EXCELSIOR COLLEGE®

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

# Thank you for your interest in Excelsior College.

Your first step toward your graduate degree is to complete this application. Please read it carefully and fill out each section completely. Admission to any graduate program requires a bachelor's degree from a regionally accredited college or university or the foreign equivalent. If you have any questions as you are completing this application, please call the Admissions Office at 888-647-2388, ext. 2 (or 518-464-8500 if calling from outside the U.S. or Canada).

### Required Documents

You are required to submit **official** transcripts as part of the application process. Please note we do not accept electronic transcripts at this time. Official transcripts/documents are those that a college, testing agency, or education office submits directly to Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203-5159. Official transcripts must include: the institution's official seal; registrar's signature (this is usually a stamp); and two forms of identification (e.g. social security number and current address, or current address and date of birth). **Note: The issuance date of the transcript must be within three weeks or less.** Do not submit unofficial copies as they cannot be used to evaluate prior credits..

### Important Student Publications Available Online

**The Excelsior College *Student Policy Handbook* is your resource for understanding the general academic and administrative policies that are important to your academic success.** The handbook contains a wide range of information including important federal policies such as your right to privacy, policies governing student conduct, grading policies, and other helpful information. Access the handbook directly at www.excelsior.edu/studentpolicyhandbook.

**Policies and procedures that only apply to a specific degree or certificate program are described in the appropriate school catalog.** Store your *Student Policy Handbook* with your other important academic papers and your program catalog for easy reference.

You can access most of our publications, including school catalogs, the *Student Policy Handbook*, and other information including fees, payment options and plans, and financial aid information at our website. Visit www.excelsior.edu/publications to access our most frequently downloaded publications. Enroll online at www.excelsior.edu/enroll.

### Apply for Financial Aid

Excelsior College offers federal financial aid and institutional scholarships to eligible students. To begin the financial aid process, you must complete the FAFSA (Free Application for Federal Student Aid). For more information on available financial aid options, visit www.excelsior.edu/financialaid. The Excelsior College FAFSA code is 014251.

### Military Candidates

Candidates who have served or are currently serving in a branch of the U.S. Military must submit the following documentation:

- **Navy and Marine Corps:** (JST) Joint Services Transcript
- **Air Force:** Community College of the Air Force (CCAF) Transcript
- **Army (Active/Guard/Reserve):** Joint Services Transcript (JST) or Form DD214 Report of Separation (only if enlisted and separated prior to October 1981)
- **Coast Guard:** Coast Guard Institute Transcript
- **Service members with DLI Training:** DLI Transcript and DLPT Score Report

### International Candidates

International candidates from non-English speaking countries must show evidence of sufficient English language proficiency through **ONE** of the following three 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;

***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.***

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 or the UExcel® ENGx110 College Writing examination.
3. Submission of evidence of the successful completion of at least 9 credit hours of academic work in courses delivered in English at an institution of higher education in the United States.

### International Transcripts

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.

**Note to graduate degree applicants:**
Admission to any graduate program requires a bachelor's degree from a regionally accredited college or university or the foreign equivalent.

### School of Business & Technology Candidates

**Master of Business Administration**
**Master of Science in Cybersecurity**
**Master of Science in Management**

Please direct any questions you may have as you complete this application to the Admissions Office at 888-647-2388, ext 2, or email GradAdmissions@excelsior.edu.

### School of Health Sciences

**Master of Science in Health Sciences**

If you are pursuing the Health Professions Education specialization, you are required to submit an official transcript from a regionally accredited college or university or the foreign equivalent confirming completion of an allied health program. If this program was not completed at the bachelor's level then you also need to submit an official transcript that confirms completion of your bachelor's degree from a regionally accredited college or university or the foreign equivalent. In addition, you must provide photocopied documentation that you are eligible to practice in an allied health profession in your state of residence. (This may include a license or certification.) Please direct any questions you may have as you complete this application to the Admissions Office at 888-647-2388, ext. 2.

### School of Liberal Arts Candidates

**Master of Arts in Liberal Studies**

**You are *required* to submit an essay with this application.** Refer to the essay guidelines on page iv of this application. If you have any questions as you complete this application, please call the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions@excelsior.edu.

### School of Nursing Candidates

**Master of Science in Nursing**

You are required to provide evidence of your active RN license (photocopy of license or letter from your state board of nursing). If you have any questions as you complete this application, please contact the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions @excelsior.edu.

**International students must demonstrate that they have an equivalent U.S. Registered Nurse (RN) licensure** (see International Nurses School of Nursing Candidates, page iii).

### School of Public Service Candidates

**Master of Science in Criminal Justice or**
**Master of Public Administration**

**You are *required* to submit an essay with this application.** Refer to the essay guidelines on page iv of this application. If you have any questions as you complete this application, please call the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions @excelsior.edu.

## School of Nursing, *International Nurses Only*

In addition to official transcripts, nursing candidates must demonstrate that they have an equivalent U.S. Registered Nurse (RN) licensure. 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

http://www.cgfns.org/sections/programs/cvs/

Since 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. If applicants choose to apply for NYCVS and the Course by Course Service separately, they will pay the full price. Applicants who wish to take advantage of this bundle service package must visit

https://www.cgfns.org/cerpassweb/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 dropdown 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 dropdown 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.

## School of Liberal Arts

### *Master of Arts in Liberal Studies Candidates Only*

### Guidelines for the Admissions Essay

The admissions essay is your opportunity to explain your interest in earning a Master of Arts in Liberal Studies from Excelsior College. This essay is the primary means by which we will assess your preparedness for the program. Because good writing skills will be very important to your success in this program, we will use your essay to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.

In a direct, concise essay of 800–1200 words, your personal essay should address how the MALS program can help you achieve your personal, professional, and academic goals; your preparedness for graduate-level study; your experience and/or aptitude for completing academic work at a distance; and any special abilities, qualities, or life experiences you will bring to the program.

There are two options for students wanting to complete the MALS degree: the Capstone option and the Thesis option. For the Capstone option, students take an 8-week Capstone course designed to allow students to showcase their skills in performing interdisciplinary study of a topic presented in the course, ending with a culminating project. Students choosing the Capstone option should note that in their essay and also discuss why interdisciplinary studies is important to their goals. Alternatively, students may choose the Thesis option in which the program concludes with the 15-week Thesis course and submission of the Master's Thesis. Students specifically interested in the Thesis option should note that in their essay and also explore an area of focus that they wish to examine throughout the program and for their thesis.

**NOTE:** Because good writing skills will be very important for your success, the essay will be used to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.

## School of Public Service

### *Master of Science in Criminal Justice and Master of Public Administration candidates only*

### Guidelines for the Admissions Essay

In the pursuit of graduate education, a student's ability to communicate effectively in writing is an absolute necessity. A candidate for admission to the Master of Science in Criminal Justice/Master of Public Administration program is required to submit a personal statement essay with their application. This essay is designed to provide the candidate with an opportunity to explain to the admissions committee why he or she is interested in pursuing the MSCJ/MPA and serves as a sample of the candidate's writing ability. The essay should be creative, organized and original. The use of correct grammar, punctuation, spelling and syntax are essential.

In a 1200–1500 word, double-spaced essay, convey how graduate study enhances your career goals. Also discuss related qualifications including academic preparedness, professional experience, and/or community activities, and any other significant accomplishments. Please indicate any previous experience with online education.

Upon completion of the applicant's admissions file, the MSCJ/MPA Admissions Committee will review all applications and may grant or deny admission to the program. Cohorts begin throughout the year. Applications will be considered on a rolling basis.

**NOTE:** Because good writing skills will be very important for your success, the essay will be used to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.

EXCELSIOR COLLEGE®

# Graduate Degree Application for Admission

**For Office Use**
Special Population
CAP-ARC
Third Party

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

**Social Security Number (USA)** ☐☐☐ ☐☐ ☐☐☐☐
(Federal student financial aid applicants are required to provide their Social Security number).

**Current Legal Name**

Last (Family) Name | First (Given) 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 | Apt. or Suite Number

City | State | Zip Code | Country (if not USA)

**Mailing Address (if different from permanent address)**

Number and Street | Apt. or Suite Number

City | State | Zip Code | Country (if not USA)

**Phone Numbers (please indicate "D" for day or "E" for evening)**

Area Code (  ) (D/E) Home Phone | Area Code (  ) (D/E) Business Phone | Business Extension

Email Address

**Date of Birth** ☐☐ ☐☐ ☐☐☐☐ (Month Day Year) **Gender (M = male; F = female)** ☐

**Have you ever been enrolled in any program at Excelsior College?** Yes ☐ No ☐

**Enter the code number that represents your estimate of the total number of GRADUATE LEVEL credits you have previously earned through college courses, proficiency tests, military courses, and so forth.** ☐

**1** No credit/courses **2** 1–6 credits **3** 7–15 credits
**4** 16–30 credits **5** over 30 credits

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

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

**Is English your native language?** Yes ☐ No ☐

**If you are currently serving in the Unites States Armed Services, please enter the code number of the Branch:** ☐☐

**10** Army – Regular **30** Marines – Regular **50** Coast Guard – Regular
**15** Army – Reserves **35** Marines – Reserves **55** Coast Guard – Reserves
**20** Navy – Regular **40** Air Force – Regular **60** National Guard – Army
**25** Navy – Reserves **45** Air Force – Reserves **65** National Guard – Air

**Zip code of military base** ☐☐☐☐☐ – ☐☐☐☐

**MOS, NER, CGR, etc.** ☐☐☐☐☐ **Pay Grade** ☐☐☐

**Other military status:** ☐ Military veteran ☐ Military family member with DoD card
☐ Dept. of Defense civilian employee

Military ID number: _____

## PROGRAM INFORMATION Enter an "X" in the box next to the program in which you are enrolling. **Select only one program.**

**SCHOOL OF BUSINESS & TECHNOLOGY**

- ☐ Master of Business Administration **(without concentration)**
- ☐ Master of Business Administration **(with concentration) see #1 below**
- ☐ Master of Science in Cybersecurity
- ☐ Master of Science in Management

**SCHOOL OF HEALTH SCIENCES**

- ☐ Master of Science in Health Sciences **(no specialization)**
- ☐ Master of Science in Health Sciences **(with specialization) see #2 below**

**SCHOOL OF LIBERAL ARTS**

- ☐ Master of Arts in Liberal Studies (**Capstone Option**)
- ☐ Master of Arts in Liberal Studies (**Thesis Option**)

**SCHOOL OF NURSING**

- ☐ Master of Science in nursing **(with specialization) see #3 below**

**SCHOOL OF PUBLIC SERVICE**

- ☐ Master of Science in Criminal Justice **(with concentration) see #4 below**
- ☐ Master of Public Administration

## ADDITIONAL PROGRAM INFORMATION (if required)

**SCHOOL OF BUSINESS & TECHNOLOGY**

**1.** If you selected **Master of Business Administration**, select one of the following concentrations and enter its code in the box at right. ☐

**CYS** Cybersecurity Management **HR** Human Resource Management **LDR** Leadership **TM** Technology Management
**HCM** Health Care Management **HPT** Human Performance Technology **SMM** Social Media Management

**SCHOOL OF HEALTH SCIENCES**

**2.** If you selected **Master of Science in Health Sciences**, enter the specialization code in the box to the right. ☐

**HPE** Health Professions Education **PH** Public Health **HI** Health Care Informatics

**SCHOOL OF NURSING**

**3.** If you selected **Master of Science in nursing**, select one of the following specialty areas and enter its code in the box at right. ☐

**NLA** Nursing Leadership and Administration of Health Care Systems **NED** Nursing Education **INF** Nursing Informatics

**SCHOOL OF PUBLIC SERVICE**

**4.** If you selected **Master of Science in Criminal Justice,** enter the concentration code **HS** in the box at the right. ☐

**HS** Homeland Security and Emergency Management

## DOCUMENTS SUBMITTED FOR CONSIDERATION OF ADMISSION

We must receive an official transcript confirming completion of your bachelor's degree (earned from a regionally accredited college or university or the foreign equivalent) as well as official transcripts for graduate coursework and/or degrees, if applicable.

List all institutions that will be submitting **official transcripts** on your behalf. You must submit the transcript of your bachelor's degree (earned from a regionally accredited college or university or the foreign equivalent) and any transcripts from institutions where you previously completed graduate-level course work. Please note that we do not accept electronic transcripts at this time. Do not submit unofficial copies as they cannot be used to evaluate your prior credits. We will process your application once all official transcripts listed have been received.

Official transcripts are those that a college, testing agency, or education office submits directly to:

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

**NOTE: The issuance date of the transcript must be within three weeks or less and must have two forms of ID on the transcript (e.g. social security number and current address, current address and date of birth, last four numbers of your social security number and date of birth).**

**Official transcripts must be submitted at the request of the student.** Excelsior College does not request transcripts on the student's behalf. 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.

**Degree transcripts submitted for consideration:**

| Degree Earned | Institution | State | Major | Minor | Dates of Attendance |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Previously completed graduate-level courses submitted for consideration:**

(Include syllabus and/or catalog description for any course for which content cannot clearly be determined by the title. *For* **School of Nursing** *candidates, the course syllabus is* **required**.)

| Prefix | Title | Term/Year Taken | Institution | Grade |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## ELECTRONIC DELIVERY OF ACADEMIC EVALUATIONS

When the College evaluates the credits you have earned, you will receive your My Academic Plan, the document that explains how credits earned will apply toward your academic program and which credits you still need to earn. You can view these documents at the Excelsior College website conveniently and without delay. Please make certain that you complete your email address on page 1 of this Graduate Degree Application for Admission.

☐ If you do not wish to receive electronic delivery of your academic evaluation, check this box to receive these documents in printed form.

## EMPLOYER INFORMATION

Employer Name: _____

Job Title: _____

_____

Number and Street | Apt. or Suite Number

_____

City | State | Zip Code | Country (if not USA)

## ACTIVE DUTY/GUARD/RESERVE MILITARY AUTHORIZATION

As a student enrolling in Excelsior College, I agree to respond promptly to information requested by either my ESO/Education Counselor or Excelsior College regarding my studies, to notify my ESO/Education Counselor and Excelsior College of any change in name, address, or Social Security number, and to meet all of my financial obligations to Excelsior College. Since my ESO/Education Counselor will assist me in planning a course of study, I have authorized my ESO/Education Counselor to submit official documents on my behalf. I also authorize Excelsior College to release to my ESO/Education Counselor pertinent information regarding my status in Excelsior College, including copies of My Academic Plan and other information related to my studies and status in the program.

Signature: _____ Date: _____

Education Center Address: _____

## 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 application 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 Graduate Degree Application for Admission, the *Student Policy Handbook*, and the catalog pertaining to the program in which I am seeking to enroll. I have also read and understand the application fee refund policy included in the *Graduate Fee Schedule*. My signature below indicates I have read the Required State Disclosure Notifications presented on the Excelsior College website (www.excelsior.edu/about/transparency#requirements).**

Signature: _____ Date: _____

**Mail or Fax your completed application and payment to:**

Excelsior College
Bursar's Office
7 Columbia Circle
Albany, New York 12203-5159
FAX: 518-464-8700

## CHECKLIST OF APPLICATION MATERIALS

☐ My bachelor's degree was obtained through Regents College/Excelsior College.
I do not need to submit an official transcript for my undergraduate degree.

☐ My bachelor's degree transcript has been requested or I have checked the box on page 3 of this application to grant Excelsior College permission to request it on my behalf.
Enter college name: _____

☐ Official transcripts of graduate coursework and/or degrees, if applicable

☐ Essay required for the following (must accompany your application):
**MA in liberal studies candidates**
**MS in criminal justice candidates**
**Master of Public Administration candidates**

☐ **MS in health sciences candidates for the health professions education specialization only:** A photocopy of documentation that you are eligible to practice in an allied health profession in your state of residence and an official transcript confirming completion of an allied health program.

☐ **MS in nursing candidates only:** Photocopy of RN license or a letter from your state board of nursing confirming your active registration.

## DEMOGRAPHIC INFORMATION

**Please answer both questions (a) and (b) below.**

(a) **Are you Hispanic or Latino/Latina?** Yes ☐ No ☐

(b) **Please select the racial/ethnic group(s) you identify with regardless of your answer to the above question (you may select more than one):**

☐ American Indian or Alaska Native ☐ Black or African American ☐ White
☐ Asian ☐ Native Hawaiian or Other Pacific Islander

**Please check the appropriate box(es) for any degree(s) you have already earned.** Associate ☐ Bachelor's ☐ Master's ☐

**Parental Education Level:**
Please mark the highest level of education received by your parents.

| | Mother | Father |
|---|---|---|
| Did not finish high school | ☐ | ☐ |
| Graduated from high school | ☐ | ☐ |
| Attended some college but did not graduate | ☐ | ☐ |
| Completed an associate degree (AA, AS, AAS, etc.) | ☐ | ☐ |
| Completed a bachelor's degree (BA, BS, etc.) | ☐ | ☐ |
| Completed a master's degree (MA, MS, MBA, etc.) | ☐ | ☐ |
| Completed a doctorate degree (PhD, JD, MD, etc.) | ☐ | ☐ |
| Do not know | ☐ | ☐ |

**Household Income:** In which of the following ranges does your annual household income fall?

Less than $24,999 ☐
$25,000 to $34,999 ☐
$35,000 to $44,999 ☐
$45,000 to $54,999 ☐
$55,000 to $69,999 ☐
$70,000 to $84,999 ☐
$85,000 to $99,999 ☐
$100,000 to $119,999 ☐
Over $120,000 ☐

Name: _____ Social Security #: _____

## PAYMENT

When you submit this Graduate Degree Application for Admission, be sure to include payment of the current application fee (refer to the enclosed fee schedule). If you are unsure of the current fee, please contact us toll free at 888-647-2388 (ext. 22). **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. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

☐ **Payment in full is attached for the Excelsior College Graduate Degree Application for Admission Fee** (check, money order, or completed charge card authorization).

**Credit Card Authorization:**
I authorize Excelsior College to charge _____ (or the current fee — refer to the enclosed fee schedule — at the time this form is received by Excelsior College) to my:

☐ **MasterCard** ☐ **Visa** ☐ **American Express** ☐ **Discover**

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

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www.excelsior.edu

7 Columbia Circle, Albany, New York 12203-5159

Phone: | toll free 888-647-2388 or 518-464-8500

TDD: | 518-464-8501

Fax: | 518-464-8777

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request.

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.

enroll15-025; 3/2015

EX 0514, EX 0534, EX 0551