

# 5 Steps to Getting Your Transcript Reviewed

1

## Choose Your Program

Speak with an admissions counselor to determine which program will support your career goals and make the most of your transfer credits, training, and prior learning.

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**Not sure what program is your best fit?** Try our free career and education planning tool to identify options that match your skills and interests. Visit <http://career.excelsior.edu/future-students/>.

2

## Start Your Application

Create a free MyExcelsior account so you can fill out the Excelsior College online application.

3

## Request Your Transcripts

Contact the schools you've attended and request that copies of your official transcripts be sent directly to:

Excelsior College  
Office of the Registrar  
7 Columbia Circle  
Albany, NY 12203-5159

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**Do not send unofficial copies.** Unofficial transcripts cannot be used to evaluate or approve your desired transfer credits. You can check the status of your incoming transcripts in MyExcelsior.

4

## Review Your Credit Transfer Evaluation

You'll receive your credit evaluation within 5–10 business days. This will outline how many of your previously earned credits Excelsior will accept toward your degree, and how many credits you'll need to earn to complete your degree.

5

## Submit Your Enrollment Agreement

Once you've been admitted to Excelsior College, you'll need to submit your enrollment agreement and register for courses and/or exams. Your academic advisor will help map out a degree completion plan and then you're on your way!