



## **2010 Midwifery Program**

# **APPLICATION INSTRUCTIONS**

## **Self Administered Application Procedures — One Envelope**

The Admissions process is comprised of two steps:

- 1) Completing the On-Line Admissions application and
- 2) Submitting a complete, self-administered application package.

A complete application includes all of the items listed on the **Application Cover Sheet**. The entire application is required from you *in one envelope at one time*, with application fee, sealed transcripts, and sealed letters of recommendation. Please note the timing of the application and due dates. Neatness and legibility will speed the processing of your application. Type or print your name at the top of any separate sheet of paper enclosed with your application.

Our admissions process is predominantly an internet/email one, since computer literacy skills are required of all of our students. After completing the On-Line portion of your application, you will be directed to complete the remainder of the application. Our email address, for any application questions, is <mailto:>. Specific questions regarding course equivalencies, etc., may be sent to the program e-mail address (see list at the end of this document). Since we rely on email as our primary means of communication with applicants, it is essential that you provide a clearly written, valid email account on your application form and keep us updated if you change your email and/or your postal mailing address.

## **Midwifery Curriculum Options: College of Health Related Professions**

- Advanced Certificate in Midwifery (all applicants with related Masters or higher degree except CNMs/CMs<sup>1</sup>).
- Advanced Certificate Midwifery for RN's (RN's holding a Masters or higher degree in a Health or Health related field).
- MS Midwifery Direct Entry – all applicants except CNMs/CMs<sup>2</sup>.
- MS Midwifery for RN's with any Baccalaureate degree – Nursing or otherwise.
- MS Completion in Midwifery — for CNMs/CMs with a BA or BS in Nursing or in any field.

For further assistance with Midwifery Curriculum Options, please review the Midwifery website (<http://www.downstate.edu/chrp/midwifery/>).

<sup>1</sup> Students with an MS in a Health Related field may choose the Advanced Certificate or MS in Midwifery or Nurse Midwifery, if qualified for Nurse Midwifery.

<sup>2</sup> Nurses can choose either an MS in Midwifery or Nurse Midwifery. The Nurse Midwifery option requires a Bachelors in Nursing.

## **A complete application package includes:**

1. **Your printed On-Line Application Summary Signature Page**, which you print after submitting the on-line portion of your application.
2. **A 2010 Midwifery Program Application Cover Sheet**
3. Enclose a **\$75 Application Processing fee** by money order or personal check made payable to "SUNY." If your personal check is returned to us, your application will be held until a money order has been submitted.
4. **Submit Official Transcripts from ALL Colleges attended in the United States, each in a sealed envelope with a signature across the seal.** Failure to submit all transcripts in your application package will delay the processing of your application.
  - a. *If you have been educated outside of the USA: Applicants who have completed all or part of their education abroad should not submit their overseas transcripts until they are accepted for admission.* Instead, you are required to have a detailed, course-by-course education credential evaluation prepared by an evaluation service, which is a current member of the National Association of Evaluation Services (NACES). **Submit the course-by-course evaluation to us as part of the self-administered application package.** For a list of current NACES members, go to <http://www.naces.org>. Optional: Visit World Educational Services: <http://www.wes.org>

- b. *If your overseas courses have already been evaluated by an accredited USA college or university*, and the courses are listed on the college transcript individually with credit hours and grades, you may submit the USA college's transcript without a separate credential evaluation. **However, if you are using any of the credits towards prerequisite courses for admission**, you must still submit a complete course-by-course evaluation from a NACES member agency, even if the courses are listed on a transcript from a USA college.
5. **Submit Two (2) Letters of Recommendation, each in a sealed envelope** in your application package: Letters should be from: 1) a midwife, nurse or physician colleague who can comment on your clinical abilities; or 2) a college professor who taught you; or 3) a person who knows you in a professional capacity. Letters must be on our Letter of Recommendation Form, or on letterhead. **All letters must be signed to be considered acceptable.** Letters submitted on letterhead must reflect an assessment of equivalent depth to that requested on the standard letter of recommendation form.
  6. **Ensure that you responded to the Midwifery Program Questionnaire on-line.**
  7. **Essay/Personal Statement:** Respond to the specific questions listed on the midwifery application on-line.
  8. **2010 Midwifery Prerequisite Course Sheet which you filled out on-line.**
  9. **If you were born outside the United States**, please submit a photocopy 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, 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 send** 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

The deadline for submitting a completed application for the Midwifery program is **April 15, 2010. An early application is encouraged.** Applications received after the deadline will be considered on a space available basis.

If you are currently enrolled in college course work or prerequisites, you should enclose a print out or photocopy of your fall semester grade report (the one you receive in the mail or print out from your college's student information system), *in your application package*, and enclose a print out or photocopy of your spring semester course registration. Attach your fall semester grade report and your spring class schedule. This will give us the most up to date information about your academic background. If you will not have a fall semester grade report until after the application deadline please submit a course completion plan outlining your intent to fulfill the required prerequisites.

## 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:

- **prior academic performance**
- **completion of prerequisite courses and the grades received in those courses**
- **the results of standardized tests, when required**
- **letters of recommendation, communication skills, and motivation to pursue the profession**
- **volunteer or observational experience in the career field**

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.

**Information Sessions** ([http://sls.downstate.edu/admissions/info\\_sessions/](http://sls.downstate.edu/admissions/info_sessions/)) are available starting in July of each year, and are posted on the Admissions section of the website. Register for an Information Session online.

## College Courses Completed in the United States

**Official** transcripts from **all** USA colleges/universities you have attended must be submitted in your **application package**, 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 The Council for Higher Education Accreditation (CHEA), regional accrediting organizations such as 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](http://www.naces.org). Do not send your overseas college transcript in the self-administered application. Instead, the official course-by-course evaluation report must be sent directly from the agency to the Office of Admissions. Optional: World Education Services at [www.wes.org](http://www.wes.org)

*If your overseas courses have already been evaluated by an accredited USA college or university, and the courses are listed on the college transcript individually with credit hours and grades, you may submit the USA college's transcript without a separate credential evaluation. **However, if you are using any of the credits towards prerequisite courses for admission, you must still submit a complete course-by-course evaluation from a NACES member agency, even if the courses are listed on a transcript from a USA college.***

## Credit by Examination Programs

If you are fulfilling admissions requirements through the College-Level Examination Program (CLEP) examinations, Regents College examinations, or Excelsior College examinations, you must have an official copy of your score report forwarded by the testing agency directly to the Office of Admissions (SUNY Downstate Medical Center, 450 Clarkson Avenue, Box 60, Brooklyn, New York 11203), *unless these credits already appear on the official transcript of an accredited USA college or university.*

### **The College Board (CLEP)**

phone: (609) 771-7865  
web: [www.collegeboard.com/clep](http://www.collegeboard.com/clep)

### **Dantes Subject Standardized Tests**

phone: (877) 471-9860  
web: [www.getcollegecredit.com](http://www.getcollegecredit.com)

### **Excelsior College**

phone: (888) 647-2388  
web: [www.excelsior.edu/exams](http://www.excelsior.edu/exams)

**Note: Applicants to programs in the College of Health Related Professions are limited to a maximum of 12 credit hours of prerequisite coursework credit by exam.**

## 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. 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".

## Letters of Recommendation

A Current/former College Science Professor or an employer/supervisor, or another college professor should write letters, except as indicated by the specific program. Letters must be on our Letter of Recommendation Form, or on letterhead. **All letters must be signed to be considered acceptable.**

## Notification of Admission Status

Notification of admissions decisions is made only in writing. We cannot communicate an admissions decision over the telephone. Admissions decisions are final and are not subject to appeal or reconsideration.

Once you are sent notification that your application has been sent to the Admissions Committee, please be patient and wait for written notification of your admissions status.

Early consideration for an admissions decision may 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 Reapplication section below).

## Required Examinations

### Read carefully to see if this section applies to you

#### 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 study* in 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); and a minimum score for the computer exam of 208 (undergraduate programs) and 223 (graduate programs) is required on the TOEFL.**

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

Use the SUNY Downstate Institutional Code of 2534

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

## Certification/Licensure Documentation: Midwifery

- a. **Registered Nurse (R.N.) Applicants:** R.N. license to practice as a professional nurse in any of the 50 states.
- b. **Master of Science Completion Program Applicants:**
  - *ACNM/ACC/AMCB certification*— You must submit photocopies of your certification and Bachelor's degree (or its equivalent).
  - or
  - *Verification of current status*, in baccalaureate or graduate program, from an ACNM/DOA accredited Midwifery education program.
  - or
  - *Evidence of alternative eligibility to practice* (e.g., NYS licensure)

## Part-time Study

Part-time study is available for the Midwifery Program.

## 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](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.

All international applicants 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 month budget for an out of state student, including tuition, fees, educational, and living expenses.

## Pre-requisite Course Requirements

The following policies apply:

- a. courses taken in the United States must be from a CHEA<sup>\*</sup> regionally accredited college or university;
- b. all courses must be presented on original official transcripts from the educational institution where the courses were completed; and
- c. 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 the Midwifery Program. 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:

- a. the nature, content and level of the course is comparable to the course offered by Downstate
- b. the credit earned is appropriate and applicable to the programs offered by Downstate
- c. and, 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

If you are accepted for admission and wish to request a deferral, you must submit a written request to the Admissions Office by fax (718-270-4775) or by email ([admissions@downstate.edu](mailto:admissions@downstate.edu)) at least two weeks prior to the registration date for your program. The letter must include the reason you are requesting a deferral, your name, and the name of your program. The Program Admissions Committee must approve all requests for deferrals. Approval will be sent to you in writing. In general, deferrals are only granted for one year. *Not all programs grant deferrals.*

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<sup>\*</sup> The Council for Higher Education Accreditation (CHEA) regional accrediting organizations such as 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.

## 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

Once completed applications are reviewed, the Admissions Committee will notify applicants by letter, email, or telephone about a personal interview. Please do not telephone the Admissions Office to inquire about your status, as this will only delay processing.

The Midwifery Program conducts a mandatory personal interview, as part of their application process.

**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](mailto:admissions@downstate.edu)

Fax: (718) 270-4775

In your message, include:

- a. the email address that you check regularly
- b. Your complete name (first name, last name)
- c. 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/](http://sls.downstate.edu/financial_aid/)

Email: [finaid1@downstate.edu](mailto:finaid1@downstate.edu)

### Residential Life

Information about on campus housing, pictures of rooms

Web: [http://sls.downstate.edu/residential\\_life/](http://sls.downstate.edu/residential_life/)

Email: [Residentiallife@downstate.edu](mailto:Residentiallife@downstate.edu)

### Bursar

Information about tuition charges

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

Email: [bursar@downstate.edu](mailto:bursar@downstate.edu)

### Student Life

Information about SUNY Downstate student life outside of the classroom

Student Center: [http://sls.downstate.edu/student\\_center/](http://sls.downstate.edu/student_center/)

Student Organizations: [http://sls.downstate.edu/student\\_orgs/](http://sls.downstate.edu/student_orgs/)

## College of Health Related Professions Program Email addresses

Diagnostic Medical Imaging: [DMI.CHRP@downstate.edu](mailto:DMI.CHRP@downstate.edu)

Medical Informatics: [Informatics.CHRP@downstate.edu](mailto:Informatics.CHRP@downstate.edu)

Midwifery: [Midwifery.CHRP@downstate.edu](mailto:Midwifery.CHRP@downstate.edu)

Occupational Therapy: [OT.CHRP@downstate.edu](mailto:OT.CHRP@downstate.edu)

Physical Therapy: [PT.CHRP@downstate.edu](mailto:PT.CHRP@downstate.edu)

Physician Assistant: [PA.CHRP@downstate.edu](mailto:PA.CHRP@downstate.edu)