

Professional Development for Religious and Independent School Teachers Application Instructions

As an eligible teacher, you can take select online courses through the University at Buffalo's Graduate School of Education for professional development. To do so, you must apply for non-degree status with the Graduate School of Education. Please follow the steps below:

- **1. Complete an online application for non-degree status:** Deadlines
 - Summer 2020 courses: Sunday, May 10, 2020 (classes begin 5/26/20)
 - Fall 2020 courses: Sunday, August 16, 2020 (classes begin 8/16/20)

Complete the application at ed.buffalo.edu/prof-development

- Upload a **copy of your undergraduate transcript** (an unofficial copy is acceptable) showing the conferral date of your bachelor's degree
- Upload **proof of your employment** at an eligible religious or independent school (letter from your school leader, copy of current ID card, current paystub, etc...)
- **2.** +Wait for review: Once your online application and bachelor's degree transcripts have been received, your application will be reviewed.
- **3.** +**Enroll:** Once you have been granted non-degree status, you will receive information on the next steps for enrollment, including submission of a required form confirming your course selection(s).

Questions? Contact the Office of Graduate Admission at <u>gse-admission@buffalo.edu</u> or 716-645-2110.