



ADVANCED CERTIFICATE PROGRAM:
NURSING EDUCATION

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.

Before you begin to complete the on line application you should have the following:

What you need to complete your application on-line:

1. Successful completion of a masters or doctoral degree from an accredited nursing program.
2. Upload a scanned copy of your unencumbered New York State RN license.
3. Minimum of one year clinical experience preferred
4. Evidence of successful completion of graduate level coursework in pathophysiology, pharmacology and physical assessment (3'Ps)
5. **A scanned copy of your Resume/CV.**
6. Your unofficial transcript(s) from all post-secondary schools attended readily available for reference and uploading into your on-line application. You **may** be required to complete a grid that asks for the cumulative GPA earned at each of the colleges where you completed your undergraduate and graduate degrees.
7. 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.

8. 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. A professional colleague who can comment on your clinical abilities and/or your potential for success in graduate nursing education.
 - b. A Current/former College/University Professor or an employer/supervisor.
9. 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.
10. Pay the non-refundable application-processing fee of \$75. 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.
11. 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.

Note: Candidates may be called for an interview.

Application Deadlines and Timelines

Deadline for submitting a completed application for the Advanced Certificate Nursing Education program may be obtained here <http://sls.downstate.edu/admissions/deadlines.html>. Submitted applications received after the deadline will be considered on a space available basis. Early application is encouraged.

If you are currently enrolled in college course work or prerequisites, you should upload 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) and upload a print out or photocopy of your spring semester course registration. Unofficial copies of transcripts for coursework done in the summer semester must be emailed to admissions@downstate.edu

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, especially science 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
- Leadership, membership or professional organizations/associations

We recommend that you have volunteer or observational experience in a setting appropriate to your career choice, preferably before you apply.

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

Prerequisite Grades Required

A cumulative grade point averages above 3.0 is required.

Admissions preference is given to applicants demonstrating successful completion of graduate level pathophysiology, pharmacology and physical assessment (3'Ps)

Notification of Admission Status

Notification of admissions decisions are 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 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 advisement 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

Commission on Graduates of Foreign Nursing Schools (CGFNS):

TOFEL is not a requirement for nurses educated outside the U.S. Foreign educated nurses are required to have the CGFNS Certificate before taking the NCLEX-RN. The CGFNS consists of three elements:

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

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

Certification/Licensure Documentation

Photocopy of your RN registration certificate.

Part-time Study

This program is offered as a hybrid, 12 credit program on a part-time course of study only.

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.

Pre-Admission Transfer Credit

Transfer credit to meet admissions requirements.

The following policies apply:

- Courses taken in the United States must be from a CHEA* regionally accredited college or university
- All courses must be presented on original official transcripts from the educational institution where the courses were completed
- 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 when the following conditions are met:

- The nature, content and level of the course is comparable to the course offered by Downstate
- The credit earned is appropriate and applicable to the programs offered by Downstate
- A minimum letter grade of “B” or better is achieved in graduate course that is considered for transfer.

Students should initiate a request for Program of Study Transfer Credit through their faculty advisor/program office, accompanied by a copy of the course syllabus, 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 Advanced Certificate in Nursing Education 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:

- The email address that you check regularly
- Your complete name (first name, last name)
- 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

*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,

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

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

Graduate Nursing Programs: graduatenuresing@downstate.edu

Master of Science:

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

Nursing Education

Women's Health Nurse Practitioner