

Requesting Official Transcripts

Pre-Health Advising is not responsible for sending transcripts.

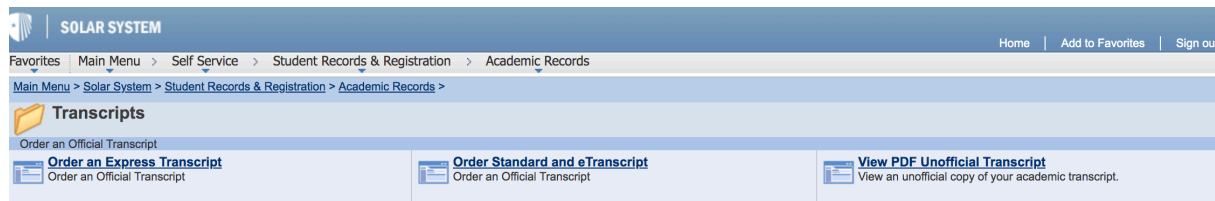
You can request official transcripts using Solar or by contacting the Registrar's Office. The Registrar can mail printed transcripts to a physical address or can electronically send eTranscripts to your application service. More details about official transcripts can be found on the Registrar's website.

IMPORTANT: Your unofficial transcript may look different from your official transcript. Whether you decide to send a physical or electronic transcript, we suggest ordering a second transcript for yourself to reference while filling out your application. It is important to fill out your application as accurately as possible and ensure that what you enter in the application matches what is printed on your official transcript.

Please note:

- Transcripts will NOT be released if you have an outstanding financial obligation to the university or if a restrictive hold has been placed on your student record.
- It is your responsibility to confirm that all grades and degrees are posted before you place your order. The Registrar will not issue refunds, nor, send out duplicate transcripts because of missing information.

If ordering through Solar, navigate to Student Records & Registration -> Academic Records -> Order Standard and eTranscripts



The screenshot shows the Solar System website interface. At the top, there is a navigation bar with "SOLAR SYSTEM" on the left and "Home | Add to Favorites | Sign out" on the right. Below this is a breadcrumb trail: "Favorites | Main Menu > Self Service > Student Records & Registration > Academic Records". A secondary breadcrumb trail is shown below: "Main Menu > Solar System > Student Records & Registration > Academic Records >". The main content area is titled "Transcripts" and contains three buttons: "Order an Official Transcript" (with a sub-link "Order an Express Transcript"), "Order Standard and eTranscript" (with a sub-link "Order an Official Transcript"), and "View PDF Unofficial Transcript" (with a sub-link "View an unofficial copy of your academic transcript").

Option 1: Hard-Copy Printed Official Transcript w/ Detail

The Registrar offers a hard-copy printed "Official Transcript with Detail" that itemizes each individual AP credit earned by subject.

Example:

AP Chemistry/CHE 131 - 4 credits

AP Psychology/PSY 103 - 3 credits

AP Calculus/MAT 131 - 3 credits

This detailed transcript is only available in hard-copy that can be mailed to your application service, which may take longer. At this time, the Registrar cannot process requests to P.O Boxes. If you would like to mail your official transcripts, please utilize the following physical addresses:

MD Medical Schools

AMCAS, attn: transcripts
AACMC Medical School Application Services
655 K Street, N.W. Suite 100
Washington, DC 20001

DO Medical Schools

AACOMAS Transcript Processing Center
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

Dental Schools

ADEA AADSAS Transcript Processing Center
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

Optometry Schools

OptomCAS Transcript Processing Center
311 Arsenal Street, Suite 15
Watertown, MA 02472

Veterinary Schools

VMCAS Transcript Dept.
C/O Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

Option 2: Electronic (PDF) Official Transcript

The Registrar also offers eTranscripts that can be transmitted electronically to your application service as a PDF. Electronic transcripts cannot be ordered “with detail.” Instead, the transcript will show AP credits earned in bulk and will just print the total number of credits earned.

Example:

Credits earned through AP exam - 10 credits

This format is still acceptable by the application service. We will talk more about how to enter credits later on.

When completing the eTranscript request, you can select the appropriate application service to send your transcripts to. Screenshots are included below:

● Select an Application Service

Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

AACOMAS COLLEGES OF OSTEOPATHIC MEDICINE --- TRANSCRIPT PROCESSING

✓ AAMC MEDICAL SCHOOL APPLICATION SERVICES (AMCAS) --- AMCAS - ATTN: TRANSCRIPTS

AANP CERTIFICATION PROGRAM-NURSE PRACTITIONERS --- CERTIFICATION PROGRAM

ADEA ADVANCED PLACEMENT FOR INTL DENTISTS (CAAPID) --- TRANSCRIPT PROCESSING CENTER

✓ AACOMAS COLLEGES OF OSTEOPATHIC MEDICINE --- TRANSCRIPT PROCESSING

AAMC MEDICAL SCHOOL APPLICATION SERVICES (AMCAS) --- AMCAS - ATTN: TRANSCRIPTS

AANP CERTIFICATION PROGRAM-NURSE PRACTITIONERS --- CERTIFICATION PROGRAM

ADEA ADVANCED PLACEMENT FOR INTL DENTISTS (CAAPID) --- TRANSCRIPT PROCESSING CENTER

ADEA DENTAL HYGIENE CENTRALIZED APPL SVC (DHCAS) --- TRANSCRIPT PROCESSING CENTER

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS (AAMA) --- CMA CERTIFICATION EXAM

AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS --- VETERINARY BOARDS

AMERICAN BOARD OF PREVENTIVE MEDICINE --- CERTIFICATION TRANSCRIPTS

✓ AMERICAN DENTAL EDUCATION ASSOCIATION (AADSAS) --- TRANSCRIPT PROCESSING DEPT

AMERICAN DENTAL EDUCATION ASSOCIATION (ADEA PASS) --- TRANSCRIPT PROCESSING DEPT

OHIO DEPARTMENT OF EDUCATION --- OFFICE OF EDUCATOR LICENSURE

OHIO VETERINARY MEDICAL LICENSING BOARD --- OHIO VETERINARY MEDICAL LIC BD

OKLAHOMA BOARD OF NURSING --- TRANSCRIPTS

OKLAHOMA STATE DEPARTMENT OF EDUCATION --- CERTIFICATION TRANSCRIPTS

✓ OPTOMETRY CENTRALIZED APPL SRVC (OPTOMCAS) --- OPTOMCAS

OREGON MEDICAL BOARD --- TRANSCRIPTS

UTAH STATE OFFICE OF EDUCATION --- ALT ROUTES TO LICENSURE

VERMONT AGENCY OF EDUCATION --- TRANSCRIPTS

VERMONT BOARD OF NURSING --- TRANSCRIPTS

VETERINARY INTERNSHIP AND RESIDENCY MATCHING PRGM --- ATTN: TRANSCRIPTS

✓ VETERINARY MEDICAL COLLEGE APPLICATION SRV (VMCAS) --- TRANSCRIPT DEPARTMENT

VIRGINIA BOARD OF ACCOUNTANCY --- ALL ADMISSIONS

How to Enter AP Credits in the Application

Regardless of which type of transcript you request, you can enter your AP credits into your application the same way. You can enter each of the AP credits separately, ensuring that the number of credits that are assigned to each exam adds up to the total number of credits that Stony Brook has awarded to you.

If you request an eTranscript that lists bulk AP credits, it might say something like this on the transcript:

“Credits earned by AP exam - 10 credits”

In your application, you can enter the credits as separate course subjects:

AP Chemistry - 4 credits

AP Psychology - 3 credits

AP Calculus - 3 credits

Even though your transcript does not list the subjects individually, it still adds up to 10 total credits and this will be acceptable in your application.

If you have questions, please feel free to contact Pre-Health Advising:
prehealth@stonybrook.edu