UO Transcript Request Process for Pre-Health Students using Centralized Application Services (CAS) – Health Professions Program (updated May 2021)

If you have NO AP or IB credits, here are the instructions for AMCAS (MD):

AMCAS is the only electronic exchange service in which the University of Oregon participates

You can send your official eTranscript via Parchment (approved by AMCAS)
(there is a $15 rush fee for this)

1. Log into DuckWeb
2. In the *Where to Deliver Your Request (required)* area, select **"Go Green" Secure Electronic PDF transcript request**
3. Click the **Select & Continue** button (bottom left of screen)
4. In *Recipient Name* enter: **AAMC ID 00000000 Transcript ID 0000000** using your AAMC ID number and Transcript ID provided from AAMC/AMCAS
5. In *E-Mail Address:* **etranscripts@aamc.org**
6. *Re-enter E-mail Address*: **etranscripts@aamc.org**
7. Click **Review & Verify Request** (bottom left)
8. Follow remaining steps for payment

Pro: Typically transcripts are sent within 30 minutes; student receives emails confirming the order receipt and when the transcript has been delivered.

Con: If the student needs to include an AP/IB addendum, they cannot do this through the etranscript process. Talk with your advisor about whether not you need an addendum. If you would like to request an addendum, follow the instructions under "non-AMCAS students."

If you have NO AP or IB credits, here are the instructions for all other CAS systems:

When you are in the CAS system, under "Colleges Attended," you will be given two options:

1. Order an electronic transcript
2. **Order a mailed paper transcript**

Choose option two (mailed paper transcript) and download the "transcript request form." Then go through the steps to order your UO transcripts.

Steps for ordering your UO transcripts (remember, these will ONLY INCLUDE UO CLASSES). Instructions available here: https://registrar.uoregon.edu/transcripts

1. Log into DuckWeb.
2. You will be given a few different options - choose "Mail To Recipient."
3. Your CAS ID number must be included with your transcripts in order to have your transcripts match to your CAS application! Include your CAS ID number in one of two ways:
   a. Enter your CAS ID number in the "recipient name" field.

      i. *Example (PTCAS)*: <u>DuckWeb "Mail to Recipient" orders</u>
         Recipient Name: PTCAS - CAS ID 0000000000-000000-X
         Street Line 1:   Transcript Department
         Street Line 2:   PO Box 9112
         City: Watertown
         State: MA
         Zip/Postal Code: 02471

4. After ordering your UO transcript through DuckWeb, you'll need to email the Office of the Registrar to send them the CAS service "transcript request form." To attach the "transcript request form" to your transcripts, email the Office of the Registrar at registrar@uoregon.edu **within 30 minutes** of ordering your transcripts in Duckweb.
   a. Subject of the email: "Your Name, 95#, Transcript Attachment"
   b. Body of the email: Include your name, ID number, and explain that you would like the transcript request form attached to your transcript being sent to ___ CAS system.

If you have AP or IB credit, you CAN NOT order your transcript through DuckWeb:

You need to request the addendum if you want to be able to enter in the specific class you received AP or IB credit for into your application. *Most students request an addendum when they have AP or IB credit for an admission requirement.* (When you send your transcripts without the addendum, your UO transcript just says how many AP and/or IB credits were accepted by UO, not the specific class.)

To request that UO includes an AP/IB addendum with a transcript be sent to a CAS:

1. Click and download this PDF:
   https://registrar.uoregon.edu/sites/registrar1.uoregon.edu/files/pdf/uoregon-transcript-request-form.pdf
2. Fill out Page 1 of the PDF.
3. Under 'Special Instructions,' check the 'Other' box, **write your request for an AP and/or IB exam coursework addendum**, along with the reason for the request.
4. Fill out the 'Transcripts not Issued to Student' box.
   a. Order 1 Transcript
   b. On the lines beneath, put CAS address (found on the CAS Transcript Request Form):

   EX: AMCAS - AAMC ID 00000000 Transcript ID 0000000 (from your form)
   AAMC Medical School Application Services
   P.O. Box 57326
   Washington, DC 20037

5. Leave 'Transcripts Issued to Student' and 'Additional Transcripts not Issued to Student' blank.
6. **Be sure to sign the form. Your handwritten signature is required**; electronic signatures, copy & pasted, or script fonts are not acceptable.
7. Compose an email to registrar@uoregon.edu.

a. In the subject line write, "Your Name, 95#, Transcript Addendum Request and Transcript Attachment."
b. In the body of the email, include your name, ID number, and explain that you would like the transcript request form attached to your transcript and addendum being sent to [CAS system].
    i. **Attach page one only** of the completed UO PDF Transcript Request Form with your **hand-signed** signature.
    ii. **Attach your CAS Transcript Request Form (PDF).**