



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 If you have been withdrawn from a business, health sciences, liberal arts, public service, or technology degree program within the past five years, contact the school's academic advising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)

□□□-□□-□□□□

FOR OFFICE USE ONLY

Special Population

Third Party

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 □

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):

TYPE OF DEGREE	DATE DEGREE EARNED	INSTITUTION GRANTING DEGREE	CHECK IF YOU ARE SENDING A TRANSCRIPT
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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)	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)

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)	95	Educational Assistance Test Program (Section 901)	115	Vocational Rehabilitation
75	MGIB-SR (Chapter 1606)	100	Educational Assistance Pilot Program (Section 903)	999	Not sure
80	REAP (Chapter 1607)	105	Survivors' and Dependents' Educational Assistance Program (Chapter 35)		
85	VEAP (Chapter 32)	010	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)

NURSING

Note the admissions eligibility requirements on page 9.

- ☐ **AAS** Associate in Applied Science/ Associate in Science in nursing
- ☐ **BRN** BS Completion Program (RNs only)
- ☐ **MRN** RN to MS in nursing ^{①②}
 - Area of specialization (select one).*
 - ☐ **NLA** Nursing Leadership and Administration of Health Care Systems
 - ☐ **NED** Nursing Education
 - ☐ **INF** Nursing Informatics

BUSINESS

- ☐ **AAB** Associate in Applied Science in Administrative/Management Studies
- ☐ **BPB** Bachelor of Professional Studies—Business and Management
- ☐ **BSB** Bachelor of Science in Business
 - Area of concentration (select one).*
 - ☐ **ACCTG** General Accounting
 - ☐ **FIN** Finance
 - ☐ **GENBU** General Business
 - ☐ **GLOBL** Global Business
 - ☐ **MHR** Management of Human Resources
 - ☐ **MIS** Management Information Systems
 - ☐ **MARK** Marketing
 - ☐ **OPMNG** Operations Management
- ☐ **MSB** Bachelor of Science in Business/ Master of Business Administration Dual Degree Track
 - Area of undergraduate concentration (select one).*
 - ☐ **ACCTG** General Accounting
 - ☐ **FIN** Finance
 - ☐ **GENBU** General Business
 - ☐ **GLOBL** Global Business
 - ☐ **MHR** Management of Human Resources
 - ☐ **MIS** Management Information Systems
 - ☐ **MARK** Marketing
 - ☐ **OPMNG** 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
 - ☐ **PBH** Public Health
- ☐ **BHC** Bachelor of Science in Health Care Management
- ☐ **BPH** Bachelor of Science in Public Health
- ☐ **MHA** Bachelor of Science in Health Care Management/Master of Business Administration Dual Degree Track
 - Graduate-level concentration (select one).*
 - ☐ No concentration
 - ☐ **ACCT** 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
- ☐ **MBH** Bachelor of Science in Health Sciences/Master of Science in Health Sciences
 - Area of undergraduate emphasis (select one).*
 - ☐ **HAW** Health and Wellness
 - ☐ **HED** Health Education
 - ☐ **MGT** Management
 - ☐ **PBH** Public Health
 - Graduate-level specialization (select one).*
 - ☐ No concentration
 - ☐ **HI** Health Care Informatics
 - ☐ **HPE** Health Professions
 - ☐ **PH** Public Health

LIBERAL ARTS

- ☐ **AS** Associate in Science with Concentration in Human Services
- ☐ **AS** Associate in Science in Liberal Arts
- ☐ **AA** Associate in Arts in Liberal Arts
- ☐ **BSL** Bachelor of Science in Liberal Arts (no concentration)
- ☐ **BSL** Bachelor of Science in Liberal Arts (concentration in Professional and Technical Writing)
- ☐ **BS** Bachelor of Science in History
- ☐ **BS** Bachelor of Science in Natural Sciences
 - Area of concentration (select one).*
 - ☐ No concentration
 - ☐ Biology
- ☐ **BS** Bachelor of Science in Psychology
 - Area of concentration (select one).*
 - ☐ No concentration
 - ☐ 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
- ☐ **BAL** Bachelor of Arts in Liberal Arts
- ☐ **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

- ☐ **ACJ** 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
- ☐ **AST** 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
- ☐ **BCY** Bachelor of Science in Cybersecurity
 - Area of concentration (select one).*
 - ☐ **GEN** General Track
 - ☐ **COPS** Cyber Operations
 - ☐ **HLTH** Health Care Cybersecurity
- ☐ **BPT** Bachelor of Professional Studies—Technology Management
 - Area of focus (select one).*
 - ☐ **ELECT** Electrical Technology
 - ☐ **IT** Information Technology
 - ☐ **NUC** Nuclear Technology
 - ☐ **RE** Renewable Energy Technology
- ☐ **BEL** Bachelor of Science in Electrical Engineering Technology (ABET accredited)
 - Area of concentration (select one).*
 - ☐ **ELEC** Electronics
 - ☐ **NANO** Nanotechnology
 - ☐ **POWER** Power Systems
- ☐ **BIX** Bachelor of Science in Information Technology
 - Area of concentration (select one).*
 - ☐ **CYS** Cybersecurity Technology
 - ☐ **GEN** General
 - ☐ **INF** Information Security
 - ☐ **NET** Network Operations
- ☐ **BNX** Bachelor of Science in Nuclear Engineering Technology (ABET accredited)
- ☐ **MNT** Bachelor of Science in Nuclear Engineering Technology/ Master of Business Administration Dual Degree Track
 - Area of graduate-level 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
- ☐ **MIC** Bachelor of Science in Information Technology (with concentration)/ Master of Science in Cybersecurity Dual Degree Track
 - Area of concentration (select one).*
 - ☐ General
 - ☐ Cybersecurity Technology
 - ☐ Information Security
 - ☐ Network Management
- ☐ **MBI** 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
- ☐ **BST** Bachelor of 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

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).

All Applicants: Graduate Degree Selection Information (Select only one program)

BUSINESS

- ☐ **Master of Business Administration**
Area of concentration (select one).
- ☐ 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**
Area of concentration (select one).
- ☐ 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**
Area of specialization (select one).
- ☐ NLA Nursing Leadership and Administration of Health Care Systems
 - ☐ NED Nursing Education
 - ☐ INF Nursing Informatics

PUBLIC SERVICE

- ☐ **Master of Science in Criminal Justice**
Area of concentration (select one).
- ☐ No concentration
 - ☐ HS Homeland Security and Emergency Management
 - ☐ JA Justice Administration
- ☐ **Master of Public Administration**
Area of concentration (select one).
- ☐ No concentration
 - ☐ Mediation & Arbitration

TECHNOLOGY

- ☐ **Master of Science in Cybersecurity**
Area of concentration (select one).
- ☐ GEN General Track
 - ☐ INFAS 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

	Mother	Father
Did not finish high school	<input type="checkbox"/>	<input type="checkbox"/>
Attended some college but did not graduate	<input type="checkbox"/>	<input type="checkbox"/>
Completed an associate degree (AA, AS, AAS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a bachelor's degree (BA, BS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a master's degree (MA, MS, MBA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a doctorate degree (PhD, JD, MD, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Do not know	<input type="checkbox"/>	<input type="checkbox"/>

Your annual household income

<input type="checkbox"/>	Less than \$24,999	<input type="checkbox"/>	\$70,000 to \$84,999
<input type="checkbox"/>	\$25,000 to \$34,999	<input type="checkbox"/>	\$85,000 to \$99,999
<input type="checkbox"/>	\$35,000 to \$44,999	<input type="checkbox"/>	\$100,000 to \$119,999
<input type="checkbox"/>	\$45,000 to \$54,999	<input type="checkbox"/>	Over \$120,000
<input type="checkbox"/>	\$55,000 to \$69,999		

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.

Name of college/university	City	State
Name of college/university	City	State
Name of college/university	City	State

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)):

Type of Exam	Exam title	Year taken
Type of Exam	Exam title	Year taken
Type of Exam	Exam title	Year taken

Professional/Corporate Training Courses

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

Organization	Year taken
Organization	Year taken
Organization	Year taken

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.)

PREFIX	TITLE	TERM/ YEAR TAKEN	INSTITUTION	GRADE

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.

<input type="checkbox"/> 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.
<input type="checkbox"/> Paramedic	Copy of current state or national certification.
<input type="checkbox"/> 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.	
<input type="checkbox"/> Registered Nurse (RN)	<p><i>You must submit an official transcript showing the completion of associate degree nursing education or RN diploma education.^① 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.</i></p> <p>NOTE: MRN applicants must submit a completed MS Capstone Requirement form (www.excelsior.edu/capstone).</p>
<p>^① 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.</p>	

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](#).)

Primary Army MOS	
HEALTH CARE SPECIALIST	68W (w/specific Army Skill Identifiers ^①) <ul style="list-style-type: none"> ▶ F2 Army Flight Paramedic ▶ F3 Army Flight Medic ▶ M6 Army LPN (pre-October 1, 2013) ▶ W1 Special Operations Combat Medic
SPECIAL FORCES MEDICAL SGT.	18Dz
PRACTICAL NURSE SPECIALIST	68C
^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.	

Navy rating/classification	
HOSPITALMAN	NER HN
HOSPITAL CORPSMAN	NER HM
INDEPENDENT DUTY CORPSMAN	NEC 8425
NAVY SPECIAL WARFARE MEDIC	NEC 5392 ^①
^① In addition to holding the NEC rating, the applicant must also have completed Army course Special Operations Combat Medic (SOCM) ACE Guide Number AR-0801-0036 on/after October 2005.	

Coast Guard rating	
HEALTH SERVICES TECHNICIAN	HS

Air Force AFSC (NOTE: "X" indicates level; e.g. 1, 3, 5, etc.)	
MEDICAL SERVICE SPECIALIST	4N0X1
AEROMEDICAL SPECIALIST	4F0X1
PARARESCUE	1T2X1

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:

State in which you hold your certification or licensure	License number	License expiration date	Former name(s) by which you have been identified

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.

College name _____

- ☐ 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).

Signature

Date

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

Credit card account number

Expiration date

Name of cardholder

Signature

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



COMMITMENT TO ENROLL FORM

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^①. 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^①. 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.

continued on next page

^① 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



**EXCELSIOR
COLLEGE®**

7 Columbia Circle, Albany, New York 12203-5159
518-464-8500 • Toll Free: 888-647-2388 • TDD 518-464-8501 • www.excelsior.edu

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request.

Excelsior College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

ADM 17-39581 rev. 10/2016. EX00189