Excelsior College OneTranscript®

Application Instructions

Thank You for Choosing OneTranscript®

OneTranscript is a service for students who want to consolidate their academic records for employment or educational purposes onto a single transcript. OneTranscript is not an application for an evaluation of credits applicable to an Excelsior College academic degree. If you are planning to enroll in a degree program, you should be completing the Undergraduate Application for Admission.

OneTranscript enables you to record and report, on a single transcript, college-level credit you have accumulated from a variety of accredited sources. OneTranscript makes it easier for employers or other colleges to recognize the credit you have already earned. There are many adult learners who have accumulated college-level credit during their careers, often from a variety of sources. Keeping track of the many transcripts or test score reports can be difficult. The documents that you submit will be reviewed and all appropriate college-level credit will be included on your Excelsior Credit Bank transcript.

Your first step is to complete this OneTranscript application. Please read it carefully and fill out each section completely. If you have any questions as you are completing this application, please call the Office of Registration and Records toll free at 888-647-2388 (ext. 141).

Duplicative (not repeated) credits are listed on a OneTranscript record, but duplicative credit will not apply toward an Excelsior College degree if you decide to enroll. You may request that certain courses be excluded from your credit bank transcript by listing these courses on your application. However, if you later want those courses added, the transcript update fee will be assessed. Once credits are posted to your transcript, they cannot be removed.

Documents Submitted for OneTranscript®

You are required to submit **official** transcripts, examination score reports, military documentation, foreign credential evaluations, official documentation of approved business and industry transcripts, FAA Fixed Wing Pilot certificates, etc., indicating that you have earned college-level credit for review.

Official transcripts/documents are those that a college, testing agency, foreign transcript evaluation agency, or acceptable military source submits directly to Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY, 12203-5159.

Transcripts from accredited institutions must include the institution's official seal and registrar's signature (signature is usually a stamp) and two forms of student identification (e.g., Social Security number and date of birth, Social Security number and current address, current address and date of birth). **NOTE: The issuance date of the transcript must be within three weeks or less.** Do not submit unofficial copies as the College cannot use them in your review.

International Transcripts

For evaluation of credentials from outside of the United States, you must use the following approved agency:

■ Educational Credentials Evaluators Inc. (ECE):
Order a Subject Analysis Report by visiting www.ece.org or calling 414-289-3400.

We look forward to working with you.



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

OneTranscript Fee
The OneTranscript service consolidates all of your accredited college-level academic records onto a single Excelsior College transcript (known as a Credit Bank transcript). The OneTranscript service and fee entitles you to receive <i>one</i> student copy of your Credit Bank transcript. If additional transcripts are needed, there is a \$12 fee per transcript (see transcript fee below). If you elect to enroll in an Excelsior College degree program within one year of the date your OneTranscript is completed, \$75 of the OneTranscript fee will be applied toward your Undergraduate Multi-Source Enrollment Fee.
Transcript Update Fee
After the initial student copy of the transcript is issued, your records may be updated with payment of the Transcript Update Fee. Updates apply when one or more transcripts or official score reports are submitted after the initial transcript is issued. There is no charge for adding an Excelsior College exam or course to your OneTranscript record.
Updates which include one or more transcripts
Transcript Fee
The transcript fee covers the cost of preparing and mailing an official or additional student copy of your Excelsior College Credit Bank transcript after your initial student copy has been issued. Requests for transcripts can be made in writing (be sure to include your signature) or you may request a transcript online from the My Details page of My Excelsior.
Transcript Rush Fee
This fee is assessed in addition to the \$12 Transcript Fee, for a total of \$42. Keep in mind that payment of this fee does not rush the preparation of your Credit Bank transcript. Your Credit Bank transcript is prepared

within 5–10 business days from the date we receive all of your official documents that are to be included on your transcript. However, if you require that a transcript be sent first class mail within 3 business days from the

date your transcript is prepared, you will need to pay the Transcript Rush Fee.



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EXCELSIOR COLLEGE OneTranscript® Application	For Office Use Special Population
Please print or type all information requested and review responses for accuracy.	
Social Security Number (USA)	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	Apt. or Suite Number
City State Zip Code	Country (if not USA)
Mailing Address (if different from permanent address)	
Number and Street	Apt. or Suite Number
City State Zip Code	Country (if not USA)
Phone Numbers (please indicate "D" for day or "E" for evening)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Area Code () (D/E) Area Code () Home Phone Business Phone	Business Extension
Email address	
Date of Birth	
Do you have a high school/high school equivalency diploma? Yes No	
Enter the code number that represents your estimate of the total number of college credits you have earned through college courses, proficiency tests, military courses, and so forth.	
1 No credit/courses 2 1-30 credits 3 31-60 credits 4 61-90 credits 5 91-126 credits 6 over 126 credits 7 Don't know	edits
Please select the one response which best reflects your citizenship status.	
U.S. citizen U.S. permanent resident Foreign national	
Is English your native language? Yes No	
If you are currently serving in the Unites States Armed Services, please enter the code number of the	e Branch:
10Army – Regular30Marines – Regular50Coast Guard – Regular15Army – Reserves35Marines – Reserves55Coast Guard – Reserves20Navy – Regular40Air Force – Regular60National Guard – Army25Navy – Reserves45Air Force – Reserves65National Guard – Air	÷
Zip code of military base	
MOS, NER, CGR, etc. Pay Grade	

Please answer both questions (a) and (b)	
,	es No
question (you may select more than o	s) you identify with regardless of your answer to the above ne):
American Indian or Alaska Native	Black or African American White
Asian	Native Hawaiian or Other Pacific Islander
How do you plan to use your transcript?	
Please select all that apply.	
Police Academy Entrance	Police Academy Promotion/Advancement
☐ Teacher Certification	Teacher Promotion/Advancement
Other, please explain:	·
Transcript Request (optional)	
The OneTranscript fee entitles you to receive on	e student copy of your transcript. If you wish to have an official or ege transcript, please complete the request below and include the ation.
	ire that the additional transcript be sent within 3 business days from I, you will also need to pay the Transcript Rush Fee for a total of \$42.
Send the following transcript: student of	copy official copy
Are you required transacting Duck consists	
Are you requesting Transcript Rush service? (additional \$30 required, making a total of \$	42) Yes No No
Authorization for Release of Transcript	
Signature (required):	Date:
	to release transcript. Do not print.
Send transcript to (print complete mailing ad	ldrass):
Send transcript to (print complete maining ac	iuress).
	· · · · · · · · · · · · · · · · · · ·
Signature and Date (required)	
` ' '	and correct. I understand that false information and documents will
nullify my OneTranscript® application and ma it is my responsibility to submit a complete Or	by result in dismissal from the College if I enroll. I also understand that neTranscript package. The OneTranscript fee minus a \$50 processing in six months of registration in the OneTranscript service, as long as
Signature:	Date:
Full signature require	ed. Do not print.
Send your completed application and payment in the	enclosed preaddressed envelope to:
Excelsior College Bursar's Office	enclosed preaddressed envelope to:
	enclosed preaddressed envelope to:

Do	cuments Submitted for Review		
1.	Accredited Institutions: List each institution from which you have earned college-level credit that will be submitting a transcript to Excelsior College on your behalf. Military-related applicants should include the Community College of the Air Force (CCAF), the U.S. Army Command and General Staff College, and Defense Language Institute (DLI). Coursework transferred from one institution to another is not always listed in an acceptable format for Excelsior College to evaluate. Therefore, we encourage you to have transcripts submitted from each separate institution you attended.		
	Institution		
2.	Military Documentation Sailor/Marine/ACE Registry		
	DD Form 295 (active duty personnel) [(JST) Joint Services Transcript]		
	□ Army/ACE Registry Transcript [(JST) Joint □ Defense Language Proficiency Test (DLPT) Services Transcript] □ Coast Guard Institute		
	DD Form 214 (Veterans/Retirees) * *Please note: A DD Form 214 must be certified by a County Clerk, VA Office, or Military Education Center and submitted in a sealed envelope from the certifying officer to Excelsior College.		
3.	Score Reports from Testing Agencies		
	AP (Advanced Placement Tests)		
	CLEP (only those tests not administered by DANTES/USAFI)		
	☐ DANTES/USAFI		
4.	6. Other: List any official transcripts (such as NCCRS/ACE-approved business and industry transcripts, FAA Fixed Wing Pilot certificates, international credentials evaluation, etc.) that will be received for your OneTranscript®.		
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5.	Courses Excluded from Credit Bank Transcript		
-			

Name: ______ Social Security #: _____

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Payment	
When you submit this application, be sure to include payment of the current OneTranscript Fee. If you are unsure of current fee, please contact us at 518-464-8500 or toll free at 888-647-2388 (ext. 27). Make your check or money order payable to Excelsior College in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below.	r
A portion of the OneTranscript Fee will be applied toward the Undergraduate Multi-Source Enrollment Fee if your enroll in an Excelsior College degree program within one year of the date your initial Credit Bank transcript was mate you. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.	
☐ Payment in full is attached (check, money order, or completed charge authorization).	
Credit Card Authorization: I authorize Excelsior College to charge (or the current OneTranscript fee at the time this form is received by Excelsior College) to my:	
☐ MasterCard ☐ Visa ☐ American Express ☐ Discover	
Credit Card Account Number: Expiration Date:	
Name of Cardholder (print):	
Signature:	



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. Inquiries should be directed to the College's Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Excelsior College is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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.