

Excelsior College OneTranscript®

Application Instructions

Thank You for Choosing OneTranscript®

OneTranscript is a service for students who want to consolidate their academic records for employment or educational purposes onto a single transcript. OneTranscript is not an application for an evaluation of credits applicable to an Excelsior College academic degree. **If you are planning to enroll in a degree program, you should be completing the Application for Admission.**

OneTranscript enables you to record and report, on a single transcript, college-level credit you have accumulated from a variety of accredited sources. OneTranscript makes it easier for employers or other colleges to recognize the credit you have already earned. There are many adult learners who have accumulated college-level credit during their careers, often from a variety of sources. Keeping track of the many transcripts or test score reports can be difficult. The documents that you submit will be reviewed and all appropriate college-level credit will be included on your Excelsior Credit Bank transcript.

Your first step is to complete this OneTranscript application. Please read it carefully and fill out each section completely. If you have any questions as you are completing this application, please call the Office of the Registrar toll free at 888-647-2388.

Duplicative (not repeated) credits are listed on a OneTranscript record, but duplicative credit will not apply toward an Excelsior College degree if you decide to enroll. You may request that certain courses be excluded from your credit bank transcript by listing these courses on your application. However, if you later want those courses added, the transcript update fee will be assessed. Once credits are posted to your transcript, they cannot be removed.

Documents Submitted for OneTranscript®

You are required to submit **official** transcripts, examination score reports, military documentation, foreign credential evaluations, official documentation of approved business and industry transcripts, FAA Fixed Wing Pilot certificates, etc., indicating that you have earned college-level credit for review.

Official transcripts/documents are those that a college, testing agency, foreign transcript evaluation agency, or acceptable military source submits directly to Excelsior College, Office of the Registrar, 7 Columbia Circle, Albany, NY, 12203-5159.

Transcripts from accredited institutions must include the institution's official seal and registrar's signature (signature is usually a stamp) and two forms of student identification (e.g., Social Security number and date of birth, Social Security number and current address, 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 the College cannot use them in your review.

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 or calling 414-289-3400.

We look forward to working with you.



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

*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.*

OneTranscript Fee \$ 295

The OneTranscript service consolidates all of your accredited college-level academic records onto a single Excelsior College transcript (known as a Credit Bank transcript). The OneTranscript service and fee entitles you to receive **one** student copy of your Credit Bank transcript. If additional transcripts are needed, there is a \$12 fee per transcript (see transcript fee below).

Federal Emergency Management Agency (FEMA) Independent Study Courses

There is an additional charge for FEMA Independent Study courses based on the number of course credits awarded using the OneTranscript service. Once an evaluation of your Independent Study transcript has been conducted, you will receive an invoice for an additional fee for the number of Independent Study credits accepted. Do not send money along with the OneTranscript application. This fee will be invoiced once your credit total is determined using the payment scale below. This fee will be incurred for both original applications and updates. Your transcript will not be released until the invoice has been paid.

1–15 credits	\$ 750
16–30 credits	\$ 1500
31–45 credits	\$ 2250
46–60 credits	\$ 3000
61 credits and up	\$ 3500

Transcript Update Fee

After the initial student copy of the transcript is issued, your records may be updated with payment of the Transcript Update Fee. Updates apply when one or more transcripts or official score reports are submitted after the initial transcript is issued. There is no charge for adding an Excelsior College exam or course to your OneTranscript record.

Updates which include one or more transcripts. \$ 25

Transcript Fee \$ 12

The transcript fee covers the cost of preparing and mailing an official or additional student copy of your Excelsior College Credit Bank transcript after your initial student copy has been issued. Requests for transcripts can be made in writing (be sure to include your signature) or you may request a transcript online from the My Details page of My Excelsior.

Transcript Rush Fee \$ 30

This fee is assessed in addition to the \$12 Transcript Fee, for a total of \$42. Keep in mind that payment of this fee does not rush the preparation of your Credit Bank transcript. Your Credit Bank transcript is prepared within 5–10 business days from the date we receive all of your official documents that are to be included on your transcript. However, if you require that a transcript be sent first class mail within 3 business days from the date your transcript is prepared, you will need to pay the Transcript Rush Fee.



OneTranscript® Application

For Office Use	
Special Population	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Third Party	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Social Security Number (USA)

Current Legal Name

Last (Family) Name First (Given) Name Middle Initial

Birth/Maiden Name (if different from current last name)

Other name(s) by which you may have been identified in relevant academic records

Permanent Address

Number and Street Apt. or Suite Number

City State Zip Code Country (if not USA)

Mailing Address (if different from permanent address)

Number and Street Apt. or Suite Number

City State Zip Code Country (if not USA)

Phone Numbers (please indicate "D" for day or "E" for evening)

Area Code () (D/E) Area Code () (D/E)
Home Phone Business Phone Business Extension

Email address

Date of Birth **Gender (M = male; F = female)**
Month Day Year

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

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

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

Zip code of military base -

MOS, NER, CGR, etc. Pay Grade

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

Military ID number: _____

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

How do you plan to use your transcript?

Please select all that apply.

- Police Academy Entrance Police Academy Promotion/Advancement
 Teacher Certification Teacher Promotion/Advancement
 Other, please explain: _____

Transcript Request (optional)

The OneTranscript fee entitles you to receive one student copy of your transcript. If you wish to have an **official** or **additional student copy** of your Excelsior College transcript, please complete the request below and include the appropriate fee with your OneTranscript application.

The current transcript fee is \$12. If you require that the additional transcript be sent within 3 business days from the date your Credit Bank transcript is prepared, you will also need to pay the Transcript Rush Fee for a total of \$42.

Send the following transcript: student copy official copy

Are you requesting Transcript Rush service?
(additional \$30 required, making a total of \$42) Yes No

Authorization for Release of Transcript

Signature (required): _____ Date: _____
Full signature required to release transcript. *Do not print.*

Send transcript to (print complete mailing address):

Signature and Date (required)

I certify that the preceding statements are true and correct. I understand that false information and documents will nullify my OneTranscript® application and may result in dismissal from the College if I enroll. I also understand that it is my responsibility to submit a complete OneTranscript package. The OneTranscript fee minus a \$50 processing fee will be refunded upon written request within six months of registration in the OneTranscript service, as long as the transcript has not been issued to the student.

Signature: _____ Date: _____
Full signature required. *Do not print.*

Send your completed application and payment in the enclosed preaddressed envelope to:

Excelsior College Student Payment Office
7 Columbia Circle
Albany, New York 12203-5159

You may also fax your completed application and payment information to our Student Payment Office at (518) 464-8700.

Name: _____ Social Security #: _____

Documents Submitted for Review

1. Accredited Institutions: List each institution from which you have earned college-level credit that will be submitting a transcript to Excelsior College on your behalf. Military-related applicants should include the Community College of the Air Force (CCAF), the U.S. Army Command and General Staff College, and Defense Language Institute (DLI). Coursework transferred from one institution to another is not always listed in an acceptable format for Excelsior College to evaluate. Therefore, we encourage you to have transcripts submitted from each separate institution you attended.

Institution

2. Military Documentation

- Joint Services Transcript (JST)
- Defense Language Proficiency Test (DLPT)

3. Score Reports from Testing Agencies

- AP (Advanced Placement Tests)
- CLEP (only those tests not administered by DANTES)
- DANTES

4. Other: List any official transcripts (such as NCCRS/ACE-approved business and industry transcripts, FAA Fixed Wing Pilot certificates, international credentials evaluation, etc.) that will be received for your OneTranscript®.

5. Courses Excluded from Credit Bank Transcript

Name: _____ Social Security #: _____

Payment

When you submit this application, be sure to include payment of the current OneTranscript Fee. If you are unsure of the current fee, please contact us at 518-464-8500 or 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.

A portion of the OneTranscript Fee will be applied toward the Undergraduate Multi-Source Enrollment Fee if you enroll in an Excelsior College degree program within one year of the date your initial Credit Bank transcript was mailed to you. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

Payment in full is attached (check, money order, or completed charge authorization).

Credit Card Authorization:

I authorize Excelsior College to charge _____ (or the current OneTranscript fee 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: _____



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

Excelsior College is committed to providing a learning and working environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, marital status, familial status, gender, gender identity, sexual orientation, physical or mental disability, genetic information, or military or veteran status. Illegal discrimination in any form will not be tolerated at the College. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the College's Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.