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 you grades and degrees from the recent term have posting in the database PRIOR TO submitting your transcript request.

a. 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.
b. **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.

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” Students. DO NOT USE THIS LINK to request your RBHS Transcripts.

4. Click the order PDF Transcript(s) button.
5. Enter your information in the Student Information box. Please be sure not to enter a year prior to 2000 in the Attended From Year field. The address information should be YOUR current address.

**PLEASE NOTE:** If you DO NOT see a Student ID starting with “A00”, you made a wrong turn and are not in the right place to get your RBHS electronic transcript. You should start back at the beginning and be sure to use the links in the RUTGERS BIOMEDICAL AND HEALTH SCIENCES Transcripts (formerly UMDNJ) box.
6. Enter your communication information, including YOUR email, telephone number and cell phone number if you would like to receive text message updates on the progress of your electronic transcript request. Then click next.
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7. Choose when to release your transcript request.
   a. **Send Now** – The electronic transcript will be processed and sent as soon as possible.

   **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. Your electronic transcript will be processed and sent right away and will not wait until grades and/or degrees have been posted in the database.

8. Identify the Primary Reason for Ordering your transcript and select the School and/or Level you are requesting a transcript for. Then click next.

   **PLEASE NOTE:** If you are looking to request transcripts for multiple schools/levels, you need to create multiple, separate transcript requests.

   **PLEASE NOTE:** If you are looking to request electronic transcripts at multiple levels you will have to create a separate request for each.
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9. Choose the type of recipient for your transcript request. PLEASE NOTE: If you do not see the PDF Download button under any of the options, you likely entered a year prior to 2000 in the earlier Student information screen, you can go back to that screen to correct, if done mistakenly. If your coursework began prior to 2000 you should start the process over again and order a paper transcript (https://transcripts.rutgers.edu/transcripts/index.html).

a. **Search our Recipient Table** – Try to search for any schools here first *if you are not supposed to send the transcript to a specific individual at the institution*. You will search the institution by state and name and then select the PDF Download Button (If no PDF Download button appears for the institution, you must enter the recipient manually or send them a paper transcript).

b. **Myself** – Select this if you would like the PDF sent directly to you for review. Then click the PDF Download button.

c. **Select an Application Service** – Select this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc. You must select the application service, enter any special instructions (where applicable), confirm the recipient and click next.

d. **Direct Access Code Lookup** – Select this option if you were provided with a "Direct Access Code" by your recipient *(THIS IS RARE)*. You enter your recipient’s 7-character Direct Access Code then click next.

e. **Enter Recipient Manually** – Select this option if you intend to enter the recipient’s information manually. Then click the PDF Download button.

If the recipient you select does not accept electronic transcripts, or you attended prior to 2000, you will not be allowed to proceed with the order. To order a printed transcript, please use the Paper Transcript Request Form.
10. If you are entering the recipient manually, you will need to provide the following information about the recipient: Recipient Email, the Recipient Type, Country, Attention/Department, School/Institution/Company, Address, City, State, ZIP Code, Telephone Number and identify if you are providing an attachment. Then click next.

**PLEASE NOTE:** If you are attaching a document to your transcript, you will be prompted to do so **AFTER** finalizing the request and making your payment.
11. Review the listing of your intended recipients and add additional recipients, if needed. To add additional recipients, click on Add Recipient and you will be directed back to the screen in Step #8, where you identify the next recipient. When all recipients are entered, click the Continue to Summary button.

**PLEASE NOTE:** Each additional recipient will incur an additional electronic transcript fee.

12. Carefully review the electronic transcript information in the summary for accuracy. The information that needs reviewed is your student information, the basic order information, your recipient(s) information, and the summary of charges for the request. You can edit any of these items by clicking on the respective edit buttons. Once complete, click on the Go to Payment button.

13. You must review and agree to the terms by checking the box in Step #1 Accept Agreement to move on to the payment section.

14. In the payment section, you enter the credit card information, along with cardholder name and billing address. When completed, you click on the Submit Payment button.

15. Upon payment submission, you will be redirected to a confirmation page that contains your electronic transcript order number and an email will be sent to the email address that you provided in the request.

**PLEASE NOTE:** If you have an attachment to be uploaded to accompany your transcript to the recipient AND you indicated in Step #9/#10 that you had an attachment to include, you can do so on a link in the confirmation page or in the email that is sent to you. The Transcript request will not be processed until the attachment is uploaded by you.

16. When the electronic transcript is processed and sent, you will be notified via email (and text message, if you opted for that in the request). You can always check on the status via the link in the confirmation email.

17. If you have any questions about the processing of your electronic transcripts, you should contact the Credentials Customer Service line at: 847-716-3005. Be sure to have your Order Number with you when you call. You can also check the status of your order at: [https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER](https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER)