



TRANSCRIPT UPDATE REQUEST

To have additional credit recorded on your Excelsior University transcript, complete and return this form with the appropriate fee as specified below.

Name _____ Date _____
(First) (MI) (Last)

Permanent _____ Student ID or SS# _____
 Address _____
(Number and Street)

_____ Telephone # _____
(City) (State) (Zip Code)

If you attended our institution under another name, print that name here:

_____ (Last) (First) (MI)

Program in which you were previously enrolled: _____

Graduation date (if you are a graduate): _____
(month) (year)

In the space below indicate all colleges, testing agencies, and military documents that will be submitted. You will be notified when each transcript is received. Please return this completed form when you want your Excelsior University transcript to be updated. You must pay \$25 for updates that include one or more transcripts. Excelsior University courses are added to your transcript as a free service by Excelsior University.

College or Testing Agency
1.
2.
3.
4.

Mail completed form and payment to: Excelsior University, Bursar's Office, 7 Columbia Circle, Albany, NY 12203-5159 or email to receipt@excelsior.edu.

Complete charge authorization below or make check or money order payable to: **Excelsior University**.

I authorize you to charge my:

American Express Discover MasterCard Visa _____
(Signature)

_____ (Card Number)

_____ (Expiration Date)

_____ (Last Name) (First Name) (MI)

_____ (Signature) _____ (Date)