



National College Credit Recommendation Service (NCCRS) Application

For Office Use
Sponsor Code

The Excelsior University NCCRS Transcript service will list courses you have taken from the sponsoring organization for college credit on an official Excelsior University transcript. To enroll in this service, complete the following information.

Current Legal Name

Last (Family) Name First (Given) Name Middle Initial

Birth 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)

Phone Numbers (indicate "D" for day or "E" for evening)

Area Code () (D/E) Area Code () (D/E)

Home Phone Business Phone Business Extension

Email address

Date of Birth **Gender (M = male; F = female)**

Are you already enrolled or have you ever been enrolled in Excelsior University or the Excelsior University OneTranscript Service (Credit Bank)? Yes No

Documents Submitted

List the NCCRS organization that will be submitting a transcript to Excelsior University on your behalf.

Name of organization

The official transcript must be mailed directly from the organization to:
Excelsior University, Office of the Registrar, 7 Columbia Circle, Albany, NY 12203.

Payment

The fee to post credit on an Excelsior University transcript is **\$50**. Make your check or money order payable to Excelsior University. Be sure to include payment.

Payment in full is attached (check, money order, or completed charge authorization)

Credit Card Authorization

I authorize Excelsior University to charge _____ (or current NCCRS listing fee at the time this form is received by Excelsior University) to my:

MasterCard Visa Discover American Express

Credit Card Account Number _____ Expiration Date _____

Name of Cardholder (print) _____

Signature _____

Signature and Date (required)

Please sign and return this form if you wish to have courses you have taken from your sponsor organization listed on an official Excelsior University transcript.

Signature: _____ Date: _____

Full signature required. **Do not print.**

Transcript Request (optional)

The Excelsior University NCCRS transcript service fee entitles you to receive one student copy of your transcript. You may request additional copies of your transcript (login required) by visiting www.excelsior.edu/transcriptrequest.

The current transcript fee is **\$20**.