

## How to Request an Official Transcript for Health Sciences Career Students.

\*\* E-Transcripts are not available for Health Sciences Careers Students\*\*

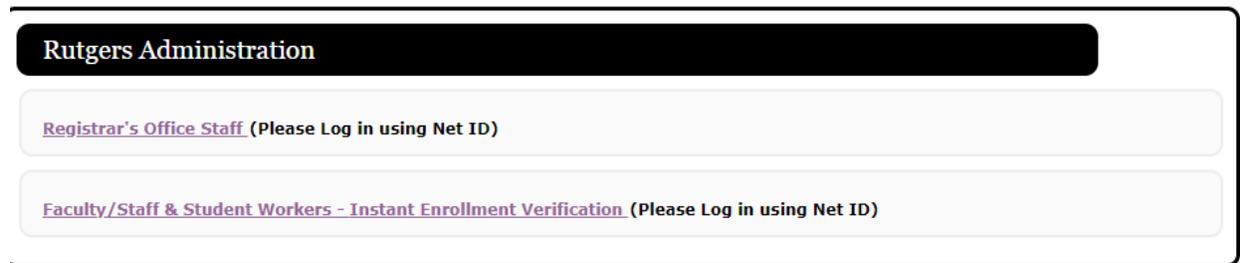
Please follow the steps below to complete the online request to have a paper transcript mailed out.

How to Request a Transcript Online.

1. Go to the site: <https://transcripts.rutgers.edu/transcripts/index.html>
2. Choose Alumni/Former Students



RUTGERS UNIVERSITY TRANSCRIPT, VERIFICATION and TERM GRADE REQUEST APPLICATION



3. Enter First Name, Last Name, Date of Birth, High School Graduation year, and Social Security

The image shows a web form for requesting a transcript. It includes the following fields:

- \* First Name
- \* Last Name
- \* Date of Birth (MM/DD/YYYY)
- Please enter the year you graduated (with an example "ex. 2004")
- \*\* Id
- \*\* SSN

Below the fields, there is a note: "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". At the bottom, there is a "Continue" button.

4. Click Continue
5. If your student information has not been entered into the system yet you will get this message:

#### RUTGERS UNIVERSITY TRANSCRIPT APPLICATION



**The information you have entered does not match the records in the Rutgers student database.**

**If you like to continue please select Continue.**

6. Click Continue one more time
7. Then look at the bottom and you will get a prompt to choose Either Rutgers Request or UMDNJ/RBHS Transcript Request.
8. Choose UMDNJ/RBHS Transcript Request

 \* Please select either Rutgers or UMDNJ/RBHS request type

Rutgers Request     UMDNJ/RBHS Transcript Request

\* Required                      \*\* SSN or ID is Required

[Continue](#)

9. Click Continue for the third time
10. The transcript option will open up
11. The school to choose is School of Health Professions
12. Choose the mail transcript option.
13. Choose the number of copies
14. Enter your email address
15. Choose Continue
16. Enter the mailing address where your transcript will be sent to
17. Once complete choose Enter
18. Complete the online payment
19. There is a \$7.00 fee per request
20. Repeat to request additional transcripts