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 degree is to complete this application. Please read it carefully and fill out each section completely. If you have any questions as you are completing this application, please call the Admissions Office at 888-647-2388, ext. 22 (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. 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 student 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 three weeks or less.** Do not submit unofficial copies as they cannot be used to evaluate your 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):** (JST) Joint Services Transcript 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

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.

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) or IELTS (International English Language Testing System) taken within the last two years.
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 nine 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.

School of Business & Technology Candidates

Master of Business Administration

Please direct any questions you may have as you complete this application to the Admissions Office at 888-647-2388, ext 22.

Master of Science in Cybersecurity

Please direct any questions you may have as you complete this application to the School of Business and Technology at 888-647-2388, ext 1341.

School of Health Sciences

Master of Science in Health Sciences

If you are pursuing the Health Education Profession specialization, you are required to submit an official transcript 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. 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. 22.

School of Liberal Arts Candidates

Master of Arts Degree 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. 22, or email GradAdmissions@excelsior.edu.

Master of Science Degree in Criminal Justice

You are *required* to submit an essay with this application. Refer to the essay guidelines on page v of this application. If you have any questions as you complete this application, please call the Admissions Office at 888-647-2388, ext. 22, 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 School of Nursing, Graduate Program, at 888-674-2388, ext. 1317.

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 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 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.

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 Degree 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 degree in Liberal Studies from Excelsior College. The essay is the primary means by which your preparedness for the program will be assessed. In a direct and concise essay of 800–1200 words (or about 150–250 words per question) respond to the following five questions:

1. How can you achieve your personal, vocational, and/or educational goals within the structure of the Master of Arts degree in Liberal Studies program?

   (Consider: How will this degree advance your personal, vocational, and educational interests? Why do you want to earn this particular graduate degree? Explain your understanding of the structure of the program. Is the anticipated average time for completing the program [2–3 years] appropriate for your goals?)

2. What is your preparedness for, and understanding of, graduate-level study in the arts and sciences?

   (Consider: What appeals to you about interdisciplinary study? What appeals to you about graduate-level study? How has your undergraduate education prepared you for this program? What arts and science disciplines interest you, and why? What are the connections between the arts and sciences and your vocation? What intellectual interests have you pursued outside of formal schooling?)

3. Do you have an area of focus — a topic, problem, historical period, question, or the like — that you wish to explore while in the program?

   (If you have an area of focus in mind, please give details. Have you already taken courses, studied independently, or have learning acquired non-traditionally, within this area? If not, what courses or independent study do you need to take?)

4. What is your experience in, and/or aptitude for, completing academic work at a distance?

   (Consider: Have you taken online courses, correspondence courses or pursued independent study? How do you study and learn outside of a traditional classroom setting? What kind of academic library access do you have?)

5. What special abilities, qualities, or life experiences will you bring to the program?

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.

The following criteria will guide the Admissions Committee in its assessment of your essay:

1. Is the MA degree in Liberal Studies appropriate for your vocational or personal goals?

2. Is your proposed academic program appropriate for the MA degree in Liberal Studies? Has your essay demonstrated that you understand the program?

3. Do you demonstrate the necessary writing skills, motivation, academic preparation, and intellectual maturity to succeed in the program?

4. Are you capable of successfully completing your proposed program?

Upon receipt of your completed application package (including your essay and transcripts showing a completed bachelor's degree), you will be notified of an admission decision.

School of Liberal Arts

Master of Science in Criminal Justice Candidates Only

Guidelines for the Admissions Essay

The admissions essay is your opportunity to explain your interest in earning a Master of Science in Criminal Justice from Excelsior College. The essay is important in helping us assess your preparedness for the program. In a direct and concise essay of 800–1200 words (or about 150–250 words per question) you should respond to the following five questions:

1. How will the Master of Science in Criminal Justice degree help you achieve your personal, vocational, and/or educational goals?

   (Consider: How will this degree advance your personal, vocational, and educational interests? Why do you want to earn this particular graduate degree? Is the anticipated average time of completing the program (2–3 years) appropriate for your goals?)

2. How does the Homeland Security and Emergency Management concentration relate to your previous experience and/or future goals?

   (Please provide some information about why are you interested in the Homeland Security and Emergency Management concentration. Have you already taken classes, studied independently, or have professional experience within this area?)

3. What is your preparedness for, and understanding of, graduate-level study in Criminal Justice?

   (Consider: What is your understanding of graduate-level study and how is it different from undergraduate study? How has your undergraduate degree prepared you for this program?)

4. What is your experience in, and/or aptitude for, completing academic work at a distance?

   (Have you taken online courses, correspondence courses, or pursued independent study? How do you study and learn outside of a traditional classroom setting? Do you foresee any challenges to completing your degree online?)

5. The essay helps our faculty and advisors to get to know you better. Please tell us anything else you consider important.

   (Consider: What special abilities, qualities, or life experiences will you bring to the program? Are there any challenges you have had to overcome? If you had any challenges in your academic career, please explain how you will address these challenges during your graduate degree.)

The following criteria will guide the Admissions Committee in its assessment of your essay:

1. Is the Master of Science in Criminal Justice appropriate for your professional and personal goals?

2. Do you demonstrate the necessary writing skills, motivation, academic preparation, and intellectual maturity to succeed in the program?

3. Are you capable of successfully completing the program?

Upon receipt of your completed application package (including your essay and transcripts showing a completed bachelor's degree), you will be notified of an admission decision.

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.

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EXCELSIOR COLLEGE®

Graduate Degree Application for Admission

For Office Use
Special Population AZVFW
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 credits you have earned through college courses, proficiency tests, military courses, and so forth. ☐

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

- ☐ Master of Business Administration
- ☐ Master of Business Administration **(with concentration) see #1 below**
- ☐ Master of Science in Cybersecurity

SCHOOL OF LIBERAL ARTS

- ☐ Master of Arts in Liberal Studies
- ☐ Master of Science in Criminal Justice **(with concentration) see #2 below**

SCHOOL OF NURSING

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

SCHOOL OF HEALTH SCIENCES

- ☐ Master of Science in Health Sciences **(no specialization)**
- ☐ Master of Science in Health Sciences **(with specialization) see #4 below**

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 LIBERAL ARTS

2. 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

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. ☐

CSM Clinical Systems Management **NED** Nursing Education **INF** Nursing Informatics

SCHOOL OF HEALTH SCIENCES

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

HPE Health Professions Education

Documents Submitted for Consideration of Admission

List all institutions that will be submitting **official transcripts** on your behalf. You must submit the transcript of your bachelor's degree and any graduate coursework and/or degrees, if applicable.

NOTE: 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 student 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 3 weeks or less.** Do not submit unofficial copies as they cannot be used to evaluate your prior credits.

Degree transcripts submitted for consideration:

Degree Earned	Institution	State	Major	Minor	Dates of Attendance

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

Whenever 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. We will notify you via email each time your academic plan is updated, and 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*.

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 is attached.
  Enter college name: _____
- ☐ Official transcripts of graduate coursework and/or degrees, if applicable
- ☐ **MA in liberal studies candidates only: *Required Essay*** (must accompany your application)
- ☐ **MS in criminal justice candidates only: *Required Essay*** (must accompany your application)
- ☐ **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

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. Inquiries should be directed to the College's Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

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.

enroll13-038; 05/20/2013

EX 0514, EX 0534, EX 0551