

TEACHERS ON SABBATICAL PROGRAM
Application for Graduate Non-Matriculated Study (Instructions)

Steps to Enrollment:

1. Please read the section below on “Admission and Academic Policies” and complete the attached application.
2. Submit your application and fee to the Office of Recruitment and Admissions (address, location, and contact information indicated at the top of this form) for processing. The application fee will be held until you confirm that your sabbatical application has been approved by the Department of Education and your school.
3. The Office of Recruitment and Admissions will coordinate your registration when your file is completed and your sabbatical has been approved. You will be sent instructions via email explaining how to access your schedule, view your bill and pay your tuition.

Admission and Academic Policies:

1. A \$75.00 non-refundable application fee is required of all applicants. Please make your check or money order payable to the College of Staten Island. Veterans are exempt from paying the application fee. Veterans must provide proof of their Veteran/Military status in order to be waived from paying the application fee.
2. To be admitted as a graduate non-matriculated student, an applicant must hold a baccalaureate or master’s degree (or its equivalent) from a regionally accredited college or university. The applicant must submit evidence of receipt of this degree (student or official copy of final transcript).
3. A copy of the sabbatical approval letter should also be submitted when available.
4. Acceptance as a non-matriculated student in no way commits the College to grant matriculation at a later date.
5. Financial aid is not available for non-matriculated students.
6. All students born on or after January 1, 1957, who are enrolling for six or more equated credits must have proof of immunization on file at the College Health Center (Bldg. 1C, Rm. 112). You can contact the Health Center at (718) 982-3045 (phone) or <http://www.csi.cuny.edu/studentaffairs/healthservices/>.

POST-SECONDARY EDUCATION:

Name of the institution	Dates of Attendance	Degree earned/major
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EMPLOYMENT INFORMATION:

School: _____ District: _____

Subject you teach (if applicable): _____ License/Certification Area: _____

ETHNICITY SURVEY

Response to the following two questions is voluntary; refusal to provide this information will not affect consideration of your application. This information will be kept strictly confidential and used for statistical purposes only.

1) Are you Hispanic / Latino? Yes No

2) Regardless of how you responded to the previous question, please indicate your race by selecting one or more of the following options:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

APPLICANT'S CERTIFICATION:

I submit herewith my application for graduate non-matriculated study at the College of Staten Island and hereby certify that the information given in this application is accurate and complete. I understand that misinformation or information withheld may result in the cancellation of my application. I have read the instructions and policies on the reverse side.

Signature of Applicant: _____