

# Continuing Professional Studies

## APPLICATION FOR NON-DEGREE STUDENT

Buffalo State  
State University of New York  
THE GRADUATE SCHOOL

### Application Instructions

Non-degree Status Applicants (7000) must submit a sealed official transcript from the institution awarding the bachelor's degree 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.

### Send complete application packet to:

Dr. Margaret Shaw-Burnett  
Continuing Professional Studies  
Cleveland Hall 210  
Buffalo State College  
1300 Elmwood Avenue  
Buffalo, NY 14222-1095  
(716) 878-5907  
shawma@buffalostate.edu

1 Social Security no.: \_\_\_\_\_  
(Valid U.S. Social Security no. only)

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 Home phone: \_\_\_\_\_  
Area code  
Work phone: \_\_\_\_\_  
Area code

6 Mailing address:

Number and street

City

State or province

County

Country

Zip/Postal code

7 E-mail address: \_\_\_\_\_

8 Are you a U.S. citizen? ☐ Yes ☐ No

9 Have you been:  
Convicted of a felony? ☐ Yes ☐ No  
Dismissed from college  
for disciplinary reasons? ☐ Yes ☐ No

An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or disciplinary action.

10 List all colleges/universities attended

College

Degree awarded (e.g., B.S., M.S.)

Year degree awarded

Date

Signature of applicant

Please read and sign reverse side of this form.

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## Enrollment and Registration Information for Non-degree Students

- Financial aid is not available for non-degree students. Contact the Financial Aid Office for additional information at (716) 878-4902; [finaid@buffalostate.edu](mailto:finaid@buffalostate.edu); Moot Hall 230, or visit [www.buffalostate.edu/financialaid](http://www.buffalostate.edu/financialaid).
- Submit this application to the Graduate School a minimum of two days prior to registration. You cannot register the same day you apply.
- Registration is on a space-available basis at final registration 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) for the semester in which admission was denied.
- 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 current class schedule for policies and 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.

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Signature of applicant

Date

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## ADMISSION APPLICATION FEE PAYMENT FORM

Buffalo State  
State University of New York  
THE GRADUATE SCHOOL

Continuing Professional Studies • Cleveland Hall 210 • 1300 Elmwood Ave. • Buffalo, NY 14222 • (716) 878-5907

### Applicant Information

Name: \_\_\_\_\_  
Last First Middle Initial

Social Security no.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Intended program of study: \_\_\_\_\_

### Application Fee

The State University of New York policy mandates that a nonrefundable \$50 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
- ☐ Money order made payable to Buffalo State College for \$50
- ☐ Credit card (Visa or MasterCard only) authorization for \$50
- ☐ Cash (do not send cash by mail)

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: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_