

## Your Next Steps

- ❑ **APPLY**– go to [www.excelsior.edu](http://www.excelsior.edu) and click “APPLY” in the upper right-hand corner
  - ✓ You will be prompted to create your Application Portal by clicking “not a member”
  - ✓ Be sure to check your email for log-in instructions
  - ✓ Start the application process
  - ✓ Note: under “Academic Information”, you’ll be asked “Are you associated with any of our partner associates, organizations or institutions?”, click “yes” then another drop down menu will appear for you to select “[IntelyCare](#)” (or “IntelyCare ADN” for LPN employees)
- ❑ **SEND IN TRANSCRIPTS**– official transcripts must be sent to Excelsior directly from the institution/organization
  - ✓ Electronic transcripts can be accepted by Parchment, Credential Solutions, and/or National Student Clearinghouse. Should it ask for an email address, send to [Intranscripts@excelsior.edu](mailto:Intranscripts@excelsior.edu)
  - ✓ Transcripts can be mailed to: Excelsior College, Office of the Registrars, 7 Columbia Circle, Albany, NY 12203

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/partner/intelycare](http://excelsior.edu/partner/intelycare)

### Helpful Tips:

- You can complete the Federal Application for Student Aid (FAFSA) online at [fafsa.ed.gov](http://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.
- Acceptable Partnership Verification documents can be a pay stub (sensitive information redacted) within 2 months, ID badge, or letter from employer on company letterhead