

■ What is the enrollment procedure for the Master's program?

Buffalo State maintains a student-managed admissions process that requires an applicant to submit a complete application packet with all required components by the appropriate deadline. Thus, applicants are assured the admissions committee has all the necessary information to evaluate their qualifications. Anyone with an incomplete application will be notified by e-mail, resulting in a delay in processing. Applicants are cautioned that a significant amount of time is required by the Graduate Studies Office to process an application and make an admission recommendation. There is, therefore, a point each semester beyond which no applications can be accepted. It is the applicant's responsibility to review individual admission requirements and to meet the application deadline.

The fall semester deadline after the fall semester has been completed to allow new faculty adequate time to obtain necessary admission documents. Students may participate in the fall semester courses while waiting for an admission decision with the understanding that credit for those courses can be applied towards the degree if and only if the student is accepted in to the degree program.

Semester	Deadline
FALL (August 1 - December 10)	January 7 (after the fall semester)
SPRING (January 2- May 10)	April 15 (mid spring semester)
SUMMER (May 15 - July 31)	July 15 (mid summer semester)

All of the forms that you will need to complete are available from the International Learning Styles Center and/or the designated contact person from the host school.

A completed APPLICATION PACKET includes:

1. Completed **Graduate Admission Application**. Some of the fields have already been completed on the application for you.
2. Completed Application Fee Payment Form and a \$50 U.S. nonrefundable application fee. Acceptable methods of payment: Money order, personal, certified or traveler's check made payable to Research Foundation of SUNY.
3. Sealed official transcripts from **all** colleges and universities attended (including transfer schools). Each institution must send the transcript directly to the student. Students submit unopened transcript envelopes with other application materials. Buffalo State graduates are not required to submit transcripts, as the Graduate Studies and Research Office will obtain them.
4. Applicants who completed their undergraduate degrees from post-secondary schools where English was NOT the first language must submit a certified English translation of all official transcripts **along with** their official transcripts from that institution.
5. **Students Who Have Completed a Bachelor's Degree Outside the U.S.** A

degree evaluation is required for all students who have completed a bachelor's degree outside the United States. Applicants must submit photocopies of post-secondary diploma(s) to one of the following organizations for a document-by-document evaluation to determine equivalency to a U.S. bachelor's degree:

Joseph Silny and Associates	World Education Services, Inc.
International Education Consultants	P.O. Box 745
P.O. Box 248233	Old Chelsea Station
Coral Gables, FL 33124	New York, New York 10113-0745
Ph 305-666-0233 Fax 305-666-4133	Ph 212-966-6311 Fax 212-966-6395
Website: www.jsilny.com	Website: www.wes.org

6.

Applicants should contact the organization or visit its Web site to request or download an application. Completed applications should be returned to the organization with the required fees and credentials. The evaluation can take up to four weeks to complete after they have received all of your documents. The evaluation report should be mailed to:

**International Learning Styles Center, 430C South Wing
Buffalo State, State University of New York
1300 Elmwood Avenue
Buffalo, NY 14222 USA**

Canadian applicants holding undergraduate degrees from a Canadian college or university should submit their official transcripts to our office. If those transcripts follow a system similar to that of the United States, they will be evaluated locally. If they are not similar, students will be required to comply with the above international student credential policy.

7. No applicant is required to take the Graduate Record Examination (GRE).

IMPORTANT! Applications for Graduate Admission will not be processed until a complete **APPLICATION PACKET** is received by the International Learning Styles Center. Coursework **is not** applicable to a degree program until the student is admitted.

Applicants must assume full responsibility for knowledge of all of the deadlines and requirements for admission as detailed in this document. **All** required documents must be submitted by the appropriate deadline to:

International Learning Styles Center, 430C South Wing
Buffalo State, State University of New York
1300 Elmwood Avenue
Buffalo, NY 14222 USA

Managing Director

The TEFL Institute
United Educational Consultants Co., Ltd.
491/31-32 Silom Plaza Building 4th Floor
Silom Road, Silom, Bangrak,
Bangkok 10500
Thailand

Te 1: (66) (0)2-233-2388
Fax: (66) (0)2-233-2387