

Instructions to Order an Official Transcript

1. Complete the Transcript Service Application Form and Transcript Request Form (detailed instructions for each section of the forms are below.)
2. Mail the following to NOCTI:
 - a. Completed Transcript Service Application Form
 - b. Completed Transcript Request Form
 - c. Check or Money Order for \$45 payable to NOCTI
 - d. Copy of your NOCTI College Credit Recommendation Report or NOCTI Score Report

The cost of the official transcript is **\$45.00**. 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: Lisa Brauher

500 North Bronson Avenue

Big Rapids, MI 49307

Detailed Instructions for Completing Transcript Service Application Form

Page 1:

- **Social Security Number:** Please provide your 9-digit social security number.
- **Gender:** Please indicate "M" for Male and "F" for Female.
- **Name:** Enter your last name, first name and middle initial (placing only one letter in each box). Enter only as much information as will fit in the box. The information you enter here will be the information presented on your transcript.
- **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.
- **New York State County of Residence:** Only complete this if you are a resident of New York.
- **Mailing Address:** Please include your full mailing address, placing only one letter or number in each box. Your transcript will be sent to this address. Please also include your daytime telephone number in case there are questions about your application.

Page 2:

- **Are you already enrolled or have you ever been enrolled in Excelsior College (Regents College) or the Excelsior (Regents) College Credit Bank?**
 - Answer with a "1" for Yes or a "2" for No.
- **Please indicate whether you authorize the Excelsior Transcript Service to release a copy of your transcript, each time it is updated, to the sponsor organization listed in Part 1.**
 - You can answer this with "2" for No. NOCTI does not need a copy of your transcript.
- **Signature:** Please sign and date this form.

Detailed Instructions for Completing Transcript Request Form

Page 1:

IMPORTANT: Please disregard the instructions listed on the Transcript Request form and follow the instructions below including the bullet that requests your email address. This is a standard form issued by Excelsior which does not address the unique process used by NOCTI. This form duplicates some of the information requested on the Transcript Service Application Form and it is necessary for you to fully complete each form in order to receive both a student and official transcript. The total fee is \$45 for a non-rushed official transcript, do not send \$12 to Excelsior College. All payments should be mailed to NOCTI with the applications.

- **Student's Name:** Enter first name, middle Initial (MI) and, last name.
- **Current Address:** Enter Number and Street on the first line and City, State, and Zip on the line below
- **Student ID or SSN #:** Please provide your 9-digit social security number.
- **Phone No.:** Please include your area code and telephone number.
- **What is your current status in Excelsior College? (Check one):** Check the box labeled "Other/Unsure".
- **Should we hold the transcript until we can post the degree and date awarded?** Check the box labeled "No".
- **Indicate the number of transcripts we could send to the address below.** Enter "1" in the box.
- **Are you requesting Transcript Rush service?** Check the box labeled "No". *Note: if a rush service is requested, please contact NOCTI. There is an additional fee for this service.*
- **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 correct and legible.



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Sponsor Code
For College use only

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Daytime Telephone Number _____

Are you already enrolled or have you ever been enrolled in Excelsior College (Regents College) or the Excelsior (Regents) College Credit Bank?

1 - Yes
2 - No

☐

Please indicate whether you authorize the Excelsior Transcript Service to release a copy of your transcript, each time it is updated, to the sponsor organization listed in Part 1.

1 - Yes
2 - No

☐

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

Signature _____

Date _____

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

Transcript Request



Instructions

- Please fill out a separate request form for each individual, institution, or employer receiving a transcript. Use only one form if you are having more than one transcript sent to the same recipient. **Return this form.**
- Complete all information requested. Write legibly with a ballpoint pen.
- There is a \$12 fee for each transcript you request. If you request Transcript Rush service, your transcript will be mailed within three business days via first-class mail. There is an additional \$30 fee, for a total of \$42.
- Transcripts are mailed first class unless you enclose a prepaid UPS or Federal Express envelope.
- Since we cannot fill your request until we receive your payment, be sure to include payment with your request. Make your check or money order payable to Excelsior College.
- If you would like to be notified when your transcript request is received and also when your transcript has been processed and mailed, it is important that the email address included in your records is valid. If you do not have an email address on file or your email information has changed, please update your records by logging into your MyExcelsior. Once logged in, click on the "My Details" tab then click on "See or Edit My Profile". Please include with your transcript request your current email address so that the accuracy of the information in your records can be verified.

Current email address: _____

- Official transcripts issued to students are sent in a sealed envelope. If the seal is broken, the transcript is no longer considered official.
- **Send your request and payment to: Excelsior College, Bursar's Office, 7 Columbia Circle, Albany, NY 12203-5159.**

Student's Name _____
(First) (MI) (Last)

Current Address _____
(Number and Street)

Student ID
or SSN # _____

(City) (State) (Zip Code)

Phone No. _____
(Area Code) (Phone)

What is your **current** status in Excelsior College? (Check one)

☐ Enrolled: Degree Program _____
☐ Graduate: Date of Graduation _____
(Month) (Year)

☐ Withdrawn
☐ Other/Unsure

If you attended under another name, print that name here: _____

Should we hold the transcript until we can post the degree and date awarded?
(Degree date is not posted on the transcript until the day of conferral.)

☐ Yes ☐ No

Indicate the number of transcripts we should send to the address below.

Which transcript should we send?

☐ Student Copy ☐ Official Copy

Are you requesting Transcript Rush service?
(additional \$30 required, for a total of \$42)

☐ Yes ☐ No

Signature and date (required)

My signature authorizes Excelsior College to release my transcript and, if necessary, change the email address included in my records to the email address listed above if it does not match what is currently in my records.

Signature (do not print): _____ Date: _____

Send transcript to: (Print complete mailing address)

Student is responsible for a correct and legible address

For Office Use Only

Date Sent _____
Sent By _____