



International Graduate Course Off-Campus Registration

- 1. Complete this International Graduate Course Off-Campus Registration form. (Make a copy of this form for your own records).
2. Send a photocopy of your diploma or transcript verifying the receipt of your undergraduate degree if you do not have one on file in our office. Your degree must be the equivalent of a U.S. Bachelor's Degree.
3. Send payment (money order, personal, certified, or traveler's check, sorry no credit cards) for \$85.00 U.S. per credit requested. Make payable to the "Research Foundation of SUNY" and submit your payment using trackable mail (Fed Ex, DHL, etc.)
4. Submit a paper (for each credit) that explains applications from the sessions attended to your administrative and/or teaching work.

Papers, registration forms, and copies of your diploma or transcripts can be emailed, faxed or submitted with your payment.

Items 1-4 must be submitted by December 1st, 2009 to: International Graduate Programs for Educators South Wing 430 C Buffalo State, SUNY 1300 Elmwood Avenue Buffalo, New York 14222 USA E-Mail: Intlearning@buffalostate.edu

Grades reports will not be sent to students because of the inconsistencies of overseas mailings and U.S. confidentiality law prohibits our staff from sending grades directly to you. Grades and credits for this course will be recorded on your transcript record at the end of the fall semester (December). Transcripts with your grades and all coursework up to and including this semester will be available mid January 2010. Transcript requests forms are available at: http://www.buffalostate.edu/registrar/documents/transcript.html.

I am applying for EDU 596: Leading, Learning, and Achieving for American/International Schools by participating in the 2009 NESAs Conference. Please circle: 1 (\$85.00) or 2 (\$170.00) or 3 (\$255.00) credits.

NAME: Last/Family First Middle Maiden/Other Name(s)

Please use the same name on all of your registrations (no nicknames or abbreviations) and notify our office of any name changes.

MAILING ADDRESS: FAX: PHONE:

E-MAIL ADDRESS:

IMPORTANT! Please print clearly. Do NOT use hotmail addresses. Hotmail frequently rejects mail from colleges and universities.

SCHOOL NAME and COUNTRY:

DATE OF BIRTH: GENDER: MALE FEMALE CITIZENSHIP:

U.S. SOCIAL SECURITY OR BUFFALO STATE STUDENT NUMBER:

Buffalo State Student Numbers will be assigned to non-U.S. Citizens after the first course.

LIST UNDERGRADUATE/GRADUATE DEGREE(S):

Table with 5 columns: Name & Country of Institution, Dates Attended (from-to), Year Graduated, Degree, Major

I HAVE COMPLETED COURSEWORK PREVIOUSLY FROM BUFFALO STATE AND MY TRANSCRIPT(S) IS ON FILE.

Signature

Date

For more information contact: International Graduate Programs for Educators Intlearning@buffalostate.edu Phone: 716-878-6832 Fax: 716-878-6809

EDU 596: Leading, Learning, and Achieving for American/International Schools Fall Semester 2009 NESAs Conference