

Graduate Studies and Research Office • Cleveland Hall 204 • 1300 Elmwood Ave. • Buffalo, NY 14222 • (716) 878-5601

Application Instructions

Non-degree Status Applicants (7000) must submit a sealed official transcript of their highest degree earned and the nonrefundable application fee (form enclosed) along with this application. Buffalo State graduates do not need to submit transcripts. Students denied admission to a graduate major or premajor cannot be awarded non-degree status for the semester in which degree admission was denied.

Contact the Graduate Studies Office to determine the application deadline for non-degree study.

Send complete application packet to:

**Graduate Studies and Research,
Cleveland Hall 204, Buffalo State College,
1300 Elmwood Avenue, Buffalo, NY 14222-1095.**

**(716) 878-5601
gradoffc@buffalostate.edu**

1 Social Security No. _____ - _____ - _____

2 Date of Birth: ____ / ____ / ____
month day year

3 Name: _____
Last

First Middle

Other name(s) under which records may appear

4 Please check semester and year for which you request admission:
200__ Spring Summer Fall

5 Mailing address:

Number & Street

City State or Province

County Country Zip/Postal Code

6 Home phone: _____
Area Code
Work/other phone: _____
Area Code

7 E-mail Address: _____

8 Are you a U.S. citizen?
 Yes No

10 List all colleges/universities attended

Name	Degree Awarded (i.e. BS, MS)	Year Degree Awarded

Date _____ **Signature of Applicant** _____

Please read and sign reverse

OFFICE USE ONLY	
P	W
FEE	
Date: _____	
<input type="checkbox"/> CK	<input type="checkbox"/> CR

Enrollment and Registration Information for Non-degree Students

- No financial aid is available. Consult the financial aid office with questions, 716-878-4902.
- Submit this application to the Graduate Office a minimum of two days prior to registration. You cannot register the same day that you apply.
- Students intending to take courses in future semesters should apply to a graduate degree or certification program by stated application deadlines.
- Registration is on a space-available basis after all matriculated (degree seeking) graduate students have registered.
- Non-degree students (7000) are limited to courses with open quotas (not reserved for majors or premajors) subject to seat availability.
- Students denied admission to a major or premajor cannot be awarded non-degree status (7000).
- Coursework completed, regardless of grade received, will not necessarily be accepted by the academic department to meet degree requirements should the student be admitted to a degree or certificate program for a future semester.
- Students are responsible for complying with all procedures related to registration and financial liability if withdrawing from coursework after drop/add. See the online Academic Calender for deadlines.

I have read the Enrollment and Registration Information above and understand the implications of attendance at Buffalo State as a Non-Degree (7000) student.

Signature _____ Date _____

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Applicant Information

Name: _____
Last First Middle Initial

Social Security Number: _____ Daytime Telephone: _____

Intended Program of Study: _____

Application Fee

The State University of New York policy mandates that a nonrefundable \$50.00 fee be collected from all first-time applicants for graduate study at Buffalo State. Applications or course registration requests will not be processed until this fee is paid. Payment of the fee is not contingent on any action or decision the campus may render on an application or subsequent decision by an applicant to withdraw an application.

Payment Instructions

You may use the following forms of payment (*please do not mail cash*).
Payment must be in U.S. dollars.

- Check made payable to Buffalo State College for \$50.00
- Money Order for \$50.00
- Credit Card (Visa or MasterCard only) authorization for \$50.00

If paying by credit card, please complete the following:

- VISA MASTERCARD

Please print cardholder name as it appears on the card:

Card No. _____ Expiration Date _____ / _____

Card Holder's signature _____

TRANSCRIPT REQUEST FORM

Graduate Studies and Research Office • Cleveland Hall 204 • 1300 Elmwood Ave. • Buffalo, NY 14222 • (716) 878-5601

To the Registrar of _____
college/university

Please attach this form to the transcript requested and send it to the student at the address indicated below in a sealed envelope with your stamp across the seal. The student will forward your sealed envelope to the Graduate Studies Office with other application materials. Your assistance in this process is appreciated. Please note that this student may be under a deadline to provide this transcript. Thank you.

Transcript of _____ Social Security No. _____
your last name, first name, former name

Years attended _____ to _____ Degree received _____
month/year month/year

Current name and address: _____

Student Signature: _____ Date: _____

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