

Your Next Steps

- ❑ **APPLY**– go to www.excelsior.edu and click “APPLY/ENROLL” in the upper right hand corner
 - ✓ You will be prompted to create your MyExcelsior account or to log-in to your existing MyExcelsior account
 - ✓ Start the application process
 - ✓ Note: when asked “Are you an employee or association member of one of the following Excelsior College partner organizations?” you must choose “[International Association of Administrative Professionals](#)” in the drop down menu
- ❑ **SEND IN TRANSCRIPTS**– official transcripts must be sent to Excelsior directly from the institution/organization
 - ✓ Transcripts can be sent to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203
 - ✓ CAP designees must request a [Verification of Certification](#) letter from IAAP. To request the letter, visit <https://www.iaap-hq.org/store/ViewProduct.aspx?id=6018987>

A Partnership Admissions Counselor will reach out to you to assist with completing your enrollment and help you register for your first course. You can also call Admissions at (844) 843-9296 or visit excelsior.edu/iaap.

Helpful Tips:

- The identity verification is described here, <https://www.excelsior.edu/policy/student-identity-verification/>
- You can complete the Federal Application for Student Aid (FAFSA) online at fafsa.ed.gov. This may help you obtain scholarships even if you don’t plan to use financial aid now. The Excelsior College code for the FAFSA application is 014251.