



COLLEGE OF 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 starting the application process. All applications to programs offered at SUNY Downstate Medical Center must be submitted electronically through the ApplyYourself Online Portal.

Once you select "Create Account", you will receive a PIN and Password. If you already have an ApplyYourself 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 online application will it be available for review by our admissions staff. Please note that once you have submitted your online 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 email to: admissions@downstate.edu.

What you need to complete your online application:

1. Your **unofficial transcript(s) from all schools attended** (including college courses taken while in high school) must be readily available for reference and uploading into your online application. If you have completed part or all of your education outside of the United States of America, you will be **required** to upload an unofficial copy of your **course-by-course evaluation** of your foreign transcript(s). An affiliated NACES member must complete your course-by-course evaluation. For a list of approved evaluation agencies, please visit the NACES website at: www.naces.org. **Do not upload your foreign college transcript(s).**
2. **Two letters of recommendation** are required for all College of Nursing programs. Since SUNY Downstate Medical Center **uses electronic recommendation submissions**, all letters of recommendation must be submitted online via our online application system. Please ensure that you have the correct names, titles and **current**

email addresses for each recommender. ***It is important that you confirm with your recommenders that they are willing to complete a letter of recommendation on your behalf*** before listing them as a provider.

Please refer to the following link regarding the recommendation requirements specific to your program of interest: sls.downstate.edu/admissions/apply_today.html. If the recommenders wish to upload a letter to the online form, this letter must be on institutional letterhead, dated and signed.

3. **Pay the non-refundable application-processing fee.** Upon submitting your online application, you will receive an email within 24 to 48 hours containing your NetID username and NetID password to access the admissions checklist. Once you log in, click on the "Pay Now" button. Upon payment of your application fee, you will be sent an email confirmation. Allow 24 to 48 hours for your application status to be updated. **Applications will not be processed or reviewed until the application fee is paid.**

Please keep your NetID username and NetID password in a safe and secure location for future use.

4. 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 (front and back) of your permanent resident card, a photocopy of your I-20, IAP-66, I-821 D, I-797, USCIS H1/H4 approval form or DACA documents, 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.**
5. A scanned copy of your Resume/CV.
6. A current unencumbered scanned copy of your **New York State RN License**.
(Not required for the Accelerated BS in Nursing program)

7. For more information regarding the Admissions
8. Requirements for your program of interest, please visit: sls.downstate.edu/admissions/apply_today.html

Application Deadlines and Timelines

Deadline(s) for online submission and completion of your application for a program within the College of Nursing may be obtained at: sls.downstate.edu/admissions/deadlines.html.

Early applications are strongly encouraged.

General Admissions Policies

The Admissions Committee considers the individual qualifications of each applicant. Applications are reviewed holistically and 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
3. Letters of recommendation, communication skills, and motivation to pursue the profession
4. Clinical and non-clinical (volunteer or paid) experience in the career field, as applicable to program of your interest
5. Leadership, membership or professional organizations/associations

Admissions decisions are final and cannot be appealed.

All educational programs at SUNY 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.

Pre-Admissions Advisement/Application Assistance

We urge you to seek pre-admission advisement or application assistance prior to applying for admission consideration. You may register online for an appointment for pre-advisement or application assistance at:

sls.downstate.edu/admissions/info_sessions.html.

Appointments are available on Fridays from: 10:00 am to 3:00 pm.

* The Council for Higher Education (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,

Transcripts

For college courses completed **in the United States**, we only accept credits from a college or university accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation (CHEA)*.

For college courses completed **outside the United States**, a course-by-course evaluation completed by an affiliated NACES member will be required. For a list of approved evaluation agencies, please review the NACES website: www.naces.org.

Your name must appear on every transcript and/or evaluation and must be clear and legible. Indicate in the online application any courses in progress as failure to do so will delay the processing of your application.

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 information in your application. All uploaded unofficial transcripts must be legible. Once your coursework is completed, please send your updated unofficial transcripts with final grades by email to: admissions@downstate.edu

Credit by Examination Programs

If you have fulfilled admissions requirements through the College-Level Examination Program (CLEP), Excelsior College examinations, DANTES or Portage Learning, you must upload an unofficial copy of your score report into your online application. If admitted, you must request that a copy of your official score report from the testing agency to be sent directly to the Office of Student Admissions (SUNY Downstate Medical Center, 450 Clarkson Avenue, MSC 60, Brooklyn, New York 11203).

Science courses with a laboratory component must be taken in a classroom setting. Credit by examination cannot be used.

The College Board (CLEP)

phone: (609) 771-7865

web: www.collegeboard.com/clep

DANTES Subject Standardized Tests

phone: (877) 471-9860

web: www.getcollegecredit.com

Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

Excelsior College

phone: (888) 647-2388

web: www.excelsior.edu/exams**Portage Learning/Geneva College**

phone: (888) 724-3590

web: www.portagelearning.com

Note: Applicants to programs in the College of Nursing are limited to a **maximum of 12 credit hours** of prerequisite non – science coursework credit by exam.

Courses & Grades Requirements

Please visit the admissions website for requirements: sls.downstate.edu/admissions/apply_today.html.

Please note: A grade less than the program's pre-requisite course requirement is not acceptable.

Undergraduate Nursing programs: Letter grade of "C" or better

Graduate Nursing programs: For the Advanced Certificate in Nursing Education: Letter grade of "B" or better

Notification of Admission Status

Email is our primary form of communication. Notification of admissions decisions will be delivered electronically via your online application portal. **Admissions decisions cannot be communicated over the telephone or in person.**

Once you are sent an email notification that your application has been forwarded to the Admissions Committee, you may review your application regarding the status. Please be patient and wait for written notification regarding your admissions status. **Admissions decisions are final and are not subject to appeal or reconsideration.**

All applicants must submit a completed application on or before the published deadline to receive full consideration.

Qualifying Examinations

Read carefully to see if this section applies to you

Test of Essential Academic Skills (ATI TEAS) (Accelerated Nursing Only)

The ATI-TEAS is valid for **two years** from the date originally taken. To register for the exam, go to www.atitesting.com and choose "Register for TEAS with PSI".

Please visit: sls.downstate.edu/admissions/apply_today.html for more information.

Part-time Study

Part-time study is not available for any College of Nursing programs.

English as a Second Language

Applicants 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), must complete one of the following:

1. Test of English as a Foreign Language (TOEFL)

Required Scores:

	<i>Undergraduate</i>	<i>Graduate</i>
<i>Paper Based</i>	536	564
<i>Computer Exam</i>	208	223
<i>Internet Based</i>	65-78	79-95

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

2. Commission on Graduates of Foreign Nursing Schools (CGFNS)

Nurses educated outside the U.S. can take the CGFNS in lieu of the TOEFL but are required to take the NCLEX-RN licensing exam.

The CGFNS consists of three elements:

1. Credentials Review
2. Nursing Qualifying Exam
3. English Language Proficiency Exam, which is also a prerequisite for obtaining selected visas for nursing

3. The International English Language Testing System (IELTS)

Minimum passing score of 6.5 is required.

IELTS: www.ieltsregistration.org

Your application is not considered complete without the acceptable passing standardized test score(s). **TOEFL and IELTS scores are valid for two (2) years.**

Use the SUNY Downstate Institutional Code of 2534

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 admitted or enrolled in SUNY EOP, 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. Please complete your EOP verification form and upload it to your application. You may refer to the following link to retrieve the form:

sls.downstate.edu/admissions/forms.html

NYS Residents & International Students

Our entering class sizes are small and admissions priority is given to United States citizens, USA permanent residents/New York State residents.

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.

Program of Study (Advanced Standing) Transfer Credit

Transfer credit may be awarded at the programs' discretion.

Once matriculated, students should initiate a request for Program of Study Transfer Credit through their faculty advisor/program during the first semester after matriculation.

Re-Applicants to Degree Programs

Re-applicants within one year of the initial application must submit a new ApplyYourself online application, pay the application fee, submit **one** new letter of recommendation and updated unofficial college transcripts.

Re-applicants who applied more than one year ago must follow the same instructions as first time applicants. Applicants who are not accepted for admissions may reapply with *enhanced* credentials.

Application materials from the prior year's admissions cycle may be used in the subsequent year's reapplication.

Deferrals

The College of Nursing does not grant deferrals.

Alternate Status

Students placed on the alternate list may be offered admission, often within days of the start of the entering class. Alternates are strongly encouraged to submit all required pre-admission documents listed on the admissions checklist. Since alternates may be considered on a space available basis, a final decision will be communicated by email.

Program Interviews

Once completed applications are reviewed by the program, you will be notified by letter, email, or telephone about a personal interview. **Please do not contact the Office of Student Admissions to inquire about your status, as this will only delay processing.**

Please Note: Admissions requirements, procedures and policies are subject to change. You must check the website for any new requirements and new application materials.
Visit: sls.downstate.edu/admissions/apply_today.html for more information.

Information Resources

Whenever you send an email to any of the offices listed below, *remember to include your current 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.

Office of Student Admissions:

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

Email: admissions@downstate.edu

Phone: (718) 270-2446 Fax: (718) 270-4775

Financial Aid

Costs of attendance and how to apply for financial aid

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

Email: financialaid@downstate.edu

Bursar

Information about tuition charges

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

Email: bursar@downstate.edu

Residential Life

Information about on campus housing, pictures of rooms

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

Email: Residentiallife@downstate.edu

Student Life

Life Outside of the Classroom

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

Student Counseling: counseling@downstate.edu

Student Life: residentiallife@downstate.edu

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

College of Nursing Program Listing and Contact Information

Undergraduate Nursing Programs:

UndergraduateNursing@downstate.edu

Bachelor of Science Degrees

Accelerated BS in Nursing

Nursing RN-BS

Graduate Nursing Programs:

GraduateNursing@downstate.edu

Master of Science Degrees

Family Nurse Practitioner

Nurse Midwifery MS/Advanced Certificate in
Midwifery

Masters Completion Nurse Midwifery

Women's Health Nurse Practitioner

Advanced Certificate (Post Masters)

-Family Nurse Practitioner

-Women's Health Nurse Practitioner

-Nursing Education-Advanced Certificate