

GSE Admission/Enrollment Policies

Last updated: December, 2019

- **Application fee** – Applicants are responsible for a non-refundable application fee. Examples of populations that may have the fee waived include:
 - Current Graduate School of Education master's or doctoral students adding an advanced certificate.
 - Applicants experience a financial hardship.
 - McNair Scholars or TRIO participants
 - EOP/HEOP/SEEK program
 - U.S. veterans or active military
- **Application materials** – All materials submitted to the Office of Graduate Admission become the property of the Office of Graduate Admission.
- **Transcripts** – Transcripts are considered official only if they are received by the Office of Graduate Admission *directly* from the degree granting institution. Paper transcripts can be received directly from the applicant/student IF they are in a sealed envelope. We also accept electronic transcripts directly from the institution or via a secure delivery service (e.g. E-script-safe; Credentials, Parchment, National Clearinghouse). Unofficial transcripts can be used for the application review process. Please note: current UB students or those who have attended UB within the last 6 years will not need to provide official bachelor's transcripts.
- **Bachelor's degree** – The Graduate School of Education accepts an awarded bachelor's degree from nationally accredited institutions of higher education, as well as any international institution that UB recognizes as equivalent to a nationally accredited institution.
- **Non-degree applicants** – Applicants must provide proof of awarded bachelor's degree. Information Science requires an undergraduate GPA of 3.0 or higher.
- **Letters of recommendation** – Must come directly from the recommenders' using the link provided in the automated email that is sent via our online application system. In addition, if an applicant does not waive their right to view their letters of recommendation, this only applies once they have matriculated (this is part of FERPA, which does not apply to applicants).
- **Standardized testing** – Standardized test scores are required for all doctoral programs as well as some Graduate School of Education master-level programs. Please visit the program website for specific details. Unofficial test scores can be used for application review; however, official test scores must be received by the Office of Graduate Admission upon acceptance.
- **Course-by-course credential evaluation** – All international applicants applying to a teacher certification program are required to provide a course-by-course credential evaluation from a NACES-member organization (www.naces.org).
- **Admission decision** – All notification of admission decisions will be sent via email with a link to a secure status portal. Applicants that have been denied admission (rejected) from a Graduate School of Education program are unable to reapply to the same program during the same admission review

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- **Admission offers** All offers of admission are pending receipt of an official transcript indicating an awarded bachelor's degree, along with the date conferred and official test scores if required.
 - **Admission deferral requests** – Students *accepted* to advanced certificate and degree programs can request to defer their admission up to 1 academic year through the Office of Graduate Admission. (e.g. Fall 2020 acceptance can be deferred until Fall 2021.) If a student does not matriculate within the deferral period (i.e. 1 year) then they will need to reapply. Deferral requests must be submitted prior to the end of the add/drop period for the semester in which they were originally accepted. Non-degree/non-matriculated programs are not eligible for deferral.
 - **Current GSE master's or doctoral students adding an advanced certificate** –
 - If all coursework has been completed, students can have their academic department request to add the certificate to their student record along with the conferral date.
 - If any courses still need to be completed, students must apply for the advanced certificate via Office of Graduate Admission's online application system. The application fee will be waived, however.
 - **Current GSE doctoral students seeking to receive a master's degree as their terminal degree** - students can have their academic department submit the request for approval, effectively ending their doctoral career.
 - **Current GSE students seeking to switch programs at same or higher level** – students must apply for the new program via Office of Graduate Admission's online application system. All application materials will be required, including the non-refundable application fee.
 - **Students whose record have been discontinued** – if less than 5 years, must contact their academic department and will need to pay the \$350 reactivation fee to be able to re-enroll (excluding non-degree students). If more than 5 years (or non-degree), the student will need to reapply via Office of Graduate Admission's online application system. All application materials will be required, including the non-refundable application fee.
 - **Enrollment deposit:** The \$150 enrollment deposit will be required of newly accepted students to secure a seat in their program. The amount will be credited towards students' first-semester tuition charges. The deposit will not be required for the following populations:
 - current GSE students switching programs at the same degree-level
 - current GSE students adding an advanced certificate to an existing program of study
 - applicants for non-degree student status
 - applicants who are active U.S. military or veterans
 - applicants who have been awarded the Schomburg or Presidential Fellowship
- Additionally, any accepted student can request to have the deposit waived based on financial hardship through submission of an online form (available via the GSE Office of Graduate Admission website). US Citizens and Permanent Residents must have already submitted the FAFSA to receive a deposit waiver. Tuition deposits can be made once your UB person number has been issued.
- **Enrollment deposit refund:** New Student Enrollment Deposit refunds can be requested by emailing the GSE Office of Graduate Admission at gse-admission@buffalo.edu by the following dates:
 - Fall/Summer admission: April 15
 - Spring admission: December 15

No refunds will be provided after these dates.

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