Undergraduate Application for Admission

EXCELSIOR COLLEGE®

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

Thank you for your interest in Excelsior College.

School of Nursing students: All nursing students must apply for admission prior to enrollment. If you were previously admitted to the School of Nursing more than six months ago, you must re-apply for admission.

If you have been withdrawn from a **business, health sciences, liberal arts, public service,** or **technology** degree program within the last five years, please contact your Academic Advising Office as you may not be required to submit an application.

If you are a graduate of a **business, health sciences, liberal arts, public service, technology,** or **nursing** degree program, please contact your Academic Advising Office as you may not be required to submit an application.

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.

School of Business & Technology

Course descriptions must be submitted with official transcripts. Time limits on transfer credits are outlined as follows.

- **Business Degrees Candidates**
  Business courses that are more than 15 years old **will not** be counted toward the business component of the degree and **cannot** be appealed.
- **Technology Degrees Candidates**
  Computer information systems/computer sciences courses **for the Bachelor of Science in Information Technology** have a 10-year time limit from date of enrollment, and they **cannot** be appealed.

  Electronics/computer courses for degree programs **other than the Bachelor of Science in Information Technology** have a 10-year time limit, which **can** be appealed.

Transfer credits for which an appeal can be made require submission of a completed time limit appeal form with this application. The time limit appeal form can be downloaded from our website at **www.excelsior.edu/TimeLimitAppeal** (requires a free MyExcelsior website user account).

School of Health Sciences

Credit may be awarded for the following licenses and certifications. Please include a copy with your application if applicable.

- Licensed radiologic technologist
- Licensed radiation therapist
- Licensed nuclear medicine technologist
- Licensed registered nurse
- Licensed practical/vocational nurse
- Licensed massage therapist
- Certified pharmacy technician

School of Nursing Candidates

In addition to official transcripts, we must verify your admissions eligibility via your license or certification in an appropriate health care profession. In most cases our office will be able to verify the validity and currency of your license/certification. However, if we are not able to do that we will contact you and request that you submit this documentation to us. Associate degree nursing students will need to submit the following two additional items: 1. Verification of Health Care Experience form (downloadable from our website) and, 2. their official TEAS (Test of Essential Academic Skills) scores. TEAS score reports must be requested and sent directly from ATI (www.atitesting.com). Please be sure you meet the minimum TEAS scores shown on the next page before submitting this application. Bachelor of Science in nursing (BRN) and RN to Master of Science in nursing (MRN) applicants must submit an official transcript showing the completion of associate degree nursing education or RN diploma education. **Nursing courses completed at regionally accredited institutions other than Excelsior College are only evaluated upon enrollment.**

Financial Assistance

You must first complete the FAFSA (Free Application for Federal Student Aid) in order to be considered for any form of financial assistance. Available financial assistance includes federal grants and loans, institutional scholarships, and private loans. For more information, visit **www.excelsior.edu/FinancialAid**.

Note: Students registered for examinations are not eligible for Federal Student Aid, but may qualify for institutional scholarships.

Military Candidates

With the exception of the undergraduate nursing degree programs, candidates currently serving in the U.S. Military may bypass the undergraduate application process and enroll directly now by visiting **www.excelsior.edu/enroll**. However, if you would like a preliminary review conducted by Excelsior College prior to enrollment, you 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)

  Army (Veterans): JST (Joint Services Transcript) or Form DD214 Report of Separation (only if enlisted and separated prior to October 1981).
- **Coast Guard:** JST (Joint Service Transcript)
- **Service members with DLI Training:** DLI Transcript and DLPT Score Report

Evaluation of Prior Credits

Excelsior College accepts credit from the following sources:

- Accredited colleges and universities
- College credit examinations (e.g., Excelsior College® Examinations, UExcel®, CLEP, DANTES)
- Professional/corporate training courses that have been evaluated for college credit by the American Council on Education (ACE) or National College Credit Recommendation Service
- Professional Computer Certification Examinations (Microsoft®, CompTia®, Cisco, ORACLE, SAS, ICCP, Sun, and ICDL)

Official transcripts from any of the acceptable sources above must be submitted to the Office of Registration and Records at 7 Columbia Circle, Albany, NY 12203 in order for your review to be completed.

Submitting International Transcripts: See page 6.

All International Candidates: See page 6 for additional admission requirements.

NURSING CANDIDATES: SPECIAL INSTRUCTIONS AND ADMISSION REQUIREMENTS

Nursing courses completed at institutions other than Excelsior College are only evaluated upon enrollment.

Associate degree in nursing students only: Please note some state boards of nursing have additional requirements for licensure. Be sure to visit www.excelsior.edu/board_requirements for current information specific to each state.

Associate degree in nursing (please check the box corresponding to your current level of nursing experience):

Note: *If you do not see your health care profession listed, you are not eligible for admission to the associate nursing degree programs at this time. Before continuing with this application, please stop here and call admissions at 888-647-2388, ext. 2 to discuss eligibility as the application fee is non-refundable.*

☐	Licensed Practical or Vocational Nurse (LPN or LVN)	We are usually able to verify most LPN/LVN licenses online with the exception of Louisiana. Therefore, Louisiana applicants must submit their license.
☐	Paramedic	Copy of current state or national certification
☐	Certain Classifications of Military Medical Personnel (see * below)	Official JST (Joint Services Transcript) or CCAF transcript. Additional documentation may be required. See Nursing Admissions Criteria for Military Personnel below.

Additional criteria for associate degree nursing students (including military personnel):

In addition to qualifying for admission by meeting one of the valid health care backgrounds noted above, you must also meet both criteria below:

1. Earn the minimum required score, as established by the School of Nursing, on the Test of Essential Academic Skills (TEAS). The scores noted below must be earned on a single attempt and no more than one year prior to your application date:

Overall score: 63.3% Reading: 69% Mathematics: 63.3% Science: 45.8% English: 60%

Note: There are no exceptions to the above. You should not submit an application until you have achieved the required scores noted above and met all other eligibility criteria in effect at that time. TEAS score reports must be requested and sent directly from ATI (www.atitesting.com). For detailed instructions on creating and registering an account with ATI as well as purchasing your TEAS scores, visit http://www.excelsior.edu/programs/nursing/nursing-associate-degree and click on the Policy Changes link on the right hand side of the page.

AND

2. Submit a completed Verification of Health Care Experience (VHCE) form, signed by your supervisor. The VHCE form expires three (3) months from the date of your supervisor's signature. You may download this form from this site: www.excelsior.edu/vhce. ***IMPORTANT: In addition to submitting a VHCE form upon application to the program, students will need to submit a new VHCE form no more than three (3) months prior to FCCA eligibility.***

International Nurses: Admission to the associate degree in nursing programs is not open to international students.
See page 6 for additional information.

RN to BS in nursing and RN to MS in nursing

Admission to both the BS in nursing program and RN to MS in nursing program is limited to Registered Nurses (RNs) who are currently licensed in the United States.		
☐	Registered Nurse (RN)	You must submit an official transcript showing the completion of associate degree nursing education or RN diploma education.† In addition, we require a copy of your current U.S. RN license with an expiration date. In most cases, we are able to verify your license online but if we can not do that we will contact you and request that you submit it to us.

† **Note:** *Your associate degree or RN diploma education must be from a regionally accredited institution; NYS Education Department-approved program; or an institution holding accreditation from either the National League for Nursing Accrediting Commission (NLNAC), Accreditation Commission for Education in Nursing (ACEN), or the Commission on Collegiate Nursing Education (CCNE) at the time of your attendance.*

* Associate Nursing Admission Criteria for Military Personnel

The following military occupations meet the Excelsior College School of Nursing admission criteria.

Active Duty: Admission is limited to service members who are on active duty, National Guard, or reserves, and **currently working** in one of the military occupations noted below.

[See the Additional criteria for Associate degree nursing students noted at the top of this page.]

Primary ARMY MOS

Primary MOS	
Health Care Specialist	68W (w/specific Army Skill Identifiers*) ■ F2 Army Flight Paramedic ■ F3 Army Flight Medic ■ M6 Army LPN (pre-October 1, 2013) ■ W1 Special Operations Combat Medic
Special Forces Medical Sgt	18D
Practical Nurse Specialist	68C

* *Army Special Skill Identifiers are noted on the official JST (Joint Services Transcript) and/or on an Army ERB (Enlisted Record Brief) or NCOER (Noncommissioned Officer Evaluation Report). Official copy is required.*

COAST GUARD Rating

	Rating
Health Services Technician	HS

NAVY Rating/Classification

	Rating/Classification
Hospitalman	NER HN
Hospital Corpsman	NER HM
Independent Duty Corpsman	NEC 8425
Naval Special Warfare Medic	NEC 5392 ††

†† **Note:** *In addition to holding the NEC rating, the applicant must also have completed Army course Special Operations Combat Medic (SOCM) ACE Guide Number AR-0801-0036 on/after October 2005.*

AIR FORCE AFSC

	AFSC
Medical Service Specialist	4N0X1
Aeromedical Specialist	4F0X1
Pararescue	1T2X1
(note: "X" indicates level; e.g., 1, 3, 5)	

EXCELSIOR COLLEGE®

For Office Use	
Special Population	AA-SESS
Third Party	

Undergraduate Application for Admission

All Applicants:

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

Social Security Number (USA) ☐☐☐ ☐☐ ☐☐☐☐

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

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

(Home) | (Business) ☐ (D/E) | (Business Extension) ☐ (D/E)

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. ☐

If you answer yes to subscribe to this service, be sure to add **no-reply@excelsior.edu, TechSupport@excelsior.edu,** or the **excelsior.edu** mail server to your email software's address book or allowed list. If you are using a spam filter or blocker that requires confirmation from the sender or is set to reject email from certain domains, this procedure is necessary in order to ensure that your receive Excelsior College correspondence.

Do you wish to receive electronic document delivery of your My Academic Plan via email?

By answering "yes" to this service when the College evaluates your transcripts, you will receive an email notification that your My Academic Plan (MAP) can be viewed at the Excelsior College website. 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 (mm/dd/yyyy format) ☐☐ ☐☐ ☐☐☐☐ **Gender (M = male, F = female)** ☐

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

Georgia residents: You must submit one of the following with your application to verify completion of high school graduation: an official copy of your final high school transcript (including your date of graduation and the school seal); an official copy of your GED (General Education diploma/test scores) from the state where they were earned ***or*** an official accredited U.S. college transcript reflecting completion of high school graduation or a GED. Please have this document mailed directly to: Excelsior College, 7 Columbia Circle, Albany, NY 12203. **Note:** International applicants from the state of Georgia who earned the equivalent of a U.S. high school education outside the United States must have their education verified by requesting a General or Subject Analysis report from Educational Credentials Evaluators Inc. (ECE). You can submit an application online to ECE at **www.ece.org/excelsior** or request an application by calling 414-289-3400.

Have you previously earned a 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, proficiency tests, military courses, and so forth. ☐

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 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 select the one response which best reflects your citizenship status.

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

Do you plan to apply for financial assistance to include tuition assistance, institutional aid, scholarships, private loans, or federal aid? Yes ☐ No ☐

If eligible for tuition assistance, are you planning to use it at Excelsior College? Yes ☐ No ☐

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

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

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

If you are eligible or currently receiving GI Bill benefits, please enter the code number of the chapter: ☐

70 MGIB-AD (Chapter 30)
75 MGIB-SR (Chapter 1606)
80 REAP (Chapter 1607)
85 VEAP (Chapter 32)
95 Educational Assistance Test Program (Section 901)
100 Educational Assistance Pilot Program (Section 903)
105 Survivors' and Dependents' Educational Assistance Program (Chapter 35)
010 Post-9/11 (Chapter 33)
115 Vocational Rehabilitation
999 Not sure

Have you used your benefits previously? Yes ☐ No ☐ **If not, have you completed VA form 22-1990?** Yes ☐ No ☐

If you have used your benefits and are changing parent schools, have you completed VA form 22-1995? Yes ☐ No ☐

If you answered **No**, please complete the correct form online at **www.gibill.va.gov**.

If you have Chapter 31 Vocational Rehabilitation benefits, a 28-1905 form must be completed by your education counselor and submitted to the Bursar's Office for third-party billing.

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

Yes ☐ No ☐ If yes, when? _____

Note: Non-nursing applicants who were enrolled within the last five years may not need to apply. As the application fee is non-refundable, contact us at 888-647-2388 ext. 2 before submitting 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

Nursing Applicants Only:

See nursing admission requirements on page ii.

Nursing courses completed at institutions other than Excelsior College are only evaluated upon enrollment. For up to three licenses/certifications, indicate:

State in which you hold certification or licensure	License Number	License Expiration Date (mm/dd/yyyy)	Former name(s) by which you have been identified, if applicable

All Applicants: 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

Note the admissions eligibility requirements on page ii.

- ☐ **AAS** Associate in Applied Science/ Associate in Science in nursing
- ☐ **BRN** BS Completion Program (RNs only)
- ☐ **MRN** RN to MS in nursing*
  Area of *specialization (select* **one***)*
  - ☐ **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
- ☐ **BPB** Bachelor of Professional Studies – Business and Management
- ☐ **BSB** Bachelor of Science in Business
  Area of concentration (select **one***)*
  - ☐ **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
  Area of concentration (select **one***)*
  - ☐ **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
  Area of emphasis (select **one***)*
  - ☐ **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
- ☐ **BPH** Bachelor of Science in Public Health
- ☐ **MHA** Bachelor of Science in Health Care Management/Master of Business Administration Dual Degree Track
  Select **one** *Graduate level concentration below:*
  - ☐ No concentration
  - ☐ **ACCT** Accounting
  - ☐ **CYS** Cybersecurity Management
  - ☐ **HCM** Health Care Management
  - ☐ **HPT** Human Performance Technology
  - ☐ **HR** Human Resource Management
  - ☐ **LDR** Leadership
  - ☐ **MEDAR** Mediation & Arbitration
  - ☐ **SMM** Social Media Management
  - ☐ **TM** Technology Management

HEALTH SCIENCES Degrees *(continued)*

- ☐ **MBH** Bachelor of Science in Health Sciences/ Master of Science in Health Sciences
  Select **one** *Undergraduate area of emphasis below:*
  - ☐ **EOL** End of Life
  - ☐ **GER** Gerontology
  - ☐ **HAW** Health and Wellness
  - ☐ **HED** Health Education
  - ☐ **MGT** Management
  - ☐ **PBH** Public Health

  Select **one** *Graduate level specialization from below:*
  - ☐ No concentration
  - ☐ **HI** Health Care Informatics
  - ☐ **HPE** Health Professions
  - ☐ **PH** Public Health

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 *(no concentration)*
- ☐ **BSL** Bachelor of Science in Liberal Arts *(concentration in Professional and Technical Writing)*
- ☐ **BS** Bachelor of Science in History
- ☐ **BS** Bachelor of Science in Natural Sciences
  Area of concentration (select **one***)*
  - ☐ No concentration
  - ☐ Biology
- ☐ **BS** Bachelor of Science in Psychology
- ☐ **BS** Bachelor of Science in Social Sciences
  Area of concentration (select **one***)*
  - ☐ No concentration
  - ☐ Environmental Studies
  - ☐ Human Services
  - ☐ International Relations
- ☐ **BAL** Bachelor of Arts in Liberal Arts
- ☐ **BA** Bachelor of Arts in History
- ☐ **BA** Bachelor of Arts in Humanities
  Area of concentration (select **one***)*
  - ☐ No concentration
  - ☐ Communication Studies
  - ☐ Cultural Studies
  - ☐ Fine Arts
  - ☐ Literature
- ☐ **BA** Bachelor of Arts in Psychology

PUBLIC SERVICE

- ☐ **ACJ** Associate in Science in Criminal Justice
- ☐ **BS** Bachelor of Science in Criminal Justice
  Area of concentration (select **one***)*
  - ☐ No concentration
  - ☐ Administration of Criminal Justice
  - ☐ Homeland Security
  - ☐ Investigative Forensics
  - ☐ Law Enforcement and Public Safety
- ☐ **BS** Bachelor of Science in Military Leadership
- ☐ **BS** Bachelor of Science in National Security
  Area of concentration (select **one***)*
  - ☐ Concentration in Cybersecurity
  - ☐ Concentration in Diplomacy/International Relations
  - ☐ Concentration in Intelligence and Security Analysis
  - ☐ Concentration in Military Leadership
  - ☐ Concentration in Topics in National Security

TECHNOLOGY

- ☐ **AAT** Associate in Applied Science in Technical Studies *Military students should select the concentration which corresponds to their MOS/Rating.*
  Area of concentration (select **one***)*

TECHNOLOGY Degrees *(continued)*

AAT *Area of concentration (continued)*
- ☐ Computer Technologies
- ☐ Electromechanical Technologies
- ☐ Electronic/Instrumentation Technologies
- ☐ Nuclear Technologies/Power Plant Technologies
- ☐ Where my credits fit best

- ☐ **AST** Associate in Science in Technology
  Area of focus (select **one***)*
  - ☐ Computer Technologies
  - ☐ Electromechanical Technologies
  - ☐ Electronic/Instrumentation Technologies
  - ☐ Nuclear Technologies
  - ☐ Power Plant Technologies
  - ☐ Where my credits fit best
- ☐ **BCY** Bachelor of Science in Cybersecurity
- ☐ **BPT** Bachelor of Professional Studies – Technology Management
  Area of focus (select **one***)*
  - ☐ **ELECT** Electrical Technology
  - ☐ **IT** Information Technology
  - ☐ **NUC** Nuclear Technology
  - ☐ **RE** Renewable Energy Technology
- ☐ **BEL** Bachelor of Science in Electrical Engineering Technology *(ABET accredited).*
  Area of concentration (select **one***)*
  - ☐ **ELEC** Electronics
  - ☐ **NANO** Nanotechnology
  - ☐ **POWER** Power Systems
  - ☐ **BIX** Bachelor of Science in Information Technology
    Area of concentration (select **one***)*
    - ☐ **CYS** Cybersecurity Technology
    - ☐ **GEN** General
    - ☐ **INF** Information Security
    - ☐ **NET** Network Operations
- ☐ **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
  Area of concentration (select **one***)*
  - ☐ 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
  Area of concentration (select **one***)*
  - ☐ General
  - ☐ Cybersecurity Technology
  - ☐ Information Security
  - ☐ Network Management
- ☐ **MBI** Bachelor of Science in Information Technology (with concentration)/Master of Business Administration Dual Degree Track.
  Area of concentration (select **one***)*
  - ☐ General
  - ☐ Cybersecurity Technology
  - ☐ Information Security
  - ☐ Network Management
- ☐ **BST** Bachelor of Science in Technology
  Area of focus (select **one***)*
  - ☐ Computer Technologies
  - ☐ Electromechanical Technologies
  - ☐ Electronic/Instrumentation Technologies
  - ☐ Nuclear Technologies
  - ☐ Power Plant Technologies
  - ☐ Where my credits fit best

All Applicants: Documents Submitted For Evaluation

Transcripts

List below each institution that will be submitting **official transcripts** on your behalf. Please note we do not accept electronic transcripts at this time. Only list institutions from which you have previously earned college-level credits and that you would like to be considered. We will process your application once all official transcripts listed have been received. Do not submit unofficial transcripts as they cannot be used to evaluated your prior credits. 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.

Name of College/University	City/State

Examination Credits

Please list below any Excelsior College® Examinations, UExcel®, CLEP Exams, DANTES Exams, or Advanced Placement (AP) exams from which you will have score reports submitted:

Type of Exam	Exam Title	Year Taken	Credits Earned

Professional/Corporate Training Courses

List completed professional/corporate training courses that have been evaluated by ACE or National College Credit Recommendation Service:

Name of Course	Organization	Year Taken	Credits Earned

All Applicants: 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. 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: _____

All Applicants: 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

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

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 Nurses School of Nursing Candidates

Admission to the associate degree in nursing programs is not open to international students. For the other programs, 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.

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.

EXCELSIOR COLLEGE®

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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.

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