



## Professional Development for Religious and Independent School Teachers

### Non-Matriculated Application Instructions

Summer 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 Summer 2024: April 26, 2024 (Classes begin 5/13/2024)

Complete the application [Graduate Nondegree Study | Empire State University \(sunyempire.edu\)](https://sunyempire.edu). 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://www.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 IIa electronic forms have been received, you will be assigned an advisor and receive information on the next steps for registration and orientation. Summer registration opens February 6, 2024 and ends May 12, 2024.
  3. **Tuition Funding:** After your registration is complete, Student Accounts will apply Title IIa funds to your account for qualifying coursework.

Questions?

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

*TitleIIa@SUNYEmpire.edu*