

Instructions to Order an Official Transcript

1. Verify the college you plan to attend will accept the transcript from Excelsior College. **NOTE:** Application fee is non-refundable.
2. Complete the National College Credit Recommendation Service (NCCRS) Application.
3. Mail the following to NOCTI:
 - a. Completed & Signed NCCRS Application
 - b. Check, Money Order, or Credit Card information for \$60 payable to NOCTI (or \$90, if rushed)**
 - c. NOCTI College Credit Recommendation Report (*if you don't have this, contact the location at which you took the NOCTI assessment to request it. If you created a NOCTI Locker, you may retrieve your Report from there.*)

The cost of the official transcript is **\$60.00**. Checks should be made payable to NOCTI. Please allow 4-6 weeks for processing. The completed application forms and payment should be mailed to:

NOCTI
ATTN: CCR Processing
500 North Bronson Avenue
Big Rapids, MI 49307

Detailed Checklist for Completing the NCCRS Application –Please disregard all other pricing indicated on the application

Page 1 (front):

- 1) Sponsoring Organization:** This information has been pre-filled for you.
- 2) Student:**

- Social Security Number: Enter your 9-digit social security number in the boxes.
- Current Legal Name - Enter your last name, first name, and middle initial.
- Permanent Address - Complete your street number and street name on the first line; City, State, and Zip Code on the second line.
- Phone Numbers - Provide the best numbers to contact during the day and evening on the first line. Enter your email address on the second line.
- Date of Birth - Please enter a two-digit month (e.g., February = 02), a two-digit day (e.g., 1 = 01) and a four-digit year.
- Gender - Please indicate "M" for Male and "F" for Female.
- Are you already enrolled or have you ever been enrolled in Excelsior College or the Excelsior College OneTranscript Service (Credit Bank)? Check the appropriate Yes/No box. (If Yes, you do not need to complete this application again. Please contact Excelsior directly to obtain or add to your current transcript-1-888-647-2388)

Page 2 (back):

- Payment (fee paid by student/applicant)**
NOTE! Credit Card Authorization: Please **disregard** this top section as payment will be made directly to NOCTI in the amount of \$60.00. If you wish to pay by Credit Card, complete the bottom section of this page. Move on to the grey box.
- Signature and Date Box (required):** Sign the form and include the date on the appropriate lines.
- Transcript Request:** The \$60 fee entitles you to receive one student copy of your transcript and one official transcript; therefore both boxes (student and official) are marked.
- Are you requesting Transcript Rush service?** Check the box labeled "Yes" if you are planning to pay an additional \$30 for the rush service. (Total \$90) Check the box labeled "No" if there is no need for a rush service.
- Authorization for release of transcript -**
 - Signature and date (required):** Sign on the signature line (do not print) and write the current date on the date line.
 - Send transcript to:** This is the address to which the transcript will be mailed and can be the student's address or the college/university of choice. Make sure the address is complete, correct, and legible.

If you wish to pay by Credit Card, please complete the following information and return with your application.
To protect your card information, do not complete the Credit Card section on the application itself.

Credit Card Authorization

I authorize NOCTI to charge \$ _____ to my:

MasterCard Visa Discover American Express

Credit Card Account Number _____ Expiration Date _____

Name of Cardholder (print) _____

Signature _____

* You do not need to complete the payment section below; payment is made to the sponsoring organization (NOCTI). A handling fee is included.

*** Payment** (If fees paid by student)

If your sponsoring organization is not covering the fee to post credit on an Excelsior College transcript, be sure to include payment. The fee for each transcript is \$40. Make your check or money order payable to Excelsior College.

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

*** Credit Card Authorization**

I authorize Excelsior College to charge _____ (or current NCCRS listing 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 (print) _____

Signature _____

Signature and Date (required)

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

Signature: _____ Date: _____

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

Please forward this form to your sponsor organization contact person listed in Part 1.

Transcript Request (optional)

The Excelsior College NCCRS transcript service fee entitles you to receive one student copy of your transcript. If you wish to have an **official** or **additional student copy** of your Excelsior College transcript, please complete the request below and include the appropriate fee with your NCCRS application.

The current transcript fee is \$12. If you require that the additional transcript be sent within 3 business days from the date your NCCRS transcript is prepared, you will also need to pay the Transcript Rush fee for a total of \$42.

Which transcript shall we send? student copy official copy

Are you requesting Transcript Rush service?
(additional \$30 required, making a total of \$42) Yes No

Authorization for release of transcript

Signature (required) _____ Date _____
Full signature required to release transcript. **Do not print.**

Send transcript to (print complete mailing address):

