Undergraduate and Graduate Admission

Congratulations on taking the next step toward earning your degree.

NEXT STEPS:

1. Carefully read and completely fill out each section of this form. Questions regarding this form may be directed to the Office of Admissions toll-free at 888-647-2388 ext. 2, or the Center for Military and Veterans Education at 888-647-2388 ext. 1351.

2. Request that official transcripts be sent directly to Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203-5159. Official transcripts are those that a college, testing agency, or education office submits directly to Excelsior College. The issuance date of the transcript must be within three weeks or less.

3. Complete the verification of student identity form. Go to www.excelsior.edu/MyExcelsior and click on the My Details tab to complete the verification requirement or complete and submit the notarized identity verification form included in this document.

4. Complete the FAFSA (Free Application for Federal Student Aid) to be considered for financial assistance such as federal grants and loans, institutional scholarships, and private loans. For more information, go to www.excelsior.edu/FinancialAid. Students registered for examinations are not eligible for federal student aid but may qualify for institutional scholarships.

SCHOOL OF NURSING CANDIDATES

Turn to page 9 for admission requirements and special instructions.

GRADUATE DEGREE CANDIDATES

Turn to page 11 for admission requirements and special instructions.

INTERNATIONAL CANDIDATES

Visit international.excelsior.edu for admission requirements and special instructions.

If you are a graduate of a business, health sciences, liberal arts, public service, or technology degree program at Excelsior College, contact the school’s academic advising office to determine whether you are required to submit this form. If you have been withdrawn from a business, health sciences, liberal arts, public service, or technology degree program within the past five years, contact the school’s academic advising office as you may not be required to complete this form.
UNDERGRADUATE AND GRADUATE APPLICATION FOR ADMISSION

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

Social Security Number (USA) (Federal Aid applicants are required to provide their SSN)

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 (include Rd. St., Ave., etc., as well as Apt. or Suite number if applicable)

City

State

Zip code

Country (if not USA)

Mailing address

Number and street (include Rd. St., Ave., etc., as well as Apt. or Suite number if applicable)

City

State

Zip code

Country (if not USA)

Contact information (Indicate (D)ay or (E)vening)

Home phone

(d)/e

Business phone

Extension

(d)/e

Mobile phone

(d)/e

Email address

Electronic Communications Consent

Academic Evaluations
Whenever the College evaluates the credits you have earned, you will receive your My Academic Plan, the document that explains how credits earned will apply toward your academic program and which credits you still need to earn. We will notify you via email each time your academic plan is updated, and you can view this document at the Excelsior College website conveniently and without delay. Please make certain that you complete your email address above.

☐ If you do not wish to receive electronic delivery of your academic evaluations, check this box to receive these documents in printed form.

Excelsior College Updates

☐ No, I do not wish to receive Excelsior College updates via email broadcasts.

If you answer yes to subscribe to this service, be sure to add no-reply@excelsior.edu, TechSupport@excelsior.edu, or the excelsior.edu mail server to your email software’s address book or allowed list. If you are using a spam filter or blocker that requires confirmation from the sender or is set to reject email from certain domains, this procedure is necessary in order to ensure that you receive Excelsior College correspondence.

Date of birth (mm/dd/yyyy format)

Gender

FOR OFFICE USE ONLY

Special Population

Third Party
Have you graduated from high school, received a GED, or completed a High School Equivalency Test in the past 12 months?

☐ It has been longer than 12 months since I graduated from high school, earned my GED or High School Equivalency Test

☐ Yes, I graduated from high school in the past 12 months. ☐ Yes, I have obtained my GED or High School Equivalency Test in the last 12 months.

☐ No

Note: Important information for Georgia residents — visit page 13.

Since completing high school, have you taken at least one course in any college, university, or technical school? ☐ Yes ☐ No

If yes, list all previously earned degree(s):

<table>
<thead>
<tr>
<th>TYPE OF DEGREE</th>
<th>DATE DEGREE Earned</th>
<th>INSTITUTION GRANTING DEGREE</th>
<th>CHECK IF YOU ARE SENDING A TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

See page 8 for information regarding transcripts.

From the list below, enter the code number which 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 to 30 credits  3: 31 to 60 credits  4: 61 to 90 credits  5: 91 to 126 credits  6: Over 126 credits  7: I don’t know

Are you Hispanic or Latino/Latina? ☐ Yes ☐ No

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

Please select the one response which best reflects your citizenship status: ☐ U.S. citizen ☐ U.S. permanent resident ☐ Foreign national

Is English your first language? ☐ Yes ☐ No

If you are currently serving in the United States Armed Services, enter the two digit code number of the branch:

10 Army (Regular) 
15 Army (Reserves) 
20 Navy (Regular) 
25 Navy (Reserves) 
30 Marines (Regular) 
35 Marines (Reserves) 
40 Air Force (Regular) 
45 Air Force (Reserves) 
50 Coast Guard (Regular) 
55 Coast Guard (Reserves) 
60 National Guard (Army) 
65 National Guard (Air)

Other military status: ☐ Military veteran ☐ Military family member with Department of Defense card ☐ Department of Defense civilian employee

Military ID Number __________ Base zip code ________ Pay Grade ______

MOS, NER, CGR, etc. __________

If you are eligible or currently receiving GI Bill benefits, enter the code number of the chapter:

70 MGIB-AD (Chapter 30) 
75 MGIB-SR (Chapter 1606) 
80 REAP (Chapter 1607) 
85 VEAP (Chapter 32) 
95 Educational Assistance Test Program (Section 901) 
100 Educational Assistance Pilot Program (Section 903) 
105 Survivors’ and Dependents’ Educational Assistance Program (Chapter 35) 
115 Vocational Rehabilitation 
999 Not sure 
101 Post-9-11 (Chapter 33)

Have you used your benefits previously? ☐ Yes ☐ No If not, have you completed VA form 22-1990? ☐ Yes ☐ No

If you have used your benefits and are changing parent schools, have you completed VA form 22-1995? ☐ Yes ☐ No

If you answered No, complete the correct form online at www.gibill.va.gov.

Have you ever been enrolled in any program at Excelsior College (formerly Regents College)? ☐ Yes ☐ No If Yes, when? __________
All Applicants: Undergraduate Degree Selection Information  
(Select only one program)

**BUSINESS**
- AAB Associate in Applied Science in Administrative/Management Studies
- BPP Bachelor of Professional Studies—Business and Management
- BSS Bachelor of Science in Business
  - Area of concentration (select one)
    - ACCT General Accounting
    - FIN Finance
    - GENBU General Business
    - GLOB Global Business
    - MHR Management of Human Resources
    - MIS Management Information Systems
    - MARK Marketing
    - OPNG Operations Management
- MSB Bachelor of Science in Business/Master of Business Administration
  - Dual Degree Track
    - Area of undergraduate concentration (select one)
      - ACCT General Accounting
      - FIN Finance
      - GENBU General Business
      - GLOB Global Business
      - MHR Management of Human Resources
      - MIS Management Information Systems
      - MARK Marketing
      - OPNG Operations Management

**HEALTH SCIENCES**
- BHS Bachelor of Science in Health Sciences
  - Area of emphasis (select one)
    - HAW Health and Wellness
    - HED Health Education
    - MGT Management
    - PBR Public Health
- BHC Bachelor of Science in Health Care Management
- BPH Bachelor of Science in Public Health

**LIBERAL ARTS**
- AS Associate in Science with Concentration in Human Services
  - Area of concentration (select one)
    - ACCT General Accounting
    - FIN Finance
    - GENBU General Business
    - GLOB Global Business
    - MHR Management of Human Resources
    - MIS Management Information Systems
    - MARK Marketing
    - OPNG Operations Management
- BS Bachelor of Science in Psychology
  - Area of concentration (select one)
    - No concentration
    - No concentration in Industrial/Organizational Psychology and Strategic Sales
- BS Bachelor of Science in Social Sciences
  - Area of concentration (select one)
    - No concentration
    - Environmental Studies
    - Human Services
    - International Relations
- BA Bachelor of Arts in History
- BA Bachelor of Arts in Humanities
  - Area of concentration (select one)
    - No concentration
    - Communication Studies
    - Cultural Studies
    - Fine Arts
    - Literature
- BA Bachelor of Arts in Psychology

**PUBLIC SERVICE**
- ACU Associate in Science in Criminal Justice
- BS Bachelor of Science in Criminal Justice
  - Area of concentration (select one)
    - No concentration
    - Administration of Criminal Justice
    - Homeland Security
    - Investigative Forensics
    - Law Enforcement and Public Safety
- BS Bachelor of Science in Military Leadership
- BS Bachelor of Science in National Security
  - Area of concentration (select one)
    - Cybersecurity
    - Diplomacy/International Relations
    - Intelligence and Security Analysis
    - Military Leadership
    - Topics in National Security

**TECHNOLOGY**
- AAT Associate in Applied Science in Technical Studies
  - Military students should select the concentration which corresponds to their MOS/Rating.
  - Area of concentration (select one)
    - Computer Technologies
    - Electromechanical Technologies
    - Electronic/Instrumentation Technologies
    - Nuclear Technologies
    - Power Plant Technologies
    - Where my credits fit best
- ASST Associate in Science in Technology
  - Area of focus (select one)
    - Computer Technologies
    - Electromechanical Technologies
    - Electronic/Instrumentation Technologies
    - Nuclear Technologies
    - Power Plant Technologies
    - Where my credits fit best
- BCT Bachelor of Science in Cybersecurity
  - Area of concentration (select one)
    - GEN General Track
    - CPS Cyber Operations
    - HTH Health Care Cybersecurity
- BPT Bachelor of Professional Studies—Technology Management
  - Area of focus (select one)
    - ELECT Electrical Technology
    - IF Information Technology
    - NUC Nuclear Technology
    - RE Renewable Energy Technology
- BEL Bachelor of Science in Electrical Engineering Technology (ABET accredited)
  - Area of concentration (select one)
    - ELECT Electronics
    - NANO Nanotechnology
    - POWER Power Systems
- BIX Bachelor of Science in Information Technology
  - Area of concentration (select one)
    - CYSS Cybersecurity Technology
    - GEN General
    - INF Information Security
    - NET Network Operations
- BNX Bachelor of Science in Nuclear Engineering Technology
  - Master of Business Administration
  - Dual Degree Track
    - Area of undergraduate concentration (select one)
      - General (no concentration)
      - Accounting
      - Cybersecurity Management
      - Health Care Management
      - Human Performance Technology
      - Human Resource Management
      - Leadership
      - Mediation and Arbitration
      - Social Media Management
      - Technology Management
- MIB Bachelor of Science in Information Technology/Master of Business Administration
  - Dual Degree Track
    - Area of concentration (select one)
      - General
      - Cybersecurity Technology
      - Information Security
      - Network Management
- MB Bachelor of Science in Information Technology/Master of Business Administration
  - Dual Degree Track
    - Area of concentration (select one)
      - General
      - Cybersecurity Technology
      - Information Security
      - Network Management

---

1. If you have earned a bachelor’s degree in nursing from a regionally accredited institution and hold a valid and current U.S. RN license, you may be interested in pursuing our Master of Science in nursing degree. If so, call an enrollment counselor before completing this application.
2. MRN applicants must submit a completed MS capstone requirement form (excelsior.edu/capstone).
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MASTER OF SCIENCE IN HEALTH SCIENCES</th>
<th>MASTER OF SCIENCE IN NURSING</th>
<th>MASTER OF SCIENCE IN CRIMINAL JUSTICE</th>
<th>MASTER OF SCIENCE IN CYBERSECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH SCIENCES</td>
<td>No specialization</td>
<td>NLA Nursing Leadership and Administration of Health Care Systems</td>
<td>No concentration</td>
<td>GEN General Track</td>
</tr>
<tr>
<td></td>
<td>HPE Health Professions Education</td>
<td>PH Public Health</td>
<td>HS Homeland Security and Emergency Management</td>
<td>INFS Information Assurance</td>
</tr>
<tr>
<td></td>
<td>HI Health Care Informatics</td>
<td></td>
<td>JA Justice Administration</td>
<td>MEDATA Medical Data Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA Policy Administration</td>
</tr>
<tr>
<td>NURSING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUBLIC SERVICE</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>BUSINESS</td>
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</tr>
<tr>
<td>NURSING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDICAL SCIENCES</td>
<td>No concentration</td>
<td>NLA Nursing Leadership and Administration of Health Care Systems</td>
<td>No concentration</td>
<td>GEN General Track</td>
</tr>
<tr>
<td></td>
<td>Health Professions Education</td>
<td>PH Public Health</td>
<td>HS Homeland Security and Emergency Management</td>
<td>INFS Information Assurance</td>
</tr>
<tr>
<td></td>
<td>HI Health Care Informatics</td>
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<td>JA Justice Administration</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PA Policy Administration</td>
</tr>
</tbody>
</table>

**BUSINESS**
- Master of Business Administration
  - No concentration
- ACCTG General Accounting
- CYS Cybersecurity Management
- HCM Health Care Management
- HPT Human Performance Technology
- HR Human Resource Management
- LDR Leadership
- MEDAR Mediation & Arbitration
- SMM Social Media Management
- TM Technology Management
- Master of Science in Management
  - No concentration
  - GENB General Business Management
  - HRM Human Resource Management
  - MEDAR Mediation & Arbitration
  - OL Organizational Leadership

**HEALTH SCIENCES**
- Master of Science in Health Sciences
  - No specialization
- HPE Health Professions Education
- PH Public Health
- HI Health Care Informatics

**LIBERAL ARTS**
- Master of Arts in Liberal Studies (Capstone Option)
- Master of Arts in Liberal Studies (Thesis Option)

**NURSING**
- Master of Science in Nursing
  - NLA Nursing Leadership and Administration of Health Care Systems
  - PH Public Health
  - HI Health Care Informatics

**TECHNOLOGY**
- Master of Science in Cybersecurity
  - No concentration
  - GEN General Track
  - INFS Information Assurance
  - MEDATA Medical Data Security
  - PA Policy Administration
Active Duty/Guard/Reserve Military Authorization

As a student enrolling in Excelsior College, I agree to respond promptly to information requested by either my ESO/Education Counselor or Excelsior College regarding my studies, to notify my ESO/Education Counselor and Excelsior College of any change in name, address, or Social Security number, and to meet all of my financial obligations to Excelsior College. Since my ESO/Education Counselor will assist me in planning a course of study, I have authorized my ESO/Education Counselor to submit official documents on my behalf. I also authorize Excelsior College to release to my ESO/Education Counselor pertinent information regarding my status in Excelsior College, including copies of My Academic Plan and other information related to my studies and status in the program.

Signature

Date

Education Center Address

Employer Information

Are you currently employed?  ☐ No  ☐ Yes, part-time  ☐ Yes, full-time

If employed, who is your employer?

Name of employer

Number and street address of employer

State  Zip code  Country (if not USA)

If employed, what is your job title?

Job title

Check the appropriate box(es) for any degree(s) you have already earned:  ☐ Associate  ☐ Baccalaureate

Parental Education Level

<table>
<thead>
<tr>
<th>Did not finish high school</th>
<th>Mother</th>
<th>Father</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended some college but did not graduate</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Completed an associate degree (AA, AS, AAS, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Completed a bachelor’s degree (BA, BS, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Completed a master’s degree (MA, MS, MBA, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Completed a doctorate degree (PhD, JD, MD, etc.)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do not know</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Your annual household income

<table>
<thead>
<tr>
<th>☐ Less than $24,999</th>
<th>☐ $70,000 to $84,999</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ $25,000 to $34,999</td>
<td>☐ $85,000 to $99,999</td>
</tr>
<tr>
<td>☐ $35,000 to $44,999</td>
<td>☐ $100,000 to $119,999</td>
</tr>
<tr>
<td>☐ $45,000 to $54,999</td>
<td>☐ Over $120,000</td>
</tr>
<tr>
<td>☐ $55,000 to $69,999</td>
<td></td>
</tr>
</tbody>
</table>
All Applicants: Documents Submitted for Evaluation

Transcripts
List each institution that will be submitting official transcripts on your behalf. Only list institutions from which you have previously earned college-level credits and that you would like to be considered. We will process your application once all official transcripts listed have been received. Do not submit unofficial transcripts as they cannot be used to evaluate your prior credits. Official transcripts are those that a college, testing agency, or education office submits directly to: Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203-5159.

Note: The issuance date of the transcript must be within three weeks or less and must have two forms of ID on the transcript (e.g. social security number and current address, current address and date of birth, last four numbers of your social security number and date of birth).

Official transcripts must be submitted at the request of the student. Excelsior College does not request transcripts on the student’s behalf. 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.

<table>
<thead>
<tr>
<th>Name of college/university</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
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</table>

Examination Transcripts
List any exams from which you will have score reports submitted (Excelsior College® Examinations, UExcel®, CLEP Exams, DANTES Exams, or Advanced Placement (AP)):

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>Exam title</th>
<th>Year taken</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Professional/Corporate Training Courses
List completed professional/corporate training that has been evaluated by ACE or National College Credit Recommendation Service:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Year taken</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

For graduate students only
List all previously completed graduate-level courses submitted for consideration. (Include syllabus and/or catalog description for any course for which content cannot clearly be determined by the title. For School of Nursing candidates, the course syllabus is required.)

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>TITLE</th>
<th>TERM/YEAR TAKEN</th>
<th>INSTITUTION</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Nursing Candidates: Special Instructions and Admission Requirements

Nursing courses completed at institutions other than Excelsior College are only evaluated upon enrollment. Associate degree in nursing students only: Note some state boards of nursing have additional requirements for licensure. Be sure to visit www.excelsior.edu/board_requirements for current information specific to each state.

Associate degree in nursing program (please check the box corresponding to your current level of nursing experience):

Note: If you do not see your health care profession listed, you are not eligible for admission to the associate nursing degree programs at this time. Before continuing with this application, please stop here and call admissions at 888-647-2388, ext. 2 to discuss eligibility as the application fee is non-refundable.

- Licensed Practical or Vocational Nurse (LPN or LVN)
  - We are usually able to verify most LPN/LVN licenses online with the exception of Louisiana. Therefore, Louisiana applicants must submit their license.

- Paramedic
  - Copy of current state or national certification.

- Certain Classifications of Military Medical Personnel (see below)
  - Official JST (Joint Services Transcript) or CCAF transcript. Additional documentation may be required. See Nursing Admissions Criteria for Military Personnel below.

Additional criteria for associate degree nursing students (including military personnel)

In addition to qualifying for admission by meeting one of the valid health care backgrounds noted above, you must also meet both criteria below:

- Earn the minimum required score, as established by the School of Nursing, on the Test of Essential Academic Skills (TEAS). The scores noted below must be earned on a single attempt and no more than one year prior to your application date: Reading: 69% Mathematics: 63.3% Science: 45.8% English: 60%

Note: There are no exceptions to the above. You should not submit an application until you have achieved the required scores noted above and met all other eligibility criteria in effect at that time. TEAS score reports must be requested and sent directly from ATI (www.atitesting.com). For detailed instructions on creating and registering an account with ATI as well as purchasing your TEAS scores, visit www.excelsior.edu/programs/nursing/nursing-associate-degree and click on the Policy Changes link on the right-hand side of the page.

Note: When you register for the TEAS, you must provide ATI with your date of birth (MM/DD) and the same email address you provided to Excelsior College. These two unique identifiers are necessary to match your TEAS transcript with your Excelsior College student record. Without them we cannot ensure acceptance of your score.

- Submit a completed Verification of Health Care Experience (VHCE) form, signed by your supervisor. The VHCE form expires three (3) months from the date of your supervisor’s signature. You may download this form from www.excelsior.edu/vhce.

Important: In addition to submitting a VHCE form upon application to the program, students will need to submit a new VHCE form no more than three (3) months prior to FCCA eligibility.

International Nurses

Admission to the associate degree in nursing programs is not open to international students. Visit international.excelsior.edu for more information.

RN to BS in nursing and RN to MS in nursing Programs

Admission to both the BS in nursing program and RN to MS in nursing program is limited to Registered Nurses (RNs) who are currently licensed in the U.S.

- Registered Nurse (RN)
  - You must submit an official transcript showing the completion of associate degree nursing education or RN diploma education. In addition, we require a copy of your current U.S. RN license with an expiration date. In most cases, we are able to verify your license online but if we cannot do that we will contact you and request that you submit it to us.
  - NOTE: MRN applicants must submit a completed MS Capstone Requirement form (www.excelsior.edu/capstone).

© Your associate degree or RN diploma education must be from a regionally accredited institution; NYS Education Department-approved program; or an institution holding accreditation from either the National League for Nursing Accrediting Commission (NLNAC), Accreditation Commission for Education in Nursing (ACEN), or the Commission on Collegiate Nursing Education (CCNE) at the time of your attendance.
Associate Nursing Admission Criteria for Military Personnel

The following military occupations meet the Excelsior College School of Nursing admission criteria.
Active Duty: Admission is limited to service members who are on active duty, National Guard, or reserves, and currently working in one of the military occupations noted below.
(See the Additional criteria for associate degree nursing students on page 9.)

<table>
<thead>
<tr>
<th>Primary Army MOS</th>
<th>Navy rating/classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH CARE SPECIALIST</td>
<td>HOSPITALMAN NER HN</td>
</tr>
<tr>
<td>68W (w/specific Army Skill Identifiers①)</td>
<td></td>
</tr>
<tr>
<td>▶ F2 Army Flight Paramedic</td>
<td></td>
</tr>
<tr>
<td>▶ F3 Army Flight Medic</td>
<td></td>
</tr>
<tr>
<td>▶ M6 Army LPN (pre-October 1, 2013)</td>
<td></td>
</tr>
<tr>
<td>▶ W1 Special Operations Combat Medic</td>
<td></td>
</tr>
<tr>
<td>SPECIAL FORCES MEDICAL SGT.</td>
<td>HOSPITAL CORPSMAN NER HM</td>
</tr>
<tr>
<td>18Dz</td>
<td></td>
</tr>
<tr>
<td>PRACTICAL NURSE SPECIALIST</td>
<td>INDEPENDENT DUTY CORPSMAN NEC 8425</td>
</tr>
<tr>
<td>68C</td>
<td></td>
</tr>
</tbody>
</table>

① Army Special Skill Identifiers are noted on the official JST (Joint Services Transcript) and/or on an Army ERB (Enlisted Record Brief) or NCOER (Noncommissioned Officer Evaluation Report). Official copy is required.

<table>
<thead>
<tr>
<th>Coast Guard rating</th>
<th>Air Force AFSC (NOTE: “X” indicates level; e.g. 1, 3, 5, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH SERVICES TECHNICIAN</td>
<td>MEDICAL SERVICE SPECIALIST 4N0X1</td>
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</table>

For All Nursing Students

Nursing courses completed at institutions other than Excelsior College are only evaluated upon enrollment. For up to three licenses/certifications, indicate:

<table>
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<tr>
<th>State in which you hold your certification or licensure</th>
<th>License number</th>
<th>License expiration date</th>
<th>Former name(s) by which you have been identified</th>
</tr>
</thead>
</table>
Graduate Degree Candidates: Special Instructions and Admission Requirements

Note: Admission to any graduate program requires a bachelor’s degree from a regionally accredited college or university or the foreign equivalent.

Checklist of Application Materials

☐ My bachelor’s degree was obtained through Regents College/Excelsior College. I do not need to submit an official transcript for my undergraduate degree.
☐ My bachelor’s degree transcript has been requested.

☐ Official transcripts of graduate coursework and/or degrees, if applicable
☐ Essay required for the following (must accompany your application):
  ☐ MA in liberal studies candidates, MS in criminal justice candidates, Master of Public Administration candidates
  ☐ MS in health sciences candidates for the health professions education specialization only: A photocopy of documentation that you are eligible to practice in an allied health profession in your state of residence and an official transcript confirming completion of an allied health program.
  ☐ MS in nursing candidates only: Photocopy of RN license or a letter from your state board of nursing confirming your active and current registration, official transcript verifying an earned Bachelor’s in Nursing degree and, a completed MS Capstone Requirement form (www.excelsior.edu/capstone).

School of Business & Technology Candidates
Master of Business Administration
Master of Science in Cybersecurity
Master of Science in Management
Please direct any questions you may have as you complete this application to the Admissions Office at 888-647-2388, ext 2, or email GradAdmissions@excelsior.edu.

School of Health Sciences
Master of Science in Health Sciences
If you are pursuing the Health Professions Education specialization, you are required to submit an official transcript from a regionally accredited college or university or the foreign equivalent confirming completion of an allied health degree program. If this program was not completed at the bachelor’s level then you also need to submit an official transcript that confirms completion of your bachelor’s degree from a regionally accredited college or university or the foreign equivalent. In addition, you must provide photocopied documentation that you are eligible to practice in an allied health profession in your state of residence. (This may include a license or certification.) Please direct any questions you may have as you complete this application to the Admissions Office at 888-647-2388, ext. 2.

School of Liberal Arts Candidates
Master of Arts in Liberal Studies
You are required to submit an essay with this application. Refer to the essay guidelines on page 12 of this application. If you have any questions as you complete this application, please call the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions@excelsior.edu.

School of Nursing Candidates
Master of Science in Nursing
You are required to submit:
 ▶ an official transcript from a regionally accredited college or university or the foreign equivalent confirming completion of a Bachelor of Science in Nursing;
 ▶ evidence of your valid and active RN license (photocopy of license or letter from your state board of nursing), and
 ▶ a completed MS Capstone Requirement form (www.excelsior.edu/capstone).

Applicants with a bachelor’s degree in another field and a valid and current RN license should apply to the RN to MS program (see the Undergraduate Application for Admission form: my.excelsior.edu/group/myexcelsior-publications/2/).

If you have any questions as you complete this application, please contact the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions@excelsior.edu.

International students must demonstrate that they have an equivalent U.S. Registered Nurse (RN) licensure (see International Nurses School of Nursing Candidates, page 9.)

School of Public Service Candidates
Master of Science in Criminal Justice or Master of Public Administration
You are required to submit an essay with this application. Refer to the essay guidelines on page 12 of this application. If you have any questions as you complete this application, please call the Admissions Office at 888-647-2388, ext. 2, or email GradAdmissions@excelsior.edu.
Guidelines for the Graduate Admissions Essay

School of Liberal Arts
Master of Arts in Liberal Studies Candidates Only

The admissions essay is your opportunity to explain your interest in earning a Master of Arts in Liberal Studies from Excelsior College. This essay is the primary means by which we will assess your preparedness for the program. Because good writing skills will be very important to your success in this program, we will use your essay to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.

In a direct, concise essay of 800–1200 words, your personal essay should address how the MALS program can help you achieve your personal, professional, and academic goals; your preparedness for graduate-level study; your experience and/or aptitude for completing academic work at a distance; and any special abilities, qualities, or life experiences you will bring to the program.

There are two options for students wanting to complete the MALS degree: the Capstone option and the Thesis option. For the Capstone option, students take an 8-week Capstone course designed to allow students to showcase their skills in performing interdisciplinary study of a topic presented in the course, ending with a culminating project. Students choosing the Capstone option should note that in their essay and also discuss why interdisciplinary studies is important to their goals. Alternatively, students may choose the Thesis option in which the program concludes with the 15-week Thesis course and submission of the Master’s Thesis. Students specifically interested in the Thesis option should note that in their essay and also explore an area of focus that they wish to examine throughout the program and for their thesis.

Note: Because good writing skills will be very important for your success, the essay will be used to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.

School of Public Service
Master of Science in Criminal Justice and Master of Public Administration candidates only

In the pursuit of graduate education, a student’s ability to communicate effectively in writing is an absolute necessity. A candidate for admission to the Master of Science in Criminal Justice/Master of Public Administration program is required to submit a personal statement essay with their application. This essay is designed to provide the candidate with an opportunity to explain to the admissions committee why he or she is interested in pursuing the MSCJ/MPA and serves as a sample of the candidate’s writing ability. The essay should be creative, organized and original. The use of correct grammar, punctuation, spelling and syntax are essential.

In a 1200–1500 word, double-spaced essay, convey how graduate study enhances your career goals. Also discuss related qualifications including academic preparedness, professional experience, and/or community activities, and any other significant accomplishments. Please indicate any previous experience with online education.

Upon completion of the applicant’s admissions file, the MSCJ/MPA Admissions Committee will review all applications and may grant or deny admission to the program. Cohorts begin throughout the year. Applications will be considered on a rolling basis.

Note: Because good writing skills will be very important for your success, the essay will be used to assess your ability to communicate effectively in writing. Therefore, the essay should represent your best writing effort.
**Signature and Date (Required)**

I certify that the above statements are true and correct. I understand that false information or documents may result in dismissal from the College; and that it is my responsibility to submit all required information. I agree that if accepted for enrollment in the College, I will comply with and be bound by all requirements and policies of the College, as set forth in this form, the student policies Web page, and the catalog pertaining to the program in which I am seeking to enroll.

I have also read and understand the commitment fee refund policy included in the Undergraduate Tuition and Fee Schedule and have read and understand the requirements for the enrollment option I selected as listed on the Payment Options page of this form. I also understand that my matriculation date is set at the time my initial evaluation is completed. My signature below indicates I have read the Required State Disclosure Notifications presented on the Excelsior College website (www.excelsior.edu/about/transparency).

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**All Applicants: Mailing/Payment Instructions**

Please include your $50 non-refundable application fee with this application. 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. **Do not send cash.**

**Note:** The $50 application fee is waived for veterans, as well as academic and corporate partners. Military servicemembers and military family members are only required to apply and pay the $50 application fee for programs in the School of Nursing.

- [ ] Check enclosed
- [ ] Money order enclosed

**Credit card authorization**

I authorize Excelsior College to charge ________________ (or the current fee at the time this form is received by Excelsior College) to my:

- [ ] Mastercard
- [ ] Visa
- [ ] Discover
- [ ] American Express

<table>
<thead>
<tr>
<th>Credit card account number</th>
<th>Expiration date</th>
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<tr>
<th>Name of cardholder</th>
<th>Signature</th>
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</table>

**Mail or fax your completed application and payment to:**

Excelsior College Bursar’s Office
7 Columbia Circle, Albany, NY 12203-5159
FAX: 518-464-8685

**Georgia Residents**

You must submit one of the following with your application to verify completion of high school graduation: an official copy of your final high school transcript (including your date of graduation and the school seal); an official copy of your GED (General Education diploma/test scores) from the state where they were earned or an official accredited U.S. college transcript reflecting completion of high school graduation or a GED. Please have this document mailed directly to: Excelsior College, 7 Columbia Circle, Albany, NY 12203.

**Note:** International applicants from the state of Georgia who earned the equivalent of a U.S. high school education outside the United States must have their education verified by requesting a General or Subject Analysis report from Educational Credentials Evaluators Inc. (ECE). You can submit an application online to ECE at www.ece.org/excelsior or request an application by calling 414-289-3400.
Identity Verification

► Complete all information on this form in the presence of a Notary or Excelsior College employee.

► Mail to the Office of Registration and Records, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

We will not accept this form via fax or email.

Name (first, last) | Last 4 digits of SSN | Student ID Number

Type of valid, government-issued, photo identification viewed by Notary or Excelsior College employee:

☐ Driver’s License (or other state-issued photo ID)

☐ Passport

☐ Military DoD

☐ Other (valid, government-issued photo ID)

You are required to provide a copy of the ID viewed along with this notarized form.

Student (must sign)

I attest that I am the above named person.

Signature Date

Notary identification verification

State of County of

I hereby certify that on this __________ day of ____________, 20____ personally appeared before me the signer and subject of the above form, who signed or attested to the same in my presence and presented the above valid form of identification as proof of his or her identity:

Notary Public (Print name) Commission expiry date

Notary Public Signature

EXCELSIOR COLLEGE STAFF USE

I attest that I, ____________________________ have viewed the above photo identification and verify the identity of ____________________________ for the purposes of attending Excelsior College.

Excelsior College employee signature Date
Complete the Commitment to Enroll Process by submitting this completed form indicating your program choice and authorization of payment for your enrollment option.

Degree

The Degree on the Commitment to Enroll form must be the same degree selected during the application process.

Refer to the fee schedules (available on our website at www.excelsior.edu/publications) for detailed information on our enrollment options and payment plans. If you have questions regarding current fees or enrollment options, contact our Admissions Office toll-free at 888-647-2388 (ext. 2). Questions regarding payment plans should be directed to the Student Accounting Office (888-647-2388, ext. 3).

A. Undergraduate Student Payment Options (Military servicemembers, Veterans and Military family members, see section B)

Indicate the option of your choice. Payment can be made in full or through one of our convenient payment plans. Options available to all undergraduate candidates for any Excelsior College degree.

☐ Excelsior Course Option

There is no commitment fee for students who agree to complete a minimum of 12 Excelsior College course credits (6 course credits for Associate in Applied Science in Technical Studies or Administrative/Management Studies) during their term of enrollment.

☐ Multi-Source Option

Students pay the full commitment fee of $1,095.

Please note: Do not choose this option if you are enrolling in the BS Completion Program for RNs or the RN to MS in nursing (with specialization).

☐ Payment in full is attached

☐ Pay Your Way Payment Plan

Choose from a minimum of two to a maximum of six monthly payments. Download, print, and complete your Enrollment Payment Plan Agreement Form at www.excelsior.edu/undergraduate-nbs-application (login required).

B. Military servicemembers, Veterans and Military Family Members Undergraduate Student Payment Options

Available to all Branches; Active Duty, National Guard, Reserve, and Military Family Members who hold a US Uniformed Services Identification and Privilege Card.

Indicate the option of your choice. Payment can be made in full or through one of our convenient payment plans. Options available to all undergraduate candidates for any Excelsior College degree.

☐ Excelsior Course Option

Veterans: Please refer to Section A Course Option for course credit requirements.

There is no commitment fee for military and military family students who agree to complete a minimum of 9 Excelsior College course credits for Associate degrees and 15 Excelsior College course credits for Bachelor’s degrees during their term of enrollment.

☐ Multi-Source Option

Students pay the full commitment fee of $760.

Please note: Do not choose this option if you are enrolling in the BS Completion Program for RNs or the RN to MS in nursing (with specialization).

☐ Payment in full is attached

☐ Pay Your Way Payment Plan

Choose from a minimum of two to a maximum of six monthly payments. Download, print, and complete your Enrollment Payment Plan Agreement Form at www.excelsior.edu/undergraduate-nbs-application (login required).

C. Graduate Student Payment Options

Graduate students are required to pay the Graduate Student Services Fee of $265. This fee is paid annually, on the anniversary of your enrollment.

Payment plans are not available for the Graduate Student Services Fee.

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This payment plan offers a minimum of two to a maximum of six monthly payments. If you choose the payment plan, you must include the first payment with this Commitment to Enroll Form and complete the Nelnet Business Solutions Automatic Payment Agreement Form (on the back of the payment plan brochure) to authorize future payments. Both forms must be signed and mailed to Excelsior College.
Include appropriate payment. Payment is made in full or by payment plan agreement. If using a payment plan, include the first payment as outlined in your selected plan. 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. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

Credit Card Authorization
I authorize Excelsior College to charge (or the current fee [refer to the enclosed fee schedule] 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

Mail or fax your completed Commitment to Enroll Form and, if applicable, payment in the enclosed pre-addressed envelope to:

Excelsior College Bursar’s Office
7 Columbia Circle
Albany, NY 12203-5159
FAX: 518-464-8777

I certify that the above statements are true and correct. I understand that my commitment to enroll at Excelsior College requires me to engage in credit bearing activity within six months of my commitment. I understand that I have six months to register for an Excelsior course or exam or transfer in new credit (this must be credit that does not appear on my initial evaluation), or my admittance will expire and I will need to go through the admissions process again. I have also read and understand the commitment fee refund policy included in the Tuition and Fee Schedules and have read and understand the requirements for the enrollment option I selected as listed on the Payment Options page of this form.

Signature
Date