

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, Money Order, or Credit Card information for \$60 payable to NOCTI**
 - c. NOCTI College Credit Recommendation Report *(if you don't have this, contact the location where you took the NOCTI assessment to request it. If you created a NOCTI SkillBadge 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):

- Current Legal Name - Enter your last name, first name, and middle initial.
- Birth/Maiden/Other Names – Complete these, if applicable.
- Permanent Address - Complete your street number, street name, and apt/suite number 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. You may request additional copies of your transcript (login required) by visiting www.excelsior.edu/transcriptrequest)
- Name of Organization- This is NOCTI and is prefilled for you.

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 Excelsior College 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

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 \$ 60 to my:

MasterCard Visa Discover American Express

Credit Card Account Number _____ Expiration Date _____

Name of Cardholder (print) _____

Signature _____



National College Credit Recommendation Service (NCCRS) Application

For Office Use Sponsor Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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The Excelsior College NCCRS Transcript service will list courses you have taken from the sponsoring organization for college credit on an official Excelsior College transcript. To enroll in this service, complete the following information.

Current Legal Name

Last (Family) Name	First (Given) Name	Middle Initial
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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
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City	State	Zip Code	Country (if not USA)
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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 College or the Excelsior College OneTranscript Service (Credit Bank)? Yes No

Documents Submitted

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

NOCTI, 500 N Bronson Ave, Big Rapids, MI 49307

Name of organization

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

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

Payment

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

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 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.**

Transcript Request (optional)

The Excelsior College 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**.