

New Applicant Document Key

First-Year Applicants: Transcripts be identified by the following ways and will vary on which application platform they applied through.

| Common Application | Description |
|--------------------------------------|---|
| Lastname_firstname_10022001_05412_sr | School Report: Courses and grades from 9 th -11 th grade |
| Lastname_firstname_10022001_05412_mr | Mid-year Report: Mid-year grades for 12 th grade |
| Lastname_firstname_10022001_05412_fr | Final Report: Final High School transcript with all grades |

Note: First-year students only. Transcripts can be found at the bottom of each document.

| SUNY Application | Description |
|---|--|
| lastname_firstname_10022001_transcript | Transcript: Courses and grades from 9 th -11 th grade |
| lastname_firstname_10022001_midyeartranscript | Mid-year Transcript: Mid-year grades for 12 th grade |
| lastname_firstname_10022001_finaltranscript | Final Transcript: Final High School transcript with all grades |

Note: First-year students only

| NYeT= NYC Transcripts | Description |
|--|--|
| lastname_firstname_10022001_ny_transcript | Transcript: Courses and grades from 9 th -11 th grade |
| lastname_firstname_10022001_ny_midyeartranscript | Mid-year Transcript: Mid-year grades for 12 th grade |
| lastname_firstname_10022001_ny_finaltranscript | Final Transcript: Final High School transcript with all grades |

Note: First-year students only

| Barcode Scan | Description |
|--|-------------------------|
| U00000000 Lastname, First Name -- HS Transcript | Final Transcript |

Note: Can be found in First-years and Transfers

Other First-Year Documentation

| Common Application | Description |
|--|---|
| Lastname_firstname_10022001_05412_ap | Common Application |
| Lastname_firstname_10022001_05412_cr | Counselor Report: Letter of Recommendation |
| Lastname_firstname_10022001_05412_te | Teacher Evaluation: Letter of Recommendation |
| Lastname_firstname_10022001_05412_or | Optional Report: Any additional information |
| Lastname_firstname_10022001_eopsupplemental1 | EOP Documentation |
| Lastname_firstname_10022001_miscdocuments1 | Miscellaneous Documents |
| Lastname_firstname_10022001_miscdocuments2 | Miscellaneous Documents |
| Lastname_firstname_10022001_application | Application Summary |

Transfer Student Applicants: All documents for transfer students are scanned using barcodes

| | |
|---|-------------------------------|
| U00000000 Lastname, First Name -- HS_Transcript | Final Transcript |
| U00000000 Lastname, First Name – C Transcript | College Transcript(s) |
| U00000000 Lastname, First Name -- Correspondence | Acceptance Letter |
| U00000000 Lastname, First Name – AP Transcript | AP Transcript |
| U00000000 Lastname, First Name – Supp Materials | Supplemental Documents |

Current and Former Student Document Key

Registrar materials potentially found in Academic Records folder is applicable to that student

| | |
|--|--|
| U00000000 Lastname, First Name -- Transcript | Transcript (all) |
| U00000000 Lastname, First Name – Correspondence | Letters of academic warning, dismissal, notifications, acceptance letter |
| U00000000 Lastname, First Name – Petitions | Academic Petitions, Petitions for Graduate Courses, Independent Study Authorization Forms, Internship Contracts |
| U00000000 Lastname, First Name – Petition Another College | Petitions to Take Courses at Another College and course descriptions |
| U00000000 Lastname, First Name – Change of Program | Change of Program forms and associated correspondence |
| U00000000 Lastname, First Name – Transfer Credit Revision | Transfer Credit Revision Forms |