

## Instructions to Order an Official Transcript

1. Complete the National College Credit Recommendation Service (NCCRS) Application.
2. Mail the following to NOCTI:
  - a. Completed & Signed NCCRS Application
  - b. Check or Money Order for \$60 payable to NOCTI
  - c. NOCTI College Credit Recommendation Report or NOCTI Score Report (*if you don't have either of these, contact the location at which you took the NOCTI assessment and ask for your College Credit Recommendation Report*)

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 Instructions for Completing the NCCRS 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 in the boxes.
  - 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)? Put an X in the appropriate Yes/No box.

Page 2 (back):

- **Payment (fee paid by student/applicant)**
- **Credit Card Authorization:** Please disregard this top section as payment will be made directly to NOCTI in the amount of \$60.00. 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 checked.
- **Are you requesting Transcript Rush service?** Check the box labeled "Yes" if you are planning to pay an additional \$30 for the rush service. 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.



**\* You do not need to complete the payment or credit card sections; payment by check or money order is required and 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_