COLLEGE OF NURSING
APPLICATION INSTRUCTIONS

SUNY Downstate Health Sciences University utilizes a central application system (AMP). We strongly recommend that you read the application instructions prior to starting the application process. All applications to programs offered at SUNY Downstate Health Sciences University must be submitted electronically through the central application system.

Your application information is transmitted through a secured server and is kept confidential.

First-Time Applicants (Desktop browser strongly preferred)

- Select **"New Applicant - Click Here to Apply"** and complete the fields under the section "Create New User." (Link is located in the middle of the page) Please note a valid email address is required

- An email verification will be sent to the email address you entered when you created your application.

- Once your email verification is complete, you will be able to begin the application process

For GRADUATE NURSING program applicants only:

Please use the following applications for the respective concentration/program-degree type:

-Post Baccalaureate APRN
- o   FNP – DNP only
- o   WHNP – DNP only

-Post Master's APRN
- o   DNP or Advanced Certificate- FNP or WHNP

-Nursing Education
- o   M.S. or Advanced Certificate

Re-applicants: Enter the previous username and password used when you created your initial application.

> **Only after you have submitted your complete online application and paid your non-refundable application fee, will your application be reviewed by the admissions staff.**

Document Upload

Please note: Once your application has been submitted, you will still have the ability to upload additional supporting documents throughout the application process. To upload documents, log into the admissions portal and select the "Document Upload" option, located in the left hand corner of the blue menu bar of the application. **All documents must be uploaded as pdf attachment(s)**. If you have difficulties uploading documents, please email: admissions@downstate.edu.

What you need to complete your online application:

1. Your **unofficial transcript(s) from all post-secondary institutions attended** (including college courses taken while in high school) must be readily available for reference and uploaded 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), 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 foreign college transcript(s).**

2. Letters of recommendation are required for all programs. Since we **use an electronic recommendation system,** all letters of recommendation must be submitted via the admissions portal. Please ensure that you have the correct names, titles, and **current work/professional 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.

    For more information, please refer to the application requirements section on our website specific to your program of interest. If the recommenders are unable to submit the recommendation electronically, he/she must submit the recommendation on official letterhead, dated, and signed. This letter must be emailed to

admissions@downstate.edu from the **recommender's professional/work email address as a PDF attachment**.

3. If you were born outside the United States, upload a PDF copy of your **USCIS documentation** i.e., a copy of your naturalization certificate, U.S. passport, your permanent resident card (front and back), I-20, IAP-66, I-821 D, I-797, USCIS H1/H4 approval form or DACA documents, etc.

   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.**

4. A scanned copy of your current Resume/CV

5. A current, unencumbered, scanned copy of your New York State RN license. Please note: Your RN license is **not** the same as your RN Registration Certificate

6. Legible, current copy of the BLS card (front and back)

7. For more information regarding the Admissions Requirements for your program of interest, please visit: https://www.downstate.edu/education-training/college-of-nursing/admissions/index.html

Deadline(s) for online submission and completion of your application for a program within the College of Nursing may be obtained at:

https://www.downstate.edu/education-training/college-of-nursing/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

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[1] _The Council for Higher Education (CHEA) institutionally accredited organizations such as Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association, Northwest Commission on_

> Admissions decisions are final and cannot be appealed.

All educational programs at SUNY Downstate Health Sciences University 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:

https://www.downstate.edu/education-training/student-services/admissions/info-sessions.html.

Appointments are available on alternate Fridays from: 9:30 am to 3:00 pm.

Transcripts

Applicants must upload **all post-secondary** unofficial academic transcripts for all USA colleges or universities attended. For college courses completed in the United States, only credits from a college or university institutionally accredited and recognized by the Council for Higher Education Accreditation (CHEA)[1] will be accepted. Refer to the website for more details

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.

If you have earned college credits while you were in high school, a copy of the college transcript must also be uploaded (not your high school transcript)

You must upload clear/legible pdf copies of your unofficial transcript(s). All transcripts must contain all pertinent information such as: name of the institution, your full name, transfer credit information, cumulative credits and cumulative GPA.

Proof of course registration where all coursework in progress must be uploaded into the online application.

If you are currently enrolled in a college or taking prerequisite courses, upload under the "Document Upload" section of the application portal, located in the left menu bar, a pdf copy of

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

your current semester grade report or a pdf copy of your course registration.

Once the coursework is completed, please upload your updated unofficial transcripts with final grades to your application, as a pdf attachment.

Credit by Examination Programs

If you have fulfilled admissions requirements through the College-Level Examination Program (CLEP), Excelsior College examinations, DANTES, you must upload an unofficial pdf of your score report under the "Document Upload" section of the application portal, located in the left menu bar. Only if admitted, will you be required to request a copy of your official score report from the testing agency to be sent directly by mail or email to the Office of Student Admissions:

SUNY Downstate Health Sciences University
450 Clarkson Avenue, MSC 60, Brooklyn, New York 11203
Email: admissions@downstate.edu

> All physical science courses with a laboratory component must be taken in a classroom setting. Credit by examination for the physical sciences courses will not be considered.

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

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

Courses & Grades Requirements

Please visit the admissions website for requirements, as they may be subject to change for the cycle to which you applied: https://www.downstate.edu/education-training/college-of-nursing/admissions/index.html

Please note: Undergraduate nursing program grades require a "C" or better, and letter grades less than a "C" in pre-requisite courses may also not be accepted.

Graduate Nursing programs (only for the Advanced Certificate in Nursing Education): Letter grade of "B" or better

Notification of Admission Status

All applicants must submit a completed application on or before the published deadline to receive full consideration. Email is our **primary** form of communication. Updates to our application will also be visible via the admissions checklist. You may monitor your application status via the application portal.

Notification of admissions decisions will be delivered electronically via the central application system. **Admissions decisions are final and are not subject to appeal or reconsideration.**

Please be patient and wait for written notification regarding your admissions status. **Admissions decisions cannot be communicated over the telephone or in person.**

Qualifying Examinations

Read carefully to see if this section applies to you

Test of Essential Academic Skills (ATI TEAS) (Accelerated Nursing program 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:

https://www.downstate.edu/education-training/college-of-nursing/admissions/index.html

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 college or university institutionally accredited by the CHEA (at least 24 semester credits, including six (6) semester credits in English[2] composition), must complete one of the following:

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[2] *All required pre-requisite English courses must be completed in a US college or university accredited by an institutionally accrediting*

organization recognized by the Council for Higher Education Accreditation (CHEA).

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

Required Scores

	Undergraduate	Graduate
Paper Based	536	564
Computer Exam	208	223
Internet Based	65–78	79–95

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

2. **The International English Language Testing System (IELTS)**

Minimum passing score of **6.5** is required.

IELTS: https://ieltsregistration.registration-ieltsusa.org/orsnbc

> 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: 2534

3**. 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

Note: All required pre-requisite English courses must be completed in a US college or university institutionally accredited and recognized by the Council for Higher Education Accreditation (CHEA).

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:

https://www.downstate.edu/education-training/student-services/financial-aid/assistance/eop.html

New York State Residents & International Students

If you are a F1 visa holder or hope to pursue an F1 Visa, you do not qualify to pursue a part-time program of study. The USCIS requires F1 students to be in FULL-TIME status for each semester including Summer while enrolled in school.

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 RN-BS program's 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 online application through our central application system (AMP), 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 application instructions as first time applicants. Applicants

who are not accepted for admissions may reapply with **enhanced** credentials.

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

Only completed applications are reviewed by the program. If granted an interview, the program will contact you regarding interview details. Alternatively, you can monitor your status via the admissions portal.

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.

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: https://www.downstate.edu/education-training/student-services/admissions/

Address: 450 Clarkson Ave, MSC 60 Brooklyn, NY 11203

: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: https://www.downstate.edu/education-training/student-services/financial-aid/index.html

Email: financialaid@downstate.edu

Bursar

Information about tuition charges

Web: https://www.downstate.edu/education-training/student-services/bursar/index.html

Email: bursar@downstate.edu

Residential Life

Information about on campus housing, pictures of rooms

Web: https://www.downstate.edu/education-training/student-services/residential-life/index.html

Email: Residentiallife@downstate.edu

Student Life

Life Outside of the Classroom

Student Center: https://www.downstate.edu/education-training/student-services/student-center/index.html

Student Counseling: counseling@downstate.edu

Student Life: residentiallife@downstate.edu

Student Organizations: https://www.downstate.edu/education-training/student-services/student-organizations/index.html

College of Nursing Program Listing and Contact Information

Undergraduate Nursing Programs:
UndergraduateNursing@downstate.edu

Graduate Nursing Programs:
GraduateNursing@downstate.edu

Bachelor of Science Nursing Degrees
        Accelerated BS in Nursing
        Nursing RN-BS (online program)

Master of Science Nursing Degree (Post Baccalaureate) *
        Nursing Education

Advanced Certificate (Post Masters)*
        Family Nurse Practitioner*
        Women's Health Nurse Practitioner*
        Nursing Education-Advanced Certificate

Doctorate of Nursing Practice:
        BSN to DNP (Post Baccalaureate)
        DNP (Post Masters)

* Note: For programs listed with an asterisk, please apply using the respective Post-Baccalaureate APRN or Post Masters APRN application type