RUTGERS HEALTH
School of Health Professions

Health Science Careers Academy
School of Health Professions
Rutgers, The State University of New Jersey
65 Bergen Street, Room 152
Newark, NJ 07107

shp.rutgers.edu
shp.hsc@shp.rutgers.edu

Rutgers SHP-HSC Transcript Request Link and Instructions:

To request your coursework (Transcript), kindly access the link below and click the applicable option:

https://transcripts.rutgers.edu/transcripts/index.html

- Select - "Former Student/Alumni"
- Enter your name, DOB, and your student **A#** ***(The Student A# - Rutgers Student ID numbers will not be available until after September 1st.)***
- Click enter and proceed to request your **RBHS** Transcript. Please be sure to select the ***"+"*** button to expand the delivery options so that you can choose the correct school and transcript option.

The school you will request for is: ***School of Health Professions***

If you need an ***E-Transcript:***

kindly proceed to transcript site and select the ***E-Transcript*** option (you will automatically be routed to the Parchment order site). From there, you will create and submit your ***E-Transcript*** request. Processing cost of the official electronic PDF transcript will be $10.00 and is processed in 1-3 days, and you are provided with a tracking number (DID #) to view the status of your delivery.

If you need a ***Hard-copy Transcript***:

This is a physical paper copy with processing at a cost of $7.00 per copy. This takes approximately 7-10 days for delivery as it is sent via USPS – *there is no tracking number provided*.

Important notes ***- SEE NEXT PAGE***

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Important notes

The University does not reissue gratis transcripts for coursework not confirmed or included in the initial request. It is the responsibility of the student to confirm that all courses for credit transfer are included in the record at the time that the transcript is generated. Subsequently added classes and requested transcript processing is at the expense and responsibility of the student.

HSC grades are anticipated to be available at the end of August. HSC students may submit requests for transcripts as of September 1st.

Please feel free to reach out to our offices should you have any further questions or concerns.

Rutgers, School of Health Professions
Health Science Careers Academy Program

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