



STATE UNIVERSITY
OF NEW YORK

Buffalo State
State University of New York

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 \$90.00 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, 2012** to:

Catherine Molenda
International Graduate Programs for Educators
South Wing 430 C
Buffalo State, SUNY
1300 Elmwood Avenue
Buffalo, New York 14222 USA
E-Mail: molendca@buffalostate.edu.

Grade reports will not be sent to students because of the inconsistencies of overseas mailings. 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 2013. Transcript request forms are available at: <http://www.buffalostate.edu/registrar/documents/transcript.html>.

I am applying for EDU 596: Programs, Methods and Strategies for Creating Success for American/International Schools by participating in the *NESA 2012 Fall Leadership Conference*.

Please circle: 1 (\$90.00) or 2 (\$180.00) or 3 (\$270.00) 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: _____
Month Day Year

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):

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: Programs, Methods and Strategies for Creating Success for American/International Schools

Fall Semester 2012

NESA 2012 Fall Leadership