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.

   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).

   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.
How to Order an RBHS Electronic Transcript

- **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).

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.

**PLEASE NOTE**: If you graduated in the current calendar year, leave the graduation year blank.
3. 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.

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

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.
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.

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.
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.

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.

**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.
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.

15. If sending directly to a recipient, you will enter their name and their email address. Double check the email address, then click continue.
How to Order an RBHS Electronic Transcript

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.
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.

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.
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.
How to Order an RBHS Electronic Transcript

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

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

- Be sure to provide your correct Document ID (DID) in the form when contacting them.
- You can also check the status of your 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