Important Information for Students when ordering your Official Transcript on SOLAR

Students in the School of Medicine (631) 444-2341 or the School of Dental Medicine (631) 444-5468 must order transcripts by contacting their school.

Transcripts cannot be faxed.
Transcripts cannot be sent electronically.
Transcripts cannot be picked up.
Transcripts cannot be released if there is a financial hold on your account.
Transcripts mailed or given to students are stamped "ISSUED TO STUDENT"
If you have a hold on your record, you still may be able to order transcripts. If you can submit your request at the bottom of the page, your hold does not prevent the ordering of transcripts.

Once payment is processed, no changes to orders can be made.
If payment is not successfully processed, your request will automatically be cancelled.

Attachments that should be mailed with transcripts can be sent to registrar_office@stonybrook.edu or faxed to (631) 632-9491 after order is placed. Please include request number.

DELIVERY OPTIONS, PROCESSING TIME & FEES:
Regular Mailed Requests - $10.00 per transcript - Mailed out within 3-5 Business days.
Express Service - $30.00 per transcript - Mailed out the following business day after request is received.
Mailed Overnight Delivery using UPS. USPS Express Mail is used if delivery address is a PO Box.
Transcripts are not delivered on Saturday or Sunday
Refunds will not be issued for delay of delivery due to inclement weather.
International express mail is not guaranteed overnight delivery
Express Transcripts CANNOT be delivered to a Stony Brook on-campus address.

PROCESSING OPTIONS:
Select "Immediate Processing" to have your request processed (mailed out within 3-5 business days).

Select "Grade Posting" or "Degree Confer Date" under processing options and choose applicable semester to have your transcript sent after your grades or after your degree is posted to your record.

TRANSCRIPT TYPES:
Express Transcript Graduate - Complete graduate record using Express Service option
Express Transcript Undergraduate - Complete undergraduate record using Express Service option
Express Transcript Both (Ug/Gd) - Complete undergraduate and graduate record using Express Service option
Express Transcript HSC (Ug/Gd) - Health Sciences Center students using Express Service option
Graduate - Complete graduate record using regular mail option
HSC Both (Ugrd & Grad) - Health Sciences Center students using regular mail option
Undergraduate - Complete undergraduate record using regular mail option
Undergraduate & Graduate - Both - Complete undergraduate and graduate record using regular mail option

For questions, please call the Registrar’s Office at (631) 632-6175, Option #1