

# REQUESTING TRANSCRIPT(S) FOR DENTAL RESIDENCIES

## VIA ADEA PASS

OFFICE OF THE REGISTRAR/STUDENT SERVICES



**The Registrar/Student Services Office asks that as students submit transcript requests for residencies, to be mailed to ADEA PASS (or elsewhere), that these be submitted at least two weeks in advance of the deadline, to ensure enough time for processing /mailing.**

### CHECKLIST ITEMS FOR ADEA PASS TRANSCRIPTS

Login to your ADEA Pass account and print the **"ADEA Pass Transcript Matching Form"**

*(Form not required by ADEA Pass, but makes it faster/easier for them to match your transcript to your account once received)*

Type your ADEA Pass ID Number, DENTPIN® ID Number, and your Name/Address/Name of Institution:  
(Roseman University of Health Sciences – College of Dental Medicine)/Date of Birth

Leave the "Dates of Attendance" section blank *(completed by Registrar's Office)*

Sign/Date your name above "Signature of Authorization to Release Official Transcript to ADEA Pass"

Check "Mail transcript to ADEA Pass" (means you want us to mail it on your behalf directly to ADEA Pass)

Print a Roseman **"Transcript Request Form"** ([www.roseman.edu/forms](http://www.roseman.edu/forms)) or pick one up on campus in the 1<sup>st</sup> floor copy room of the dental building, 1<sup>st</sup> floor copy room of the Pharm/Nursing bldg., or outside the Registrar/Student Services Office

Complete the Roseman Transcript Request Form fully

Type/write your personal information at the top (no social security numbers, please)

Type/write your DMD Class of \_\_\_ (If you are also a Roseman MBA student, please mark it as well)

Type/write the number of official transcripts you need (\$5 each) and/or unofficial

*(ADEA Pass requires one official transcript mailed directly by Registrar's Office; individual residencies may require their own copy – view website for individual residencies to determine their requirements)*

Check the "Residency" box

Check "Process after block # \_\_\_ (if you need transcript to include a specific block *(this could delay processing)*)

Type/write in the ADEA Pass mailing address under the "Recipient 1" section

*(ADEA Pass address is on the "ADEA Pass Transcript Matching Form at the bottom")*

*Note: There is no expedited processing, so do not use the "express" mailing address on the ADEA Pass form (use the Regular USPS mailing address)*

Hand-sign/date the form (we cannot process unless it is hand-signed)

Check to make sure that the address you list on this form matches what is in the student portal for you

[Instructions on viewing/editing your address or retrieving your Student ID number](#)

*(Processing will be delayed if addresses don't match)*

Pay for the official transcript 1) online: [www.roseman.diamondmindinc.com/](http://www.roseman.diamondmindinc.com/) 2) in person - Bursar's Office or 3) [Mail](#) check/forms

If paying online, print the payment confirmation page and include it with the other documents

If paying in person, take Roseman Transcript Request Form to the Bursar's Office

*(Bursar staff will initial the bottom of the Roseman Transcript Request Form once you have paid)*

Submit ADEA Pass Transcript Matching Form, Roseman Transcript Request Form, and payment confirmation (if applies) to the Roseman Registrar/Student Services Office for processing via **email:** [registrar@roseman.edu](mailto:registrar@roseman.edu) **fax:** 702-968-1643 or **in person**

### FYI's

- **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.
- Unofficial transcripts are free of charge, printed on plain paper, and do not bear the signature of the Registrar. Note: Unofficial take the same amount of time to process as official.
- Either form of transcript will list all completed courses from D1, D2, D3, and D4 years (if you want the transcript to include up to a specific block, this will need to be listed on the Roseman Transcript Request Form; otherwise, we will process it with the grades we have received thus far (which may not be your most recent block). **Neither transcripts nor any other form of correspondence from our office will include GPA, class ranking or standing.**
- All transcripts for residencies will be mailed with a letter from the Dean with a more in-depth explanation of criterion-based block learning, the master learning model, pass/no pass grading, NBDE performance of the class, and team-based learning information.
- You can request up to three transcript recipients per Roseman Transcript Request Form (Ex: ADEA Pass, University of ABC Residency Program, Self)

### PROCESSING

- **Normal processing time for transcript requests is 1-7 business days (during peak periods it could be longer).**
- We do **not** provide expedited processing (so it is recommended that you submit at least two weeks (or more) in advance of deadline.
- An email confirmation will be sent to your student email account when the request has been processed.