



ACCELERATED BS IN NURSING

APPLICATION INSTRUCTIONS

SUNY Downstate Medical Center participates in the Apply Yourself Application Network. We strongly recommend that you read the application instructions prior to beginning the application process. All applications to programs offered at SUNY Downstate Medical Center must be submitted electronically through ApplyYourself Webcenter.

Once you select "Create Account", you will receive a PIN and Password. If you already have an Apply Yourself PIN from another school, you can use that same PIN to access and complete our application. You do not have to complete your application in one sitting. You are able to save your application and return to it later using your assigned PIN and Password.

Your information is transmitted through a secured server and is kept confidential until you submit your application. Only after you have submitted your application will it be available for review by our admissions staff. Please note that once you have submitted your application, you will not be able to upload any additional supporting documents. Any additional documents will need to be submitted to the Office of Student Admissions via admissions@downstate.edu.

What you need to complete your application on-line:

1. Your unofficial transcript(s) from all post-secondary schools attended readily available for reference and uploading into your on-line application. You will be required to complete a grid that asks for the undergraduate cumulative GPA earned at each institution where you earned undergraduate credits as well as the prerequisite courses grid for the program to which you are applying, including the grades earned, in progress or to be completed at a later date, before the program starts. If you are currently enrolled in a college or taking prerequisite courses, upload a scanned copy of your current semester grade report or course registration. All uploaded unofficial transcripts must be clear and complete. If accepted, you will be required to submit all official post-secondary transcripts.
2. If you have completed part or all of your post-secondary education outside of the United States of America, you will be required to upload a course-by course evaluation of your foreign transcript(s) to be completed by an affiliated NACES member. For a list of approved evaluation agencies, please visit the NACES website at www.naces.org. Do not upload your overseas college transcript(s). If accepted, you will be required to provide an official copy of this course-by-course evaluation.
3. You must submit two letters of recommendation. SUNY Downstate Medical Center has moved toward **exclusive use of electronic recommendation submissions**. Please have the names, titles and email addresses of your recommenders and confirm with them that they will be willing to complete a letter of recommendation on your behalf. Your letters should be written by a current/former College

Science Professor or an employer/supervisor, or another college professor. Recommendations by individuals other than your College Professor or Employer/Supervisor will *NOT* be considered. Letters must be on our Recommendation Form or on letterhead. *All letters must be signed to be acceptable*. The Recommendation form must be completed in its entirety. Should the recommender wish to submit additional correspondence, he or she may do so on the institution letterhead. Please, be certain that you enter the **correct** email address for the recommenders so they can receive your request electronically.

4. Pay the non-refundable application-processing fee of \$50. Upon submitting your application, you will receive an email within 24 to 48 hours containing a username and password, which should be used to access the admissions checklist. Once you log-in, click on the pay now link to submit your application fee. You will receive an email confirmation of your payment once you have submitted your application fee. Please allow 24 to 48 hours to update your application status. Applications will not be processed until the application fee is paid.
5. Upload a copy of your Test of Essential Academic Skills (TEAS) — Please see details about the test on page 3.
6. Upload a 1-2 page Resume/CV.
7. If you were born outside the United States, please upload a scanned copy of your citizenship documentation (naturalization papers or U.S. passport), or submit a photocopy of your permanent resident card or a photocopy of your I-20, IAP-66, I-821 D, I-797, USCIS H1 or H4 approval form, etc.

If you are currently in the USA on a visa, indicate your visa category on your application and we will send you additional instructions. *Do not upload* photocopies of your Employment Authorization card, social security card, or driver's license, as these are not acceptable documents in the admissions process.

Application Deadlines and Timelines

Deadline for submitting a completed application for the Accelerated BS in Nursing program may be obtained here <http://sls.downstate.edu/admissions/deadlines.html>. An early application is encouraged. Applications received after the deadline will be considered on a space available basis.

1. If you are currently enrolled in college or taking prerequisite courses, upload a scanned copy of your fall semester course registration and most recent grade report.
2. If you will be taking prerequisite courses for admission during the fall and spring semesters, prior to the start of the program

in June, upload a scanned copy of your course registration confirmation form, if available. If it is not available, please forward your spring registration and fall transcripts to the Office of Admissions by January 15. This will give us the most up-to-date information about your academic background.

General College Admissions Policies and Information

Read this section carefully as there may be additional items which you must submit

The Admissions Committee considers the individual qualifications of each applicant. Decisions regarding admission are based on a number of factors, including, but not limited to, the following:

1. Prior academic performance
2. Completion of prerequisite courses and the grades received in those courses, especially science courses
3. The results of standardized tests, when required
4. Letters of recommendation, communication skills, and motivation to pursue the profession
5. Volunteer or observational experience in the career field is recommended

Entrance requirements vary by individual program. *Please note: Competitive applicants have completed all prerequisite courses at the time of application. All prerequisites must be completed with a grade of "C" or better (a grade of "C-" is not acceptable).* In some programs, higher grades may be required to be competitive for admission. See specific instructions for your program.

We recommend that you have volunteer or observational experience in a setting appropriate to your career choice, preferably before you apply. In some programs, direct patient care or specific health care experience is *required* for admission.

Admissions decisions are final and may not be appealed.

All educational programs at Downstate Medical Center are open to all qualified prospective students regardless of race, religion, sex, color, creed, age, national origin, disability, sexual orientation, marital status or status as a disabled veteran or veteran of the Vietnam era. Admissions preference is given to New York State residents.

Pre-Admissions Advisement

We urge you to seek pre-admission advisement at least one year prior to the date you wish to apply for admission. You can register online to attend an information session at

http://sls.downstate.edu/admissions/info_sessions/index.html

College Courses Completed in the United States

Official transcripts from all USA colleges/universities you have attended are required for uploading into your on-line application, regardless of how

long ago you attended the college/university and whether or not courses from those colleges/universities are being used for prerequisite courses. Please indicate on the application any courses in progress, or the processing of your application will be delayed.

We only accept credits from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) such as the Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

Studies Completed Outside of the United States

Applicants who have completed all or part of their post-secondary, college/university education in a country other than the United States are required to have a course-by-course, detailed, educational credential evaluation. A member of the National Association of Credential Evaluation Services (NACES) must complete the evaluation. For a list of approved evaluation agencies, please review the NACES website at www.naces.org.

Do not upload your overseas college transcript. Instead, upload the unofficial course-by-course evaluation report which was completed by a NACES agency, for example, World Education Services at www.wes.org. If accepted you will be required to provide an official copy of this course-by-course evaluation.

Credit by Examination Programs

If you have fulfilled admissions requirements through the College-Level Examination Program (CLEP) examinations, Regents College examinations, or Excelsior College examinations or DANTES, you must upload an unofficial copy of your score report into your Apply Yourself application. If admitted you must have the testing agency forward your official score report directly to the Office of Admissions (SUNY Downstate Medical Center, 450 Clarkson Avenue, MSC 60, Brooklyn, New York 11203),

The College Board (CLEP)

phone: (609) 771-7865

web: www.collegebound.com/clep

DANTES Subject Standardized Tests

phone: (877) 471-9860

web: www.getcollegecredit.com

Excelsior College

phone: (888) 647-2388

web: www.excelsior.edu/exams

Health Care Experience

All applicants are urged to seek professional observational or volunteer experience in an appropriate setting prior to applying for admission. In most programs, it is assumed that you will have made at least one visit to a health care facility or other appropriate health-related organization and have familiarity with your chosen career field at the time of your application. Please review admissions requirements for specific health care experience as listed by each program.

Grades Required

Applicants with cumulative grade point averages above 3.0 are reviewed the most favorably, especially science courses. Only those courses in which you have earned a letter grade of "C" or higher will be considered to fulfill admissions requirements. You cannot transfer credits from any course for which you have earned less than a "C".

Notification of Admission Status

Notification of admissions decisions is delivered electronically via your Apply Yourself application. We cannot communicate an admissions decision over the telephone. Admissions decisions are final and are not subject to appeal or reconsideration.

Once you are notified that your application has been sent to the Admissions Committee, please be patient and wait for written notification of your admissions status. In general, the Accelerated BS in Nursing program will reach their final admissions decisions starting mid-December through March.

Early consideration for an admissions decision will be granted to competitive applicants who submit a completed application early.

All applicants must submit their completed applications by the published deadline (for their respective program), to receive full consideration. Late applications will be considered on a space available basis.

Applicants who are not accepted for admission may reapply with enhanced credentials. Individual advising appointments for a reapplication are not available, although you may register online to attend an Information Session. Application materials from the prior year's admissions cycle may be used in the subsequent year's reapplication. See guidelines under the heading "**Re-applicants to Degree Programs**"

Required Examinations

Read carefully to see if this section applies to you

Test of Essential Academic Skills Version Five (TEAS V)

TEAS V measures basic essential skills in the academic content area domains of Reading, Mathematics, Science, English, and Language usage

The minimum acceptable passing scores are: **Math 80%** and **Reading 80%**

To register go to www.atitesting.com

A TEAS V on-line Practice Assessment is available for purchase on-line www.atitesting.com

An applicant may retake the test only once within an admissions cycle.

Please visit the website

http://sls.downstate.edu/admissions/nursing/accelerated_nursing/requirements.html for deadline details. *We urge you take this test as soon as possible as your application will not be considered complete until we receive the successful passing scores.*

Test of English as a Foreign Language (TOEFL)

The **(TOEFL)** is required for ALL applicants for whom *English is a Second Language* and who have not completed at least one year of full-time

studying a regionally accredited college or university in the United States (at least 24 semester credits, including two courses in English composition). *A minimum score for the paper exam of 536 (undergraduate programs) and 564 (graduate programs); a minimum score for the computer exam of 208 (undergraduate programs) and 223 (graduate programs; and a minimum score for the Internet-based exam of 65–78 (undergraduate programs) and 79–95 (graduate programs) is required on the **TOEFL**. We also accept *The International English Language Testing System (IELTS)*. We accept a minimum passing score of 6.5.*

TOEFL Box 6151,
Princeton, New Jersey 08541
phone: (609) 771-7100
web: www.toefl.org

Use the SUNY Downstate Institutional Code of 2534

Please note: Your application is not considered complete without the acceptable passing standardized test score(s).

Part-time Study

Part-time study is NOT available in the Accelerated Nursing program. In order to enhance your success in the 15 month Accelerated Nursing Program, it is recommended that you do not plan to work, due to the rigorous nature of the program. This includes intense clinical courses and non-flexible scheduling of these courses.

Second Degree Applicants

If you already hold a bachelor's, master's, or doctoral degree, you must still fulfill the same admission requirements, including prerequisite courses, and follow the same procedures as other applicants.

Educational Opportunity Program (EOP)

If you were **previously enrolled** in a SUNY EOP, a CUNY SEEK or College Discovery program, or an HEOP at an independent college or university in New York State, you may be eligible to continue in this program. If you believe you meet these criteria, go to http://sls.downstate.edu/financial_aid/forms.html to complete the required form, which is independent of the application process (does not have to be included in your self-administered application).

Non-New York State Residents and International Student Applications

Our entering classes are small and admissions priority is given to United States citizens, USA permanent residents, and New York State residents. Applicants to highly competitive programs may have difficulty being accepted due to the large number of qualified applicants.

International students may apply, but must document their ability to finance their entire education (total length of the program) as part of the admissions process (see Department of State requirements for an F-1 visa). Federal financial aid or private grants for international students are not available. Student budgets are posted on the Financial Aid section of the institutional website. The costs of attendance will be based on a 12 months budget for an out-of-state student, including tuition, fees, educational, and living expenses.

Transfer Credit

Transfer credit to meet admissions requirements:

The following policies apply:

1. Courses taken in the United States must be from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) such as the Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.
2. All courses must be presented on original official transcripts from the educational institution where the courses were completed
3. For courses taken at institutions outside the United States, a course-by-course, detailed educational credential evaluation must be submitted from a NACES affiliated agency.

Program of Study (Advanced Standing) Transfer Credit:

This type of transfer credit may be considered on an individual basis for select programs. For more information on "Program of Study Transfer Credit," please speak to a representative of the program to which you are seeking admission.

Transfer credit may be offered whenever:

1. The nature, content and level of the course is comparable to the course offered by Downstate
2. The credit earned is appropriate and applicable to the programs offered by Downstate
3. A minimum letter grade of "C" or better has been earned in an undergraduate course; a grade of "B" or better in a graduate course. Students should initiate a request for Program of Study Transfer Credit through their faculty advisor/program office during the first semester after matriculation in their program.

Re-applicants to Degree Programs

Re-applicants within one year of the initial application must submit the Supplemental Application and fee, one new letter of recommendation, and updated official college transcripts. Additional information may be required. Only those re-applicants who have **enhanced** their applications are encouraged to reapply.

Re-applicants who applied more than one year ago must submit the same information and follow the same instructions as first time applicants.

Deferrals

The College of Nursing Does Not Grant Deferrals.

Alternate Lists

Students accepted to the Alternate List may be invited for admission, often within days of the start of the entering class. Alternates are strongly encouraged to complete and submit all required pre-admission documents if they wish to be considered for space available admission. Candidates on the alternate list, who are not called for admission, must reapply to the program if they wish to be considered for admission during a subsequent admission cycle.

Personal Interviews

A personal interview may be required of applicants to the Accelerated Nursing program at the discretion of the Admissions Committee.

Please note: Admissions requirements, procedures and policies are subject to change. You must check the website for any new requirements and new application materials.

Information Sources

Whenever you send an email to any of the offices listed below, *remember to include your valid email address, your complete name, and the name of the program to which you are applying.* If you do not receive a reply within 3 days, resend your email.

Admissions Office

Information about application procedures, general information

Web: <http://sls.downstate.edu/admissions/>

Email: admissions@downstate.edu

Fax: (718) 270-4775

In your message, include:

1. The email address that you check regularly
2. Your complete name (first name, last name)
3. The name of the program you are applying to

Financial Aid

Information about costs of attendance, how to apply for financial aid

Web: http://sls.downstate.edu/financial_aid/

Email: finaid1@downstate.edu

Residential Life

Information about on campus housing, pictures of rooms

Web: http://sls.downstate.edu/residential_life/

Email: Residentiallife@downstate.edu

Bursar

Information about tuition charges

Web: <http://sls.downstate.edu/bursar/>

Email: bursar@downstate.edu

Student Life

Information about SUNY Downstate student life outside of the classroom

Student Center: http://sls.downstate.edu/student_center/

Student Organizations: http://sls.downstate.edu/student_orgs/

College of Nursing Program Email Addresses

Undergraduate Nursing Programs:

Accelerated BS in Nursing: undergradatenursing@downstate.edu