Russell Sage College students can see their approved transfer credits in Self Service - Student Planning. Go to the Academic Menu (left margin) and click on the Transfer Summary link. This report is an overview of a student’s previous completed college credits with course grades of C- or higher (1.70) that are accepted by Sage. Transfer courses are evaluated by the Registrar’s Office and are posted to the student’s record based on their declared major program upon admission to the College.

* See the Transfer Credit Policy information in the Catalog, catalog.sage.edu/transfer-of-credit
* Search the Transferology database for course equivalencies, www.transferology.com

**OFFICIAL TRANSCRIPTS & SCORE REPORTS**

To receive transfer credit, an official final transcript is required from each College or University a student has previously enrolled in. Transcripts may be sent through US mail or email directly to Sage. Send to:

**US Mail**
Office of Admission  
Russell Sage College  
140 New Scotland Avenue  
Albany, NY 12208

**Email**
The transfer college may email electronic transcripts directly to Sage:  
admprocessing@sage.edu

**TRANSCRIPT REQUEST LINKS**

AP score report, apscore.collegeboard.org/score, (Sage code = 2343); *See AP credit & score information in RSC Catalog
ACC, www.sunyacc.edu/transcript
Cayuga Community College, www.cayuga-cc.edu/students/services/registrar/transcript-requests/
CLEP score report, clep.collegeboard.org/earn-college-credit/your-score, (Sage code = 2343)
Clinton Community College: www.clinton.edu/registration/transcript.aspx
CUNY (College Now), http://www2.cuny.edu/about/administration/offices/registrar/transcripts/
Davis College, davisy.nyscc.suny.edu/transfer-requests/
Dutchess Community College, sunydutchess.edu/academics/resources/registrar/transcript-request.html
Finger Lakes Community College, www.flc.edu/offices/registrar/transcripts.cfm
FMCC, www.fmcc.edu/academics/registrars-office/transcript-requests/
Herkimer Community College, www.herkimer.edu/campus-life/services-and-support/registrar/transcripts.shtml
HVCC (CHS), http://www.hvcc.edu/registrar/transcripts.html
IB International Baccalaureate Results: https://candidates.ibo.org/#/
MVCC, mvcc.edu/records-registration/transcripts.php
Onondaga Community College, sunyocc.edu/transcript-request
Orange Community College, www.sunyorange.edu/academic_services/transcripts.shtml
Potsdam (SUNY), potsdam.edu/about/offices/registrar/transcripts
Schenectady County Community College, sunysccc.edu/Academics/Register-for-Classes/Transcripts.html
Syracuse University (SUPA), http://registrar.syr.edu/students/transcripts/
U-Albany (UHS), albany.edu/registrar/students/transcripts
Ulster Community College, www.sunyulster.edu/academics/forms
World Education Services, WES, www.wes.org/evaluations-and-fees/education/transfer-admissions/

**ADDITIONAL NOTES**

▷ Completion of 120 credits (minimum) is required for a bachelor’s degree.
▷ Official Transcripts are sent to and uploaded by the Admission Office.
▷ Courses are evaluated by the Registrar’s Office. Approved credits (TR) are posted in Student Planning
▷ Sage brings in only the credits that will meet a specific degree requirement (including elective credits needed for graduation).
▷ Students starting a new major or career direction may find that not all of their previous college credits are accepted to Sage. Elective credits are general/open credits that help the student achieve 120 total credits required for a bachelor’s degree.
▷ Important: Course grades from other institutions do not transfer; only the credits do. *Note: for OT and PT graduate admission, transfer grades are used in calculating the graduate admission GPAs.

**QUESTIONS**

Contact admission@sage.edu about the status of your transcripts & transfer credits or to find out what is needed.

* Recommended: before contacting Sage Offices with questions about transfer credits, be sure to view your Transfer Summary in your Student Planning account first.

academicadvising@sage.edu