

**The College requires that all new, incoming transfer students must provide the Greek Advisor (Campus Activities Office) a copy of their transcript. We do accept unofficial transcripts as long as they contain the required information.**

### **Proper Transcript Procedure for Greek Recruitment**

\*Note: This procedure works for most schools

- Step #1        Go to website of your previous school(s)
- Step #2        Go to the Registrar's website at that school(s)
- Step #3        Navigate through the website and find your unofficial transcript
- Step #4        Download and print

Transcript must show the following:

- ❖ Your name
- ❖ School name
- ❖ Your cumulative GPA
- ❖ The cumulative number of credit hours you earned

If a school does not have the above option there are 2 other possibilities:

- #1 Contact the school(s) Registrar's Office, pay a fee and have an official transcript mailed
- #2 Contact the school(s) Registrar's Office and see if an unofficial can be faxed  
Note: You will probably have to fax them official permission first  
The Campus Activities fax number is 607-753-2808

Options that definitely **DO NOT WORK**:

- #1 Going to the SUNY Cortland Registrar's Office and asking for a copy of your transcript from your previous school  
Why: Does not contain all of the required information
- #2 Going to Advisement and Transition and asking them for the same  
Why: Does not contain all of the required information