

Undergraduate Application for International Admission



Thank you for your interest in Excelsior College.

Please follow these instructions carefully as you complete this application.

If you have enrolled at any colleges or universities since your high school graduation, you are required to submit an official credential evaluation from the agency noted below as part of the application process. If you have not attended any colleges or universities, please provide your high school (equivalency) diploma and transcript as part of the application.

Note: High school (equivalency) diploma and transcript are required only if you have not completed any college-level coursework. **Exception:** If you currently live in the state of Georgia your U.S. high school equivalency must be validated by the agency noted below even if you have completed college level course work.

International Transcripts and Credentials

In order for Excelsior College to consider credentials from outside of the United States, you must submit an application to the agency below to have your foreign credentials evaluated.

- **Educational Credentials Evaluators, Inc. (ECE):**
Order a Subject Analysis Report by visiting www.ece.org/excelsior or calling **414-289-3400**

U.S. Institution Transcripts

If you have completed coursework with U.S.-based institutions, you must also have official transcript(s) submitted directly to Excelsior from those sources as well. **Note:** With your permission, Excelsior College can request transcripts on your behalf from **accredited, credit-bearing U.S. institutions**. Please contact us for a Transcript Release Authorization Form. When you return this form, completed and signed, we will proceed with our request process on your behalf. Some institutions will not accept third-party requests; if Excelsior College is not able to request your accredited transcripts, you will be notified accordingly. If you opt out of our Transcript Request service, it is **your responsibility** to request all official accredited transcripts in addition to any other official college transcripts/documents that you will be submitting for review.

Official transcripts/documents are those that a college, testing agency, or education office submits directly to Excelsior College.

Excelsior College
Office of Registration and Records
7 Columbia Circle
Albany, NY 12203-5159

Note: The issuance date on transcripts must be within three weeks or less, and transcripts must include two forms of ID (e.g., SS# and current address, current address and date of birth, last four numbers of your SS# and date of birth).

Excelsior College reserves the right to verify all transcripts/documents received to ensure authenticity. Submission of fraudulent documents will result in academic dismissal from the College.

English Language Proficiency Requirement

International candidates from non-English speaking countries must show evidence of sufficient English language proficiency through one of the following options:

1. Submission of TOEFL (Test of English as a Foreign Language) with a minimum score of 525 on the paper-based test or 69 on the Internet-based test; MELAB (Michigan English Language Assessment Battery) with a minimum score of 75, or IELTS (International English Language Testing System) with a minimum overall band score of 5.5. **NOTE:** Test must have been taken within the last two years of applying to Excelsior College.
2. Successful completion of Excelsior College's ENGx111: English Composition examination or ENGx110: College Writing examination.
3. Submission of evidence of the successful completion of at least nine credit hours of academic work in courses delivered in English at an institution of higher education in the United States.

Application Fee

Please include your \$100 USD non-refundable application fee with this application. Make your check or money order payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete the credit card information on the last page of the application.

Contact Information

International students should send all of their questions and correspondence to: **international@excelsior.edu**

- Note:**
1. Please add '**international@excelsior.edu**' to your email address book to ensure SPAM filters do not block our messages to you.
 2. Federal financial aid is only available to residents of the U.S.

Carefully tear this page along the perforation and keep for reference.

Undergraduate Application for International Admission

International Nurses: School of Nursing Candidates

In addition to official transcripts, nursing candidates must demonstrate that they have an equivalent U.S. Registered Nurse (RN) license. To be eligible for admission, the applicant must be a graduate from an approved school of nursing in their country of education and hold a current, unencumbered nursing license (if licensed in multiple jurisdictions and/or countries, all licenses must be unencumbered). All nursing school transcripts and all licenses will be validated by primary source verification.

International candidates must apply to the Commission on Graduate of Foreign Nursing Schools (CGFNS) New York Credential Verification Service (NYCVS) and the New York State Education Department (NYSED) to have their foreign nursing education evaluated and approved by the aforementioned organizations. For more information, visit www.cgfns.org/sections/programs/cvs/.

Since the NYSED only issues an official NCLEX eligibility document to applicants directly, and will not send the document to Excelsior College, international applicants must forward the **unopened** official NCLEX eligibility document to Excelsior College. When international applicants receive the official NYSED document in its sealed envelope, they must insert the **unopened** envelope into an outer envelope and forward it to Excelsior College. International applicants should also write their full name, permanent address, and date of birth on the outer envelope.

For the evaluation of credentials from outside the United States, all applicants must use one of the approved agencies noted previously. CGFNS New York Credential Verification Service (NYCVS) and the International Consultants of Delaware (ICD) Course by Course Services are offering

Excelsior College applicants a discount when using their combined services. This bundle service package represents significant savings with a discount being applied to the ICD Course by Course Service. This one-stop service helps applicants **reduce expenses and save time** in completing all the required procedures necessary for admission. Applicants who choose to apply for NYCVS and the ICD Course by Course service separately, will pay the full price. Applicants who wish to take advantage of this bundle service package must visit

<https://www.cgfns.org/cepassweb/contactUs.do>

and submit their questions to Ms. Janette McCoy at CGFNS. After connecting to the Web page, please follow the instructions below to submit your questions.

- Ignore the error or warning texts in red
- For the “Who are you?” question, please select “Other” from the drop-down list
- Answer the questions by providing your first name, last name, and email address
- Select “Credential Verification Service for New York State” radio button under “Service”
- Select the last option “NY/Excelsior” from the drop-down list under “Subject”
- Type in your questions or comments, then click “Submit Form” button. Your email will be directed to Ms. Janette McCoy’s attention at CGFNS.

All official documents must be in sealed envelopes from the original source. In the event that Excelsior College receives an opened document, it will be considered unofficial and will not be considered for eligibility or evaluation; the opened document will be returned to the applicant. In this case, it becomes the applicant’s responsibility to contact NYSED or ICD and request another official copy to be forwarded, unopened to Excelsior College by the applicant.



For Office Use	
Special Population	_____

Third Party	_____

Undergraduate Application for International Admission

Please print or type all information requested and review responses for accuracy.

Current Legal Name

_____	_____	_____
Last Name	First Name	Middle Initial
Birth/Maiden Name (if different from current last name)		Other name(s) by which you may have been identified in relevant academic records

Permanent Address

Number and Street (include Rd., St., Ave., etc., as well as Apt. or Suite number if applicable)

City _____ Country _____

Phone Numbers with Country Code and Area Code (please indicate "D" for day or "E" for evening):

Home (Day or Evening) _____ Mobile (Day or Evening) _____

Email Address _____

Do you wish to receive Excelsior College updates via email broadcasts?

Yes, I would like to subscribe to this service. No, I do not wish to subscribe at this time.

Do you wish to receive electronic document delivery of your academic evaluation summary (My Academic Plan) via email?

By answering "yes" to this service, you will receive an email notification that your My Academic Plan (MAP) can be viewed at the Excelsior College website when the College evaluates your transcripts. The MAP is a document outlining all credits accepted as well as credits that you still need to earn.

Yes, I would like to subscribe to this service No, I do not wish to subscribe at this time

Date of Birth Gender (M = male, F = female)

MM DD YYYY

Do you have a high school/high school equivalency diploma? Yes No

Note: Applicants residing in the state of Georgia who earned the equivalent of a U.S. high school education outside the United States must have their high school education verified by requesting a Subject Analysis report from Educational Credentials Evaluators Inc. (ECE). You can apply online at www.ece.org/excelsior or request an application by calling 414-289-3400.

Have you previously earned a college degree? Yes No

If yes, please list **all** previously earned degree(s).

Type of degree earned	Date degree earned	Name of institution granting degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Enter the code number which represents your estimate of the total number of college credits you have earned through college courses.

- 1 No credit/courses 2 1–30 credits 3 31–60 credits 4 61–90 credits
- 5 91–126 credits 6 Over 126 credits 7 Don't know

Please select the one response which best reflects your citizenship status.

U.S. citizen U.S. permanent resident Foreign national

Country of Citizenship _____ **Country of Birth** _____

Check if your native language is NOT English

Have you ever been enrolled in any program at Excelsior College (formerly Regents College)?

Yes No If yes, when? _____

Note: If you were enrolled within the last 5 years you may not need to apply. As the application fee is non-refundable, please contact us at **888-647-2388 ext. 2** before you submit this application if you are unsure when you were last enrolled or to see if you need to apply.

Enter the code number which represents your estimate of how soon you plan to begin your degree program.

1 I want to enroll immediately **2** Within 3 months **3** Within 6 months **4** Within 1 year

Enter the code number which represents your estimate of when you expect to complete your degree program.

1 Within 1 year or less **2** Within 2 years or less **3** Within 2 years or more **4** Not sure

How did you hear about us?

- Brochure distribution (where?): _____
- Postcard/letter
- Print advertisement (Please specify): _____
- Online advertisement (Please specify): _____
- Email
- Excelsior College website
- Internet search
- Transit (e.g., billboard, bus)
- Outreach/Trade Show
- College counselor (home university)
- Referral (e.g., friend, family)
- Other (Please specify): _____

Have you taken any English proficiency examinations?

IELTS Yes No Score _____ Date Taken _____

MELAB Yes No Score _____ Date Taken _____

TOEFL Yes No Score _____ Date Taken _____

Others: _____

If you have taken any of the above English proficiency exams, please submit an official score report to the Office of Registration and Records at Excelsior College.

Signature and Date (signature and date required)

I certify that the above statements are true and correct. I understand that false information or documents may result in dismissal from the College; and that it is my responsibility to submit a complete admissions package. I agree that if accepted for enrollment in the College, I will comply with and be bound by all requirements and policies of the College, as set forth in this application for admission, the *Student Policy Handbook*, and the catalog pertaining to the program in which I am seeking to enroll.

Signature: _____ Date: _____

Degree Selection Information

Enter an "X" in the box next to the program into which you would like to be admitted. **Select only one program.**

NURSING

- BRN** BS Completion Program (RNs only)
- MRN** RN to MS in nursing (with specialization)* Enter an "X" in the box next to **one specialization you are selecting.**
- NLA** Nursing Leadership and Administration of Health Care Systems
- NED** Nursing Education
- INF** Nursing Informatics

*If you have earned a bachelor's degree from a regionally accredited institution and hold a current U.S. RN license, you may be interested in pursuing our Master of Science in nursing degree. If so, call an admissions counselor before completing this application.

BUSINESS

- AAB** Associate in Applied Science in Administrative/Management Studies
- ASB** Associate in Science (Business)
- BPB** Bachelor of Professional Studies – Business and Management
- BSB** Bachelor of Science in Business (with concentration) Enter an "X" in the box next to the **one concentration you are selecting.**
 - ACCTG** General Accounting
 - FIN** Finance
 - GENBU** General Business
 - GLOBL** Global Business
 - MHR** Management of Human Resources
 - MIS** Management Information Systems
 - MARK** Marketing
 - OPMNG** Operations Management
- MSB** Bachelor of Science in Business (with concentration)/Master of Business Administration Dual Degree Track Enter an "X" in the box next to the **one concentration you are selecting.**
 - ACCTG** General Accounting
 - FIN** Finance
 - GENBU** General Business
 - GLOBL** Global Business
 - MHR** Management of Human Resources
 - MIS** Management Information Systems
 - MARK** Marketing
 - OPMNG** Operations Management

HEALTH SCIENCES

- BHS** Bachelor of Science in Health Sciences (with emphasis) Enter an "X" in the box next to the **one emphasis you are selecting.**
 - EOL** End of Life
 - GER** Gerontology
 - HAW** Health and Wellness
 - HED** Health Education
 - MGT** Management
 - PBH** Public Health
- BHC** Bachelor of Science in Health Care Management
- MHA** Bachelor of Science in Health Care Management/Master of Business Administration Dual Degree Track

LIBERAL ARTS

- AS** Associate in Science with Concentration in Human Services
- AS** Associate in Science in Liberal Arts
- AA** Associate in Arts in Liberal Arts
- BSL** Bachelor of Science in Liberal Arts
- BS** Bachelor of Science in History
- BS** Bachelor of Science in Natural Sciences (**no concentration**)
- BS** Bachelor of Science in Natural Sciences (**concentration in Biology**)
- BS** Bachelor of Science in Psychology
- BS** Bachelor of Science in Social Sciences (**no concentration**)
- BS** Bachelor of Science in Social Sciences (**concentration in Environmental Studies**)
- BS** Bachelor of Science in Social Sciences (**concentration in Human Services**)
- BS** Bachelor of Science in Social Sciences (**concentration in International Relations**)
- BAL** Bachelor of Arts in Liberal Arts
- BA** Bachelor of Arts in History
- BA** Bachelor of Arts in Humanities (**no concentration**)
- BA** Bachelor of Arts in Humanities (**concentration in Communication Studies**)
- BA** Bachelor of Arts in Humanities (**concentration in Cultural Studies**)
- BA** Bachelor of Arts in Humanities (**concentration in Fine Arts**)
- BA** Bachelor of Arts in Humanities (**concentration in Literature**)
- BA** Bachelor of Arts in Psychology

PUBLIC SERVICE

- BS** Bachelor of Science in Criminal Justice (**concentration in Administration of Criminal Justice**)
- BS** Bachelor of Science in Criminal Justice (**concentration in Homeland Security**)
- BS** Bachelor of Science in Criminal Justice (**concentration in Investigative Forensics**)
- BS** Bachelor of Science in Criminal Justice (**concentration in Law Enforcement and Public Safety**)
- BS** Bachelor of Science in Military Studies

TECHNOLOGY

- AAT** Associate in Applied Science in Technical Studies (with area of focus) Enter an "X" in the box next to the **one technologies area you are selecting. Military students should select the area of focus which corresponds to their MOS/Rating.**
 - Computer Technologies
 - Electromechanical Technologies
 - Electronic/Instrumentation Technologies
 - Nuclear Technologies
 - Power Plant Technologies
 - Where my credits fit best
- AST** Associate in Science in Technology (with area of focus) Enter an "X" in the box next to the **one technologies area you are selecting.**
 - Computer Technologies
 - Electromechanical Technologies
 - Electronic/Instrumentation Technologies
 - Nuclear Technologies

TECHNOLOGY AST Degrees (continued)

- Power Plant Technologies
- Where my credits fit best
- BCO** Bachelor of Science in Cyber Operations
- BPT** Bachelor of Professional Studies – Technology Management (with area of focus) Enter an "X" in the box next to the **one area of focus you are selecting.**
 - ELECT** Electrical Technology
 - IT** Information Technology
 - NUC** Nuclear Technology
 - RE** Renewable Energy Technology
- BEL** Bachelor of Science in Electrical Engineering Technology (with concentration) (**ABET accredited**). Enter an "X" in the box next to the **one area of focus you are selecting.**
 - ELEC** Electronics
 - NANO** Nanotechnology
 - POWER** Power Systems
- BIX** Bachelor of Science in Information Technology (with concentration) Enter an "X" in the box next to the **one concentration you are selecting.**
 - CYS** Cybersecurity Technology
 - GEN** General
 - INF** Information Security
 - NET** Network Management
- BNX** Bachelor of Science in Nuclear Engineering Technology (**ABET accredited**)
- MNT** Bachelor of Science in Nuclear Engineering Technology/Master of Business Administration (with concentration) Dual Degree Track
Enter an "X" in the box next to the **one concentration you are selecting.**
 - General (no concentration)
 - Cybersecurity Management
 - Health Care Management
 - Human Resource Management
 - Human Performance Technology
 - Leadership
 - Social Media Management
 - Technology Management
- MIC** Bachelor of Science in Information Technology (with concentration)/Master of Science in Cybersecurity Dual Degree Track
Enter an "X" in the box next to the **one concentration you are selecting.**
 - General
 - Cybersecurity Technology
 - Information Security
 - Network Management
- MBI** Bachelor of Science in Information Technology (with concentration)/Master of Business Administration Dual Degree Track. Enter an "X" in the box next to the **one concentration you are selecting.**
 - General
 - Cybersecurity Technology
 - Information Security
 - Network Management
- BST** Bachelor of Science in Technology (with area of focus) Enter an "X" in the box next to the **one technologies area you are selecting.**
 - Computer Technologies
 - Electromechanical Technologies
 - Electronic/Instrumentation Technologies
 - Nuclear Technologies
 - Power Plant Technologies
 - Where my credits fit best

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Mailing/Payment Instructions

Please include your \$100 non-refundable application fee with this application. Make your check or money order payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below. Please do not send cash.

check enclosed money order enclosed

Credit Card Authorization

I authorize Excelsior College to charge _____ (or the current fee at the time this form is received by Excelsior College) to my:

MasterCard Visa Discover American Express

Credit Card Account Number _____ Expiration Date _____

Name of Cardholder (print) _____

Signature _____

Mail or FAX * your completed application and payment to:

Excelsior College Bursar's Office
7 Columbia Circle
Albany, NY 12203-5159

FAX: 518-464-8700

*Official documentation must be mailed and will not be accepted by FAX.



7 Columbia Circle • Albany, New York 12203-5159
518-464-8500 • Toll Free: 888-647-2388 • TDD 518-464-8501
www.excelsior.edu

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Excelsior College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.