

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. 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 within 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): 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; 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

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. 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. 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 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 in Liberal Studies appropriate for your vocational or personal goals?
- 2. Is your proposed academic program appropriate for the MA 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 Public Service

Master of Science in Criminal Justice 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 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 M.S.C.J. 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 M.S.C.J. 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.

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For Office Use

EXCELSIOR COLLEGE.	Graduate Degree App for Admissior		Special Population ———————————————————————————————————
Please print or type all info	rmation requested and review respor	nses for accuracy.	
Social Security Number (USA) Federal student financial aid applic	cants are required to provide their Social Securi	ty number).	Third Party
Current Legal Name			
ast (Family) Name	First (Given) Name		Middle Initial
hirth/Maiden Name (if different from o	current last name)		
Other name(s) by which you may have	been identified in relevant academic records		
Permanent Address			
lumber and Street			Apt. or Suite Number
City	State	Zip Code	Country (if not USA)
Nailing Address (if different from	permanent address)		
lumber and Street			Apt. or Suite Number
ity	State	Zip Code	Country (if not USA)
Phone Numbers (please indicate	(D/E) Area Code	,	(D/E)
Iome Phone	Business	Phone	Business Extension
mail Address		_	\neg
Pate of Birth	Year Gender (M	= male; F = female)	
lave you ever been enrolled in ar	ny program at Excelsior College? Yes	No L	_
•	esents your estimate of the total number of a rses, proficiency tests, military courses, and		
No credit/courses 2 16–30 credits 5	1–6 credits 3 7–15 credits over 30 credits		
	nich best reflects your citizenship status.		
U.S. citizen U.S	S. permanent resident Foreign nati	onal	
s English your native language?	Yes No L		
LO Army – Regular L5 Army – Reserves LO Navy – Regular L5 Navy – Reserves Lip code of military base	35 Marines – Reserves 55 40 Air Force – Regular 60 45 Air Force – Reserves 65	r the code number of th Coast Guard – Regular Coast Guard – Reserves National Guard – Army National Guard – Air	
MOS, NER, CGR, etc.	Pay Grade	th DoD card	
	ry veteran Military family member wi of Defense civilian employee	נוז טסט cara	

Military ID number: _

Program Informa	ation					
Enter an "X" in the bo	ox next to the program in which	h you are enrolling. S e	elect only one program.			
SCHOOL OF BUSINE	SS & TECHNOLOGY	SCHOOL OF HEALT	TH SCIENCES	SCHOOL OF	NURSING	
Master of Busines (without concentra					☐ Master of Science in nursing (with specialization) see #3 below	
Master of Busines (with concentration		Master of Science in Health Sciences (with specialization) see #2 below			SCHOOL OF PUBLIC SERVICE	
Master of Science	in Cybersecurity	SCHOOL OF LIBER	AL ARTS	_	Master of Science in Criminal Justic (with concentration) see #4 below	
Master of Science	in Management		n Liberal Studies	(With con	centration) see #	- BCIOW
Additional Progra	am Information (if requi	red)				
SCHOOL OF BUSINE	SS & TECHNOLOGY					
1. If you selected Ma	ster of Business Administration	on, select one of the fo	ollowing concentrations a	nd enter its code in t	he box at right.	
•	, ,	ıman Resource Manaş ıman Performance Tec	•	ership I Media Management		ology Management
SCHOOL OF HEALTH	SCIENCES					
	ster of Science in Health Scien	nces, enter the specia	alization code in the box to	o the right.		
•		PH Public Health HI Health Care Informatics				
SCHOOL OF NURSIN	G					
	ster of Science in nursing, sel	ect one of the followir	ng specialty areas and en	ter its code in the bo	x at right	
•	adership and Administration o		· ,		rsing Informatics	,
· ·	·	or ricular care eyelem	io italonig za	acation in in		
SCHOOL OF PUBLIC	SERVICE uster of Science in Criminal Jus	tice enter the concer	otration code HS in the ho	ov at the right		
•		•	itiation code 113 in the bo	ox at the right.		
ns nomerand se	ecurity and Emergency Manage	ement				
Documents Subr	mitted for Consideration	of Admission				
	nat will be submitting official college or university or the for				_	gree (earned from
and Records, 7 Colum stamp), and two forms	ipts/documents are those that hbia Circle, Albany, NY, 12203- s of student identification (e.g t must be within 3 weeks or	5159. Official transcri , Social Security num	pts must include: the inst ber and current address,	titution's official seal, or current address ar	registrar's signat nd date of birth). I	ture (this is usually NOTE: The issuanc
Degree transcripts sı	ubmitted for consideration:					
Degree Earned	Institut	ion	State	Major 	Minor	Dates of Attendance
	es submitted for consideratio /or catalog description for any		itent cannot clearly be de	termined by the title.	For School of Nu	rsing candidates,
the course syllabus is						•
Prefix	Title		Term/Year Taken	Institutio	n	Grade

Electronic Delivery of Academic Evaluations			
When the College evaluates the credits you have earned, you will toward your academic program and which credits you still need to without delay. Please make certain that you complete your email	o earn. You can view these	e documents at the Excelsi	or College website conveniently and
If you do not wish to receive electronic delivery of your acad 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 proceedings of College regarding my studies, to notify my ESO/Education Couns and to meet all of my financial obligations to Excelsior College. Sauthorized my ESO/Education Counselor to submit official docun Counselor pertinent information regarding my status in Excelsior and status in the program.	selor and Excelsior College Since my ESO/Education C ments on my behalf. I also	of any change in name, ac ounselor will assist me in authorize Excelsior College	Idress, or Social Security number, planning a course of study, I have to release to my ESO/Education
Signature:		Date: _	
Education Center Address:			
Signature and Date (signature and date required)			
I certify that the above statements are true and correct. I under and that it is my responsibility to submit a complete application and be bound by all requirements and policies of the College, Handbook, and the catalog pertaining to the program in which policy included in the Graduate Fee Schedule. My signature be the Excelsior College website (www.excelsior.edu/about/trans	on package. I agree that i as set forth in this Gradu n I am seeking to enroll. I elow indicates I have read	if accepted for enrollment ate Degree Application fo have also read and under	in the College, I will comply with r Admission, the <i>Student Policy</i> stand the application fee refund
Signature:		Date: _	
Mail or Fax your completed application and payment to:			
Excelsi	ior 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 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				
\$55,000 to \$69,999				

Name:	Social Security #:
Payment	
When you submit this Graduate Degree Application for Admission, be sure to incenclosed fee schedule). If you are unsure of the current fee, please contact us torder payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete is nonrefundable. All fees are subject to change without notice.	oll free at 888-647-2388 (ext. 22). Make your check or money
Payment in full is attached for the Excelsior College Graduate Degree App (check, money order, or completed charge card authorization).	lication for Admission Fee
Credit Card Authorization: I authorize Excelsior College to charge	ee — refer to the enclosed fee schedule — at the time this form
☐ 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	

FAX: 518-464-8700

Albany, NY 12203-5159



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.