Suffolk
COUNTY COMMUNITY COLLEGE

College Administrative Offices

TRANSCRIPT LETTER

As a condition of employment with Suffolk County Community College official copies of both graduate and undergraduate transcripts must be on file in every Adjunct Faculty's personnel folder before the end of their first semester. Faculty who fail to comply with this policy will be removed from the seniority list and any assignments given for future semesters will be reassigned. Please have your transcripts sent to:

Michele Fitzpatrick
Office for Faculty and Professional Advancement
Suffolk County Community College
533 College Road
Smithtown Science Building, Room 107
Selden, New York 11784

All foreign educational credentials must be translated into English and evaluated by an accredited agency for US equivalency. Applicants must have a course-by-course translation and evaluation into English by the approved agencies of the College. These agencies include:

World Education Services	Tele: 1-212-966-6311	Fax: 1-212-966-6395
Globe Education Group, INC	Tele: 1-212-227-1994	Fax: 1-212-693-1489
Education Credential Evaluators	Tele: 1-414-289-3400 or	eval@ece.org
AACRAO	Tele: 1-202-296-3559	Fax: 1-202-822-3940

If you have any questions, contact Michele Fitzpatrick at 451-4315, or by email at fitzpam@sunysuffolk.edu. The office fax number is 451-4433.