# 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If you have been withdrawn from a **business, health sciences, liberal arts, public service,** or **technology** degree program within the last five years, please contact your Academic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

**Submitting International Transcripts: See page 6.**

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

## 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. In addition, MRN applicants must submit a completed MS Capstone Requirement form (www.excelsior.edu/capstone). **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.

## 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. **Important Note:** When you register for the TEAS, you must provide ATI with your date of birth (MM/DD) and the **same** email address you provided to Excelsior College. These two unique identifiers are necessary to match your TEAS transcript with your Excelsior College student record. ***Without them we cannot ensure acceptance of your score.***

**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. [**Please note:** MRN applicants must submit a completed MS Capstone Requirement form (www.excelsior.edu/capstone).] |

† **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*)<br>■ F2 Army Flight Paramedic<br>■ F3 Army Flight Medic<br>■ M6 Army LPN (pre-October 1, 2013)<br>■ 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 | CAP-SLSH |
| | |
| | |
| 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 you 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 **in nursing** from a regionally accredited institution and hold a valid and 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.

^ MRN applicants must submit a completed MS Capstone Requirement form (www.excelsior.edu/capstone).

## 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 undergraduate 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
- ☐ **MBH** Bachelor of Science in Health Sciences/ Master of Science in Health Sciences
  - *Select* ***one*** *undergraduate area of emphasis*

## HEALTH SCIENCES Degrees *(continued)*

**MBH** *Area of emphasis (continued)*

- ☐ **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 *(with concentration)*
  - *Area of concentration (select* **one***)*
  - *Military students should select the concentration which corresponds to their MOS/Rating.*
  - ☐ Computer Technologies
  - ☐ Electromechanical Technologies
  - ☐ Electronic/Instrumentation Technologies
  - ☐ Nuclear Technologies/Power Plant Technologies
  - ☐ Where my credits fit best

## TECHNOLOGY Degrees *(continued)*

- ☐ **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
  - *Area of concentration (select* **one***)*
  - ☐ **GEN** General Track
  - ☐ **COPS** Cyber Operations
  - ☐ **HLTH** Health Care 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 graduate-level concentration (select* **one***)*
  - ☐ General (no concentration)
  - ☐ Accounting
  - ☐ Cybersecurity Management
  - ☐ Health Care Management
  - ☐ Human Performance Technology
  - ☐ Human Resource Management
  - ☐ Leadership
  - ☐ Mediation and Arbitration
  - ☐ 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 undergraduate 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 $50 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 webpage, 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®

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

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Excelsior College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes 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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