



MGIB Application, Enrollment and Course Registration Process

Application Process

1. Create your free MyExcelsior Account at <http://www.excelsior.edu/> using the purple button, “My Excelsior Login” on the upper right hand corner of the page.
2. Fill out application online at: <http://www.excelsior.edu/admissions> or click on the “Apply or Enroll” button at the top of the main page. There is an application fee when you apply. (If you had a courtesy unofficial review then you can go right to enrollment.) If you apply and pay the fee, you will need to request official civilian and military transcripts from your previous colleges and branch of service. Have your official transcripts provided to: Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records.
 - a. **Veterans** - for more detailed information, can go to: <https://www.excelsior.edu/veterans> to learn about Resources, Apply/Qualify, Enroll/Register and Claim Benefits.
 - b. **Military** - for more detailed information, can go to: <http://www.excelsior.edu/getting-started> and select their branch and status.
 - c. **Family Members** - for more detailed information, can go to: <https://www.excelsior.edu/family-members> to learn about Degree Programs, Apply, Enroll and Register.

VA Qualification Process

3. To apply for a VA certificate of eligibility for first time users of VA benefits go to: <http://www.gibill.va.gov/> to apply online use the [VONAPP](#) process or use VA form 22-1990. On the VA website enter the form number in the search area to locate.
4. If you have previously used your VA benefits, you may need to complete a change of schools VA form 22-1995 on the VA website enter the form number in the search area to locate or use the [VONAPP](#) process.
5. If you did not already indicate that you have MGIB during the admissions process, please complete the letter of intent as directed in #3 and provide to Excelsior College’s financial aid office.

Financial Assistance

6. If you did not already indicate that you have MGIB during the admissions process, please notify financial aid that you will be using MGIB via email (vafa@excelsior.edu) or through the Excelsior College message center.
7. Excelsior College has a payment plan. Visit www.excelsior.edu/paymentplans.

8. You may be able to use the EC payment plan. Visit www.excelsior.edu/paymentplans.
9. You could also apply for a Pell Grant by completing the U.S. Department of Education's [Free Application for Federal Student Aid \(FAFSA\)](#). With it and along with a study plan and course approval, you can work with your Excelsior College financial aid advisor to determine the best options for you. The process may take up to several weeks. Your advisor will keep you apprised of the status of your financial aid application.
10. Excelsior College also offers students the opportunity to apply for, Federal SEOG, Subsidized and Unsubsidized Stafford loans, and Institutional Scholarships. You can review these options and the criteria at www.excelsior.edu/FinancialAid.

Enrollment Process

11. To enroll online go to: www.excelsior.edu/enroll. You may choose the online enrollment option or download the Undergraduate enrollment form (PDF) and follow the instructions on the form. Students are required to pay for enrollment and tuition upfront when using MGIB.

After Enrollment

12. Once you have enrolled a "Welcome Letter" is mailed out.
13. If you have not already done so, you will need to request official civilian and military transcripts from your previous colleges and branch of service. Have your official transcripts provided to: Excelsior College, 7 Columbia Circle, Albany, NY 12203 – Attention: Records Dept.
14. You should receive an official degree evaluation approximately 4 weeks after official transcripts have been received by the college.

Course Registration

15. After you enrolled and received a degree evaluation, you must get course approval from an academic advisor.
16. Once course approval is given, it uploads which allows you to register for course(s).
17. The system should then allow you to register for your course(s) online within your MyExcelsior account through the "Registration" tab. Students can opt to pay in full using a credit card or use a payment plan. Generally, you can expect to receive the MGIB payment from the DVA in 6-8 weeks from this point.
18. After you have registered for courses, the Excelsior College VA office will report your credits to the DVA and you will receive the applicable monthly rate based on the number of credits taken. These rates can be found on the [Rate Tables](#). After the college submits the VA claim, students must verify their attendance using [WAVE](#) online or by calling 1-877-823-2378. The VA does not pay the school. The student provides payment to the college.
19. Next, you should go to www.excelsior.edu then click on *Courses/Complete Undergraduate Course Listing*, and then click on the course(s) your advisor has approved you to take and locate the required books by clicking on *Check Excelsior College Book Store*.

20. Students should order books as soon as they register for courses to allow for time required for shipping.

Exam Certification Changes for Students using VA Benefits

Effective July 1, 2012, there will be a change to the way Excelsior College exams will be certified for VA Benefit purposes. This affects all students using VA Educational benefits for Excelsior College Exams and will be of special interest to students in the Associate of Nursing program.

The following changes do **not** apply to students using the Ch 31/Vocational Rehabilitation Employment Benefit.

This change is mandated by the Department of Veterans Affairs (DVA).

For exams with a scheduled test date of July 1, 2012 and beyond, the term of study reported to the DVA will be the total numbers of days beginning with the date of exam registration, and ending with the date the exam was scheduled and attempted.

Important Note: *The DVA will use the day you register for the exam as the 'start date' of the semester/term and the day you take/schedule the exam as the 'end date' of the semester/ term.*

Will this change in determining rate of pursuit affect students using Chapter 30, MGIB?

The change in using the registration date of an exam as the start date and the scheduling and taking of the exam date as the end date will also affect students using Chapter 30 (MGIB), or any other VA educational benefits, because monthly payment rates payments are based on a student's rate of pursuit.

For example, a student using Chapter 30 will qualify for the half-time monthly rate if he or she tests within 8 weeks of registration for a 3 credit exam. However, the DVA will pay at a lesser monthly rate when a student takes longer to test and will then lose his or her half-time status.

Please contact military admission counselors should you need assistance with the application or enrollment process at 888-647-2388, ext. 1352 or email military@excelsior.edu or veterans@excelsior.edu

Thank you for your military service to
our country.
Your service is truly appreciated.