



Professional Development for Religious and Independent School Teachers

Non-Matriculated Application Instructions

Spring 2022

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 2022: December 31, 2021 (Classes begin 1/19/22)

[Complete the application](#). 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 College
Admissions Office
111 West Ave.
Saratoga Springs, NY 12866

- Visit the [SUNY Empire — New York State Education Department Title II Part A Partnership web page](#) to download and complete electronic forms (Employment Verification Form, Student Eligibility Agreement, Student Release Form)
- Email TitleII@esc.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 2022 registration opens 10/5 and closes 1/17/2022.
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

Titlella@esc.edu