

REQUESTING TRANSCRIPT(S) FOR DENTAL LICENSURE

OFFICE OF THE REGISTRAR/STUDENT SERVICES



As students prepare to request transcripts from the Registrar/Student Services Office to be mailed to Departments of Professional Licensure, we ask that these forms be submitted to our office accurately, completely, and preferably at least two weeks prior to degree completion date.

FYI's

- Official transcripts requested for licensure can be requested now, but be sure to mark "Process after degree(s) are posted" on the Transcript Request Form so that your final transcript is mailed after graduation.
- U.S. State Board addresses can be found at: <http://www.ada.org/en/education-careers/licensure/licensure-dental-students/state-dental-boards>

OFFICIAL VERSUS UNOFFICIAL TRANSCRIPTS

- **Official transcripts are \$5 each** and are printed on security paper with an explanation of our grading process on the back and bear the signature of the Registrar (Most professional licensing boards require official transcripts).
- Unofficial transcripts are free of charge, printed on plain paper and do not bear the signature of the Registrar (same processing time).
- Either form of transcript will list all completed courses from D1 - D4 years once your degree is conferred. **Neither transcripts nor any other form of correspondence from our office will include GPA, class ranking, or standing.**

TRANSCRIPT REQUEST FORM – Location and Instructions

- The form is located at www.roseman.edu Click on "Students" -> "Registrar Student Services" on the left-hand navigation -> "Transcript Request Form." The form is interactive to allow for all of the student information to be typed in and then print out including hand-signature and date. **No forms will be processed without a hand signature and payment. If the student has any holds we will be unable to process the request until the hold is cleared.** Forms may also be found in the Student Copy Room (or outside the Registrar/Student Services Office on the South Jordan campus).
- The form must be filled out completely as incomplete forms will delay processing. Make sure to include your Roseman University email and student ID numbers (no social security numbers).
- Check "Process after degree(s) are posted" on the form so our office will know not to process it immediately.
- If your address is out-of-date with the Registrar's Office, please update this information via a [Contact Update Form](#) along with your transcript submission (requests are not processed if address is outdated).

PAYMENT AND SUBMISSION OPTIONS

Fax: (702) 968-1643

Email: registrar@roseman.edu

- **IN PERSON:** Take completed transcript request form to the Bursar's Office to make payment in the form of cash, check, money order, or debit/credit card - (A 2% debit/credit card processing fee will apply); then take to Registrar/Student Services Office.
- **ONLINE:** Via the Bursar Payments [website](#) (note fees associated with credit/debit card payments at that link)
- **BY FAX:** Fax completed transcript request form and online payment receipt (online payment link above): (702) 968-1643
- **BY EMAIL:** Email Transcript form (hand signed/dated) and online payment receipt – online payment link above - (payment only required if requesting official transcript(s) - \$5 each to registrar@roseman.edu)
- **BY POSTAL MAIL:** Transcript Form should be mailed to respective campus address along with check, money order, or online payment receipt:

HENDERSON CAMPUS: Roseman University of Health Sciences Office of the Registrar/Student Services Attn: Transcript Request 11 Sunset Way Henderson, NV 89014	SOUTH JORDAN CAMPUS: Roseman University of Health Sciences Office of the Registrar/Student Services Attn: Transcript Request 10920 S. Riverfront Parkway South Jordan, UT 84095
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PROCESSING

Maximum processing time is 7 business days (during peak periods it could be longer).

- We do **not** provide expedited processing.
- An email confirmation will be sent when the request has been processed (will likely occur week after degree(s) is/are conferred at graduation).