

# 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](http://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](http://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 . . . . . \$ 270**

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). If you elect to enroll in an Excelsior College degree program within one year of the date your OneTranscript is completed, \$75 of the OneTranscript fee will be applied toward your Undergraduate Multi-Source Enrollment Fee.

**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.

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

**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**

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**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®.

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**5. Courses Excluded from Credit Bank Transcript**

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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: \_\_\_\_\_



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