



# National College Credit Recommendation Service (NCCRS) Application

<b>For Office Use</b> Sponsor Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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## Application to receive credit for Microsoft coursework and certifications

Please complete the application below and email it along with your payment to **receipt@excelsior.edu** or fax it to **518-464-8700**. Do **NOT** send this application to Microsoft. It will not be processed.

### 1) Student

The Excelsior College NCCRS service will list approved credentials that you have received from Microsoft for college credit on an official Excelsior College transcript. To enroll in this service, complete the following information, and return this form to Excelsior **receipt@excelsior.edu**. The official documentation of the MS credentialed learning experience should be sent to **itcertifications@excelsior.edu**.

**Social Security Number (USA)**

#### 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

## Payment

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 Excelsior College if you wish to have courses you have taken from Microsoft listed on an official Excelsior College transcript.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please forward this form to Excelsior College 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):

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