You may wish to print these instructions for use as a handy reference.

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**Logging On**

The SUNY online Academic Record is designed for high school students only. Applicants who have already graduated high school, and transfer students who have earned less than the equivalent of one
year of study (generally 24 – 30 credit hours), should arrange for their high schools to send final transcripts directly to the colleges to which they are applying.

The first time you use applySUNY, you will be required to create an account. Answer each question in your Profile carefully. The answers you provide for your Profile will also appear on your SUNY Online Academic Record.

You must supply a valid email address and password to prohibit others from accessing the data on your academic record. Our password requirements include: Length between 8 and 16 characters, at least one upper-case alphabetic character, at least one lower-case alphabetic character, at least one numeric character, at least one non-alpha-numeric character and may not include spaces. You will need your password to re-enter applySUNY so please create a password that you will remember. If you forget your password, click the “forgot password?” link. You will be required to answer your security question. If you answer correctly, your password will be emailed to the address you provided.

Your applySUNY account can be used to access your applySUNY Undergraduate Application (if applicable), as well as your SUNY Online Academic Record.

Getting Started

Before you begin, you must obtain an unofficial copy of your high school transcript from your school counselor. Do not attempt to work from memory. You must also collect your score reports and test dates for your SAT and ACT exams. If you applied to SUNY campuses using the Common Application, you will also need your Common Application ID Number.

Completing your Academic Record

We ask that you enter all information exactly as it appears on your high school transcript. You are required to complete each question marked with an *. If you wish to edit the answers on your Profile, click the "Update Profile" button at the top of the page. If you wish to edit an answer in a list, click the pencil button to the right. If you wish to delete an answer in a list, click the “x” button to the right. Once you have completed all questions on a tab, click “Next.” You may move to any tab by clicking on the tab title at the top.

When you click the “Next” button on the SAT/ACT Exams page, you will be presented with a summary page. This summary lists all of the tabs in your academic record. If you have successfully completed all required questions on a tab, that tab summary will be marked with a green checkmark. If you have answered all required questions on a tab, but your answers are not typical, that tab summary will be marked with a yellow exclamation point and a warning. Please review the warning to see if revisions are necessary. If you have omitted any required information on a tab, that tab summary will be marked with a red “x.” Click the link in the tab summary to fix any errors. Once you have completed the required fields on all tabs correctly, click "Next" to review your academic record.
Saving your Academic Record

Each answer you provide is saved once it is entered. If you logout of applySUNY, you can return at a later time and your information will still be there.

Reviewing your Academic Record

Once you have answered all the required questions on your academic record, you will be directed to the "Review, Lock and Submit" tab. Print your SUNY Online Academic Record and compare your answers to the information on your high school transcript. Please correct any errors at this time. Do not skip this step! Remember, SUNY campuses will use the information you provide here in review of your application.

When you are finished proofreading your academic record, you will be asked to certify the accuracy of your information by checking the box.

Once you click the “Lock my Academic Record,” button on this page, your academic record will be locked and you will no longer be able to revise your academic record.

Submitting your Academic Record

After you have certified and locked your academic record, you will be ready to begin the submission process.

The “Submission” step on the next page has three sections.

Select the first section if you applied to SUNY using the applySUNY Undergraduate Application, found here: https://www.suny.edu/applySUNY/. If you did not use the applySUNY Undergraduate Application, skip this section. Your academic record will be submitted for the campuses listed here when you click the “Submit” button. If you add campuses to your applySUNY Undergraduate Application in the future, your academic record will automatically be submitted for those new campuses at time of application.

Select the second section if you applied to SUNY using the Common Application, found on the Common Application Web site. If you did not use the Common Application, skip this section. To search for SUNY campuses to which you have applied using the Common Application, enter your Common Application ID Number and click the “Search” button. Your academic record will be submitted for these campuses when you click the “Submit” button. If you add SUNY campuses to your Common Application in the future, you must return to this page to submit your academic record for those new campuses.

Select the third section if you applied to additional campuses using an application other than the applySUNY Undergraduate Application or the Common Application. If you wish your academic record to be submitted for any of the campuses listed in this section, select the campus name and term from the lists. You must then click “Submit” to submit your SUNY Online Academic Record for each campus. If you apply to any of the campuses listed in this section using an application other than the applySUNY Undergraduate Application or the Common Application in the future, you must return to this page to
submit your academic record for those campuses.

After you have completed all applicable sections, click the "I'm Done" button at the bottom of the page.

To make a revision to a submitted academic record, please contact the campus admissions office(s).
Remember, once you are accepted and indicate your intent to enroll, an official final transcript must be sent from your high school to your campus.

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printing your academic record

You can print your academic record by clicking "Print SOAR" link at the bottom right of each section. You may also use your browser’s print command (File, Print) and print each page of your academic record. Please do not mail this document to the Application Services Center. It is to be retained for your records.

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reviewing the status of your academic record

To check the status of your application online, return to applySUNY. Login with your email address and password. The status of your academic record will be shown in the “Application Details” section of the portal.

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viewing your submitted academic record

To view your submitted academic record, return to applySUNY. Login with your email address and password. In the "SUNY Online Academic Record", "Application Details" section of the portal, you will see an option to “Print Academic Record”. Your academic record can no longer be revised using applySUNY. To change any information which has already been submitted, contact the campus admissions office(s).

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sending your academic record to additional campuses

If you add SUNY campuses to your applySUNY Undergraduate Application in the future, your academic record will automatically be submitted for those new campuses at time of application.

If you add SUNY campuses to your Common Application, you can send your academic record to those additional campuses by returning to applySUNY. Login with your email address and password. Then click
“Send My Academic Record to Additional Campuses” in the “SUNY Online Academic Record” section.

If you apply to additional SUNY campuses using an application other than the applySUNY Undergraduate Application or the Common Application in the future, you can send your academic record to those additional campuses by returning to applySUNY. Login with your email address and password. Then click “Send My Academic Record to Additional Campuses” in the “SUNY Online Academic Record” section.

Logging Off

When you are done working on your academic record, please click the "Logout" button at the top of the page to prevent others from accessing your data.

Information for High School Counselors and College Advisors

Please provide an unofficial transcript to each student who is applying to a SUNY campus. If a student submits his/her SUNY Online Academic Record, it will not be necessary for you to send an official transcript to the campus admissions office at time of application. Once a student is accepted and indicates his or her intent to enroll, you will be asked to send an official final transcript to the campus.

You should continue to send mid-year transcripts as requested by campuses by your current method.

Getting Help

For assistance using the SUNY Online Academic Record, contact the Recruitment Response Center by:

Phone:
800-342-3811 (within the US )
518-320-1888 (outside the US )

E-mail: 
askSUNY@suny.edu

Mail:
The State University of New York
Recruitment Response Center
State University Plaza
Albany, New York 12246
The Center is open Monday – Friday, 8:30 a.m. to 4:30 p.m. EST.

Social Security Number

Providing your Social Security number allows the Application Services Center (ASC) and the campuses to process, track, and match your application credentials correctly and quickly. In addition, you are required (by the federal government) to provide your Social Security number if you will be applying for federal financial aid. The ASC and all SUNY campuses are dedicated to ensuring the confidentiality of student records and application materials. (Note: International students, including Canadian citizens, should leave the "Social Security Number" field blank.)

Class Rank

If your school ranks numerically, you must enter your position in the class in the “Class Rank” field. Enter the size of your class in the “In a Class Size of” field. If your school ranks by percentiles (i.e. 1st decile; 1st quintile, etc.), leave the “Class Rank” field blank. If your school does not rank, or if you are home-schooled, leave these fields blank.

Grade Point Average (GPA)

Enter your cumulative high school average (GPA) exactly as it appears on your transcript. Do not estimate. Do not round. This field can store up to 2 decimal places. If your GPA has more than 2 decimal places, drop any numbers that follow after the first 2 decimal places. For example, enter the GPA of 89.325 as 89.32. If your school calculates both weighted and unweighted GPAs, provide both numbers. If your GPA is not labeled “unweighted” or “weighted,” enter your GPA in the “unweighted” field. If your school does not report or calculate GPA, leave this field blank.
High School Information

You must add every high school you have attended since ninth grade, beginning with the high school from which you expect to graduate.

If you attended a high school within the United States, you can search for your high school information by clicking the "Select" button on the "High School Information" page. If you attended a high school outside the U.S., or if you were home-schooled, click the "Select" button and you will be able to enter your high school information directly.

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Academic Year

Build your academic record by adding academic years in the order they appear on your transcript. If your transcript includes the eighth grade or earlier, include those year(s).

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Courses

For each academic year, add each course in the order that it appears. You must list all courses and grades even if a course was repeated. First, select the “Subject” and “Course” closest to the course. If you do not see a choice that is similar to your course, select “Other.” Edit the “Course Title” to match the course title on your transcript.

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Course Level

If you live in New York State and your course prepares you for a Regents exam, select “Regents – NY only.” If your course prepares you for an Advanced Placement (AP) exam, select "Advanced Placement (AP).” Select "Honors," "Career and Technical / BOCES," or "International Baccalaureate (IB)" for courses in those categories. If your course awards college credit, select “College.” For all other courses, select “Regular/Standard.”

If your course is both an Honors course and a Regents course, or an AP course and a Regents course, select “Honors” or “Advanced Placement (AP),” respectively.

If your course is one of a series of courses which prepare you for a Regents exam in a later year (i.e. English 9R), select “Regents – NY only.”

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Grade

Select the Grading System for each course. Then select your grade from the list. To report a grade based on a grading system other than A - F or 1 - 100, select “Other” in the “Grading System” list. Then enter the grade in the “Or Enter Grade” box. To report a Pass/Fail grade, select “Other” in the “Grading System” list. Then select “Pass/Fail - Pass” or “Pass/Fail - Fail” in the “Grade” list. To report a course taken for no credit, select “Other” in the “Grading System” list. Then select “No Credit/Audited” in the “Grade” list. If your course is still in progress, or if you withdrew from a course, select the grading system for the course and then select the appropriate choice in the “Grade” list.

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Regents Exam

Complete this page if you attend a high school in New York State and have taken a Regents exam. You must enter all Regents exam scores that appear on your transcript, even if you have repeated an exam. If you attend a high school outside New York, skip this page.

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SAT/ACT Exam

Many SUNY campuses require or recommend SAT or ACT test scores. Click here to view standardized test requirements. Enter the scores for all of the exams you have taken. SUNY campuses consider only the highest scores submitted. If you have taken the exam and do not have your scores yet, or are sending them directly from the testing agency, select “I have already taken the SAT (or ACT) exam and will provide my scores by another method.” If you have taken the exam, but plan to re-take it, select “I have already taken the SAT (or ACT) exam and can provide my SAT (or ACT) scores now.” Then add your completed exams and enter a date in the box following the question “Do you plan on retaking the SAT?”

If you are applying to Binghamton University, University at Buffalo or Stony Brook University, you must request scores be sent directly to those campuses from the testing agency. If your scores do not appear on your final high school transcript, the campus at which you enroll may request that you have those scores sent to them from the testing agency.

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