

# Professional Development for Religious and Independent School Teachers

## Non-Matriculated Application Instructions

Spring 2024

As an eligible non-public teacher, you can take select graduate-level online and blended courses for professional development. To do so, you must apply for nondegree status with the School for Graduate Studies. Please follow the steps below:

1. **Complete an online application for non-degree status:**

Non-degree application deadline for Spring 2024: December 29, 2023 (Classes begin 1/16/2024)

Complete the application [Graduate Nondegree Study | Empire State University \(sunyempire.edu\)](https://sunyempire.edu/graduate-nondegree-study). Under the Academic Plans section, answer **Yes** to **Title II Part A Partnership**.

Submit your official **undergraduate transcript** showing the conferral date of your bachelor's degree to:

SUNY Empire State University  
Admissions Office  
111 West Ave.  
Saratoga Springs, NY 12866

- Visit [Title II Part A Partnership | Empire State University \(sunyempire.edu\)](https://sunyempire.edu/title-ii-part-a-partnership) to download and complete electronic forms (Employment Verification Form, Student Eligibility Agreement, Student Release Form)
- Email [TitleIIa@SUNYEmpire.edu](mailto:TitleIIa@SUNYEmpire.edu) to submit your forms

2. **Enroll:** Once your online application, official bachelor's degree transcripts, and three Title Ila electronic forms have been received, you will be assigned an advisor and receive information on the next steps for registration and orientation. Spring registration opens October 3, 2023 and ends January 15, 2024.
3. **Tuition Funding:** After your registration is complete, Student Accounts will apply Title Ila funds to your account for qualifying coursework.

Questions?

*Contact the School for Graduate Studies at 518-587-2100, ext. 2429, or*

*TitleIla@SUNYEmpire.edu*