



STUDENT CHECKLIST

A Completed Application Packet Includes:

- ☐ Completed **Graduate Admission Application**. Please list your name as it will reflect throughout your academic career at Buffalo State, SUNY. Some of the fields have already been completed on the application for you.
- ☐ Completed **Application Fee Payment Form** and a \$50 U.S. no refundable application fee. Acceptable methods of payment: Money order, personal, certified or travelers' check made payable to Research Foundation of SUNY.
- ☐ Sealed **official transcripts** from **all** colleges and universities attended (including transfer schools). Each institution must send the transcript directly to you. Use the attached **Transcript Request Form** to obtain your transcripts. Submit your unopened transcript envelopes with your other application materials. Buffalo State graduates are not required to submit transcripts, as the Graduate School will obtain them.
- ☐ 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.
- ☐ **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 official academic credentials to one of the following organizations for a document-by-document evaluation to determine equivalency to a U.S. bachelor's degree:

World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311 – FAX: (212) 739-6100
Website: www.wes.org

Josef Silny and Associates
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616 – FAX: (305) 273-1338
FAX: (305) 273-1984 (Translation Department)
Email: info@jsilny.com
Website: www.jsilny.com

IMPORTANT! Applicants for Graduate Admission will not be processed until a complete APPLICATION PACKET is received by the International Graduate Programs for Educators office. Coursework is not applicable to a degree program until the student is officially accepted.

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

Send application packet to:

International Graduate Programs for Educators
430 South Wing
Buffalo State College, State University of New York
1300 Elmwood Avenue, Buffalo, New York 14222
Phone: (716) 878-6832 – FAX: (716) 878-6809
Email: intlearning@buffalostate.edu

PLEASE do not submit a completed GRADUATE ADMISSION PACKET and degree evaluation (if required) to any other office or address at Buffalo State.