fields: "NetID:" with the value "NETID" and "Password:" with masked characters. To the right of the password field is the text "Ensure proper security — keep your password a secret". Below the fields is a checkbox labeled "Notify me before logging me into other sites." At the bottom, there is a "LOGIN" button and links for "Forgotten NetID or password?" and "First-time users, activate your NetID."

PLEASE NOTE: If you have forgotten your NetID and/or password use the links next to the login button to get your NetID or reset your password.

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- **Former Students:** Will need to enter search criteria to validate their identity and click continue. The search criteria include: First Name, Last Name, Date of Birth, and ID (SSN or Student ID). Then click continue.

PLEASE NOTE: If you are NOT able to be validated as a former student using your search criteria AND you recently graduated (or recently finished your coursework) AND you have a working NetID, try logging in as a Current Student using your current Net ID and password (see instructions above). If you graduated in the current calendar year, leave the graduation year blank.



RUTGERS UNIVERSITY TRANSCRIPT APPLICATION

If applicable, there will be a payment fee of \$7 per Paper Transcript, \$10 per Electronic Transcript.

Personal Information

You will need to supply your Social Security number Rutgers Id or RUTGERS BIOMEDICAL AND HEALTH SCIENCES (formerly UMDNJ) Id. The information you enter on this screen will only be used to look up your record in Rutgers University databases. If you are using your Social Security to login, your Social Security number will not be given to anyone outside of Rutgers University. Your personal information will be treated in accordance with The Family Education Rights and Privacy Act (FERPA). Please read the following [statement regarding FERPA](#) before proceeding.

NOTE: If you do not have a social security number, Rutgers Id or RUTGERS BIOMEDICAL AND HEALTH SCIENCES (formerly UMDNJ) ID, or you are not willing to supply it, you will not be able to request a transcript through this system.

To request a RBHS transcript, please download [this form](#), and mail it to the Registrar's office.
To request a Rutgers transcript, please download [this form](#), and mail it to the Registrar's office.

* First Name	* Last Name
<input type="text" value="Test"/>	<input type="text" value="Testerson"/>
* Date of Birth (MM/DD/YYYY)	Please enter the year you graduated
<input type="text" value="10/10/1990"/>	<input type="text" value="ex. 2004"/>

PLEASE NOTE: If you graduated in the current calendar year, leave the graduation year blank.

Please enter the Rutgers student id or RUTGERS BIOMEDICAL AND HEALTH SCIENCES (formerly UMDNJ) ID, or the Social Security number. Student Id or SSN is required. Students who do not know their Id can find it out by calling one of the Registrar's Offices

** Id	** SSN
<input type="text" value="A00123456"/>	<input type="text"/>
* Required	** SSN or ID is Required

[Continue](#)

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- Once you have been validated, as a current student by logging in with your NetID & password or a Former Student using the search criteria, you want to click on the Link for Official Electronic Transcript in the **RUTGERS BIOMEDICAL AND HEALTH SCIENCES Transcripts (formerly UMDNJ) box.**

PLEASE NOTE: Students who also have an academic history at non-RBHS schools at Rutgers may see an additional box called: “Rutgers New Brunswick, Newark, Camden Transcripts/Verifications/Grade Reports”. **DO NOT USE THIS LINK** to request your RBHS Transcripts.

RUTGERS Transcript System

HOME LOG OUT

RUTGERS UNIVERSITY TRANSCRIPT APPLICATION

Rutgers New Brunswick, Newark, Camden Transcripts/Verifications/Grade Reports

Rutgers Biomedical & Health Sciences Transcripts (Formerly University of Medicine & Dentistry of NJ)

NOTE: Students seeking Rutgers Biomedical & Health Sciences transcripts should use the links provided in this box.

The below links allow Rutgers students to submit requests for transcripts, verifications of enrollment, and grade reports for the schools of Rutgers, Newark, and Camden campuses.

Use the below links if you are looking for Transcripts/Verifications/Grade Reports for any coursework at any schools

Other Than those at RUTGERS BIOMEDICAL AND HEALTH SCIENCES.

- [Official Rutgers Electronic Transcript](#)
- [Official Rutgers Transcript \(traditional paper option\)](#)
- [Rutgers Official Verification](#)
- [Rutgers Term Grade Report](#)
- [Rutgers Instant Enrollment](#)

The below links allow Former students to submit requests for official transcripts for their coursework at RUTGERS BIOMEDICAL AND HEALTH SCIENCES only.

Use the below links if you are looking for transcripts for coursework from the following schools:

- Biopharma Educational Initiative
- School of Graduate Studies - Biomedical and Health Sciences (formerly GSBS)
- New Jersey Medical School
- Robert Wood Johnson Medical School
- Rutgers School of Dental Medicine (formerly NJDS)
- School of Health Professions
- School of Nursing
- School of Public Health

[Official RBHS Electronic Transcript](#)

[Official RBHS Transcript \(traditional paper option\)](#)

Students who also have an academic history at non-RBHS schools at Rutgers may see an additional box called: “**Rutgers New Brunswick, Newark, Camden Transcripts/Verifications/Grade Reports**”. **DO NOT USE THIS** for RBHS Transcripts.

Use the Link for Official Electronic Transcript in the RUTGERS BIOMEDICAL AND HEALTH SCIENCES Students (formerly UMDNJ) box.

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4. Enter your current email address then click the Submit button.

PLEASE NOTE: You should NOT update your first or last name that was prepopulated for you.

5. Confirm your email address on the next screen and click continue



Update Account Information

* Email
JonDoe1234@yahoo.com

* First name
John

* Last name
Doe

Submit

Learner Account

Rutgers Biomedical & Health Sciences Or
RBHS (Formerly University Of Medicine & Dentistry Of NJ)
65 Davidson Road, Room #207, Piscataway, NJ, 08854-8097, US

A MESSAGE FROM RUTGERS BIOMEDICAL & HEALTH SCIENCES OR RBHS (FORMERLY UNIVERSITY OF MEDICINE & DENTISTRY OF NJ)
Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

START HERE - ENTER YOUR EMAIL ADDRESS

[Redacted Email]

Continue

All items marked with a red asterisk are required

6. Confirm your Email Address, Name & Date of Birth.

7. Enter your Personal Information, including:

- Completed education level.
- Your Cell Phone Number.
- CURRENT Mailing address.

8. Provide a password than click Create Account & Continue.

ENTER YOUR PERSONAL INFORMATION

[Redacted Email]

[Redacted] Middle Name [Redacted]

[Redacted] March [Redacted] 19 [Redacted] 1994

[Redacted] College Graduate

ENTER YOUR CONTACT INFORMATION

* Cell Phone
973-867-5309

[Redacted] United States of America

[Redacted] 135 Your Address Lane
Address 2

[Redacted] Your Town [Redacted] New Jersey [Redacted] 12345

UNABLE TO VALIDATE ADDRESS

CHOOSE A PASSWORD

[Redacted] [Redacted]

CREATE ACCOUNT & CONTINUE

How to Order an RBHS Electronic Transcript

ATTENTION PRE 2000 STUDENTS: If you attended prior to 2000, we cannot guarantee your recipient will receive an accurate transcript. Please complete Paper Transcript Request Form instead.
[Paper Transcript Request Form](#)

RUTGERS Rutgers University
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance? * Year you graduated or left
 2020 2021

Your Student ID Number

* Please verify your name while attending
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

PLEASE NOTE: The ***“First Year of Attendance”*** cannot be prior to the year 2000.

9. Enter the first and last year of attendance.

PLEASE NOTE: The “First Year of Attendance” cannot be prior to the year 2000. Enter your student ID Number (or A Number) if you have it.

10. Enter your Student ID Number (or A Number) if you have it. This field is optional and can be left blank if you do not have it.

11. Verify your name while attending. If the name does not match the name shown, you will select Other name variation or maiden name and enter your name as it was while you were attending school.

Other name variation or maiden name

12. When Completed Click Continue.

PLEASE NOTE: You should NOT check the box next to “Finish creating my Parchment account without placing an order right now.” If you are looking to order a transcript.

13. Select the school transcript that you are looking to request from the list of available credentials and click the Order button.

Available Credentials CANCEL x

RUTGERS The following credentials are available from Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ). Start your order by selecting a credential listed below (you can add more later)

TRANSCRIPT **School of Public Health Transcript**

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

PLEASE NOTE: If you are looking for transcripts for coursework from multiple schools/levels at Rutgers, you will need to request transcripts for each of them separately.

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14. Choose how to send the transcript.

- If you do not have a direct email for the recipient, you can search for the school/company/organization in the search bar.
- If you are sending the transcript to yourself or directly to a recipient's email address, select "I'm sending to myself or another individual" and chose the appropriate response.

Set Delivery Destination

Your order will be sent from Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) to the individual and/or organization at the destination below.

STOP. PLEASE READ BEFORE ORDERING - DO NOT COMPLETE ORDER - This site is currently in testing and cannot complete requests at this time. Please return at a later time to complete your order. Your order will be CANCELED if you proceed.

Search: Rutgers Univ

- Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) Piscataway, NJ, US
- Rutgers - New Brunswick
- Indiana Univ Purdue Univ Columbus Columbus, IN, US

Set Delivery Destination

Your order will be sent from Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) to the individual and/or organization at the destination below.

STOP. PLEASE READ BEFORE ORDERING - DO NOT COMPLETE ORDER - This site is currently in testing and cannot complete requests at this time. Please return at a later time to complete your order. Your order will be CANCELED if you proceed.

Search: Where would you like to send the credential?

OR

I'm sending to myself or another individual

I am sending this order to myself

I am sending this order to another individual

15. If sending directly to a recipient, you will enter their name and their email address. Double check the email address, then click continue.

Set Delivery Destination

Your order will be sent from Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) to the individual and/or organization at the destination below. Select a delivery method for your order

Electronic
Delivered By Email

RECIPIENT INFORMATION

- Your Recipient's Name
- YourRecipient@TheCompany.com
- YourRecipient@TheCompany.com

Continue

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The screenshot shows a web form titled "Item Details" with a "BACK" button and a "CANCEL" button. The form is for a "School of Public Health Transcript" for a student with a redacted name. It includes a "TRANSCRIPT 3.2" icon. The "FROM" section lists Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) in Piscataway, NJ. The "TO" section is for "Your Recipient's Name" with email "YourRecipient@TheCompany.com". The "Delivery Method" is "Electronic". Fees are listed as "Credential Fee: \$0.00" and "Item Total: \$0.00". There are three dropdown menus: "My attendance started prior to the year 2000" (set to "No"), "Purpose" (set to "Employment"), and "Confirm finalization of your attachments" (set to "I don't have an attachment").

16. You will next review the request details, provide additional information and sign to authorize the request.

17. First, you will indicate if your attendance in the program you are requesting a transcript for started prior to 2000.

PLEASE NOTE: If your attendance did start prior to 2000 you will not be able to obtain an electronic transcript. You will instead have to order a paper transcript.

18. Next you will provide information on the purpose of the transcript and if there are any attachments to be added to accompany the transcript.

19. If you do require that an attachment accompanies the transcript you need to respond accordingly and upload the attachment.

- There are two options for attachments:

1) My attachment is completely filled out and my transcript can be sent immediately – This attachment will be sent with the transcript as soon as it is processed.

2) Rutgers must add information to my attachment before my transcript can be sent – This attachment will be reviewed by Rutgers staff and updated, as appropriate, then sent with the transcript. Note that this option takes longer to process.

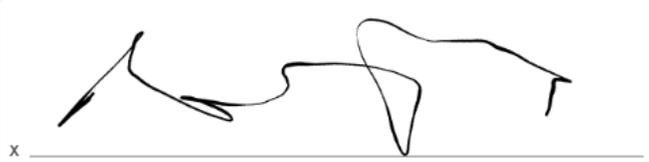
This screenshot shows a close-up of the form's dropdown menus. The "Purpose" dropdown is set to "Employment". The "Confirm finalization of your attachments" dropdown is set to "Rutgers must add information to my attachment before my transcript can be sent". Below these is a dashed box containing an "Upload A File" button, a "2 Mb Max file size" limit, and buttons for "DOC", "DOCX", and "PDF" file types.

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20. After providing the required information and uploading any needed attachments, you will enter your full name, agree to the consent to provide the requested information to the identified recipients and sign to authorize the processing of the transcript.
21. After all is completed, click the Continue button.

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature



x _____

Type full name as signed above

✓ John	Middle Name	✓ Doe
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I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

All items marked with a red asterisk are required to submit this form.

Order Summary BACK CANCEL x

Your order has not been placed yet. Please review and complete the order below

Here's your order summary Collapse All

FOR		\$0.00
ITEM	School of Public Health Transcript	\$0.00
FROM	Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ)	
TO	Your Recipient's Name	

[Add another item for !\[\]\(5fc521b97cec0bff76d6780e6ecc46d7_img.jpg\)](#)

Add another item from Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ)

Total Credential Fees	\$0.00
Order Total	\$0.00

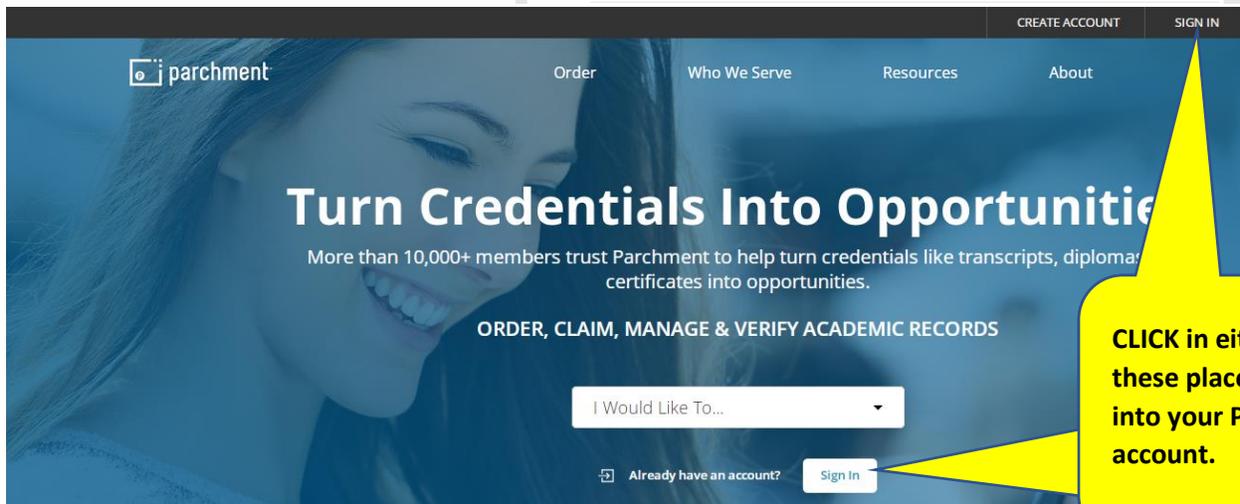
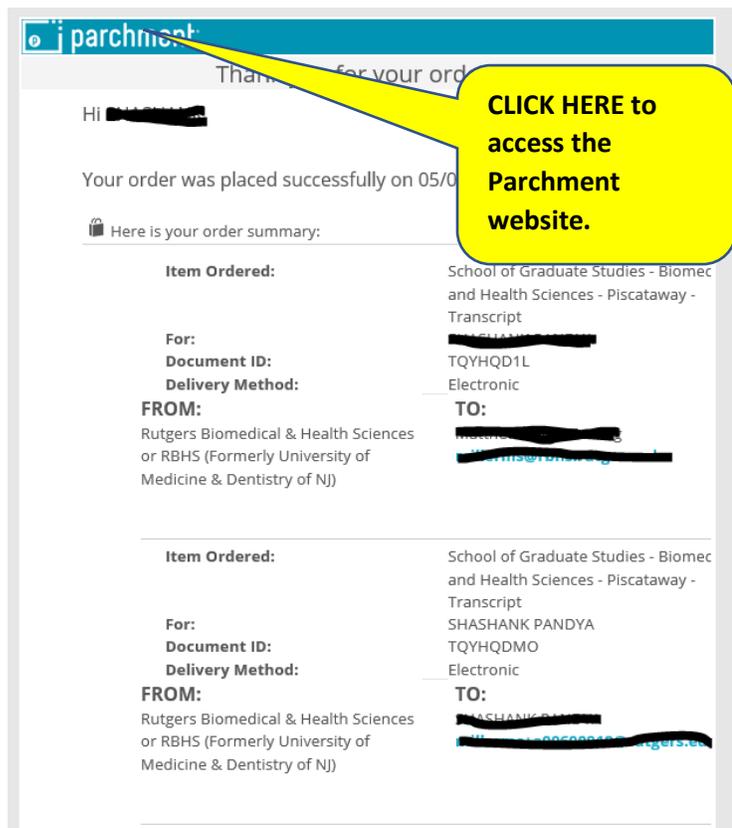
COMPLETE ORDER

22. You will have one last opportunity to review your order and make changes, if needed.

23. Once you have confirmed that all of the information is correct, you can click complete order to begin processing the request.

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24. Once you complete the order, an Order Confirmation email will be sent to the email address that you provided for yourself.
25. In this email, you will find:
 - What was ordered.
 - Who it was sent to.
 - The Document ID (DID)
26. To get to the Parchment website, you can click on the Parchment Logo, or go to www.parchment.com. From there you can log into your account to check on your order(s).



27. Log into your account, by clicking on any of the sign in buttons on their website.
28. Click on the Learners and Parents sign in button, where you will enter the email address and Password that you identified when you created the account.

Sign In

Email address or username

Password

SIGN IN

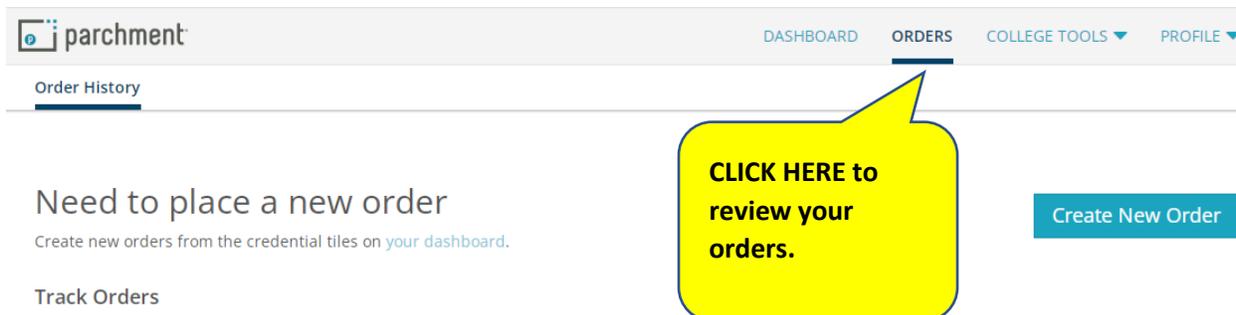


Learners and Parents
Current students, alumni or parents.

SIGN IN

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29. You can review your orders and track their progress by clicking on the orders tab after logging into your account.



Need to place a new order

Create new orders from the credential tiles on [your dashboard](#).

Track Orders

CLICK HERE to review your orders.

Create New Order

Document ID	Status	Recipient	Price	Track
TQYHQ8QO	Available for download	[REDACTED]	\$0.00	▼
<p>Where's my transcript? Available for download</p> <p>Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) > Parchment > Recipient</p> <p>Your transcript was delivered to the recipient on May 5, 2023. They have been notified by email to download your transcript.</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient [REDACTED]</p>				
TQYHQD1L	Available for download	[REDACTED]	\$0.00	▼
<p>Where's my transcript? Available for download</p> <p>Rutgers Biomedical & Health Sciences or RBHS (Formerly University of Medicine & Dentistry of NJ) > Parchment > Recipient</p> <p>Your transcript was delivered to the recipient on May 5, 2023. They have been notified by email to download your transcript.</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient [REDACTED]</p>				

30. If you have any questions about the processing of your electronic transcripts, **you should contact Parchment Customer Service** at:

https://parchment.my.site.com/s/contactsupport?language=en_US .

- Be sure to provide your correct Document ID (DID) in the form when contacting them.
- You can also check the status of you order using your Document ID (DID) at: <https://exchange.parchment.com/d/tracking/didtracker.htm>
- You can also review their Frequently Asked Questions at: https://parchment.my.site.com/s/parchment-faq?language=en_US