# Undergraduate Certificate Programs Application for Admission

EXCELSIOR COLLEGE®

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

## *Thank you for your interest in Excelsior College.*

Your first step toward your degree is to complete this application. Please read it carefully and fill out each section completely. If you have any questions as you're completing this application, please call the Office of Registration and Records at 888-647-2388, ext. 141 (or 518-464-8500 if calling from outside the U.S. or Canada).

### Required Documents

Applicants are required to submit official copies of transcripts as part of the application process. Official transcripts are transcripts a college, foreign transcript evaluation agency, testing agency, or acceptable military source submits directly to Excelsior College's Office of Registration and Records. Unofficial or student copies of transcripts are not acceptable. Request that your transcripts/documents be submitted from the source directly to:

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

Transcripts from accredited institutions must include the institution's official seal and signature (signature is usually a stamp), two forms of student identification on the transcript (e.g. Social Security number and current address; current address and date of birth), and contain an issuance date within three weeks. Unofficial copies of transcripts submitted by any source will be returned to the sender.

### 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 ***Using Exams to Complete Your Excelsior College Degree***, 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.

### Certificate Candidates

Please direct any questions you may have as you complete this application to the Office of Registration and Records by calling 888-647-2388, ext 141.

**Cybersecurity:** Contact the Office of Registration and Records by calling 888-647-2388, ext 141, for application questions.

*continued*

***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.***

**Homeland Security:** Candidates may submit up to two courses to be reviewed by our faculty as transfer credit. This coursework must be no more than five years old.

## Financial Aid

Students enrolled in a stand-alone certificate program are not eligible for Federal Student Aid (FSA). However, students enrolled in both a degree program and a certificate program may be eligible to have FSA apply toward the certificate courses provided these courses are applicable toward the degree requirements. To be considered for scholarship aid, complete the FAFSA (Free Application for Federal Student Aid) at **http://www.fafsa.ed.gov/**. The FAFSA code for Excelsior College is 014251.

For more information on available financial aid options, visit **www.excelsior.edu/financialaid**.

## International Transcripts

For evaluation of credentials from outside of the United States, you must use the following approved agency:

- **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 nine credit hours of academic work in courses delivered in English at an institution of higher education in the United States.

*We look forward to working with you.*

***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.***

EXCELSIOR COLLEGE®

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| For Office Use | |
|---|---|
| Special Population | BIGY |
| | |
| | |
| Third Party | |

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

**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.

**Date of Birth (mm/dd/yyyy format)** ☐☐ ☐☐ ☐☐☐☐ **Gender (M = male, F = female)** ☐

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

Yes ☐ No ☐ If yes, when? _____

**Enter the code number that 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 select the one response which best reflects your citizenship status.**

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

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

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

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

**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.

## Certificate Program Information

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

**SCHOOL OF BUSINESS & TECHNOLOGY**

☐ Certificate Program in Cybersecurity

**SCHOOL OF PUBLIC SERVICE**

☐ Certificate Program in Homeland Security

## Documents Submitted for Consideration of Admission

List below each institution that will be submitting **official transcripts** on your behalf. Do not submit unofficial copies as they cannot be used to evaluate your prior credits. 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

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

**Official transcripts must be submitted by the request of the student.** Excelsior College cannot 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:**

_____

_____

_____

_____

_____

**Coursework submitted in consideration of transfer (Time limits may apply. Refer to "Certificate Candidates" instructions):**

| Institution | Dates of Attendance | Courses |
|---|---|---|
| | | |
| | | |
| | | |

## Electronic Delivery of Academic Evaluations

Whenever the College evaluates the credits you have earned, you will receive your My Academic Plan, the document that explains how credits earned will apply toward your academic program and which credits you still need to earn. We will notify you via email each time your academic plan is updated, and you can view this document at the Excelsior College website conveniently and without delay. Please make certain that you complete your email address on page 1 of this Undergraduate Certificate Application.

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

## Employer Information

Employer Name: _____

Job Title: _____

_____

Number and Street | Apt. or Suite Number

_____

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

## Signature and Date (signature and date required)

**I certify that the above statements are true and correct. I understand that false information or documents may result in dismissal from the College; and that it is my responsibility to submit a complete application package. I agree that if accepted for enrollment in the College, I will comply with and be bound by all requirements and policies of the College, as set forth in this Undergraduate Certificate Application for Admission, the *Student Policy Handbook*, and the catalog pertaining to the program in which I am seeking to enroll. I have also read and understand the application fee refund policy included in the undergraduate fee schedule. My signature below indicates I have read the Required State Disclosure Notifications presented on the Excelsior College website (www.excelsior.edu/about/transparency#requirements).**

Signature: _____ Date: _____

## 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 ☐ Baccalaureate ☐ Master's

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

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

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

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

## Checklist of Application Materials

☐ Application fee

☐ This completed application form

☐ Official transcript(s) of coursework and/or degree

Name: _____ Social Security #: _____

## Payment

When you submit this Undergraduate Certificate Programs Application for Admission, be sure to include payment of the current application fee (refer to the undergraduate fee schedule). If you are unsure of the current fee, please contact us toll free at 888-647-2388 (ext. 27). **Make your check or money order payable to Excelsior College** in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

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

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

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

Credit Card Account Number: _____ Expiration Date: _____

Name of Cardholder (print): _____

Signature: _____

**Mail your completed application, payment, and all official documents to:**
Bursar's Office
Excelsior College
7 Columbia Circle
Albany, NY 12203-5159

FAX: 518-464-8700

*Official documentation/transcripts must be mailed. They will not be accepted if sent by FAX.

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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