Before You Apply

**Step 1:** Please review Admission requirements for the program of choice prior to completing an on-line Application.

**Step 2:** You will be required to upload documents related to your application. The following is a preview of the documents you will be asked to assemble electronically and upload as directed from within the application:

Transcripts:

- All (USA applicants) must upload unofficial academic transcripts for all USA colleges or universities attended.
- All (International applicants) must upload unofficial academic transcripts.

Please note that if you were educated overseas, an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) member agency (www.naces.org). World Education Services (www.wes.org) is one agency in New York City.

Test Scores:

You must upload a copy of your unofficial GRE score report. If you have not yet taken the required standardized test, you must indicate the date you intend to take the test.

Note: If English is a second language and you have not completed at least one year of full-time study in a regionally accredited college or university in the United States, and at least 24 semester credits, including two courses in English composition. You must upload a copy of your test results (TOEFL/IELTS).

**Supplemental Documents:**

- Application Questions/Personal Statements:
  - Click here to review your program specific application questions and personal statement. We strongly advise that you begin to draft your responses in a word document prior to completing the online supplemental application.
  - Essay Questions are to be completed.
- Letter of Recommendations:

SUNY Downstate Medical Center has moved toward exclusive use of electronic recommendation submissions. Applicants must submit at least two letters of recommendation with the exception of applicants to the MD/PhD Program. Please refer to your program of choice for additional information.

- To complete the recommendation online, you must provide the recommender’s: Name, title and a valid email address.
• Once you have provided the name of the recommender, an email will be sent to him/her with an access code and instructions on how to proceed with the online recommendation.

**Step 3:** 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.

**Step 4:** Upon submitting your application:

you can log back into continue checking on your Applicant Status Page. (Please note: Uploaded documents will not be marked as received until 24 hours after submission).

Please note: A separate application must be filed under each program for which you are seeking consideration with completely separate documents and separate recommendations.

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**All application materials for all programs must be submitted to:**
SUNY Downstate Medical Center
School of Graduate Studies
MSC 41
450 Clarkson Avenue
Brooklyn, NY 11203
Tel: 718-270-2738

**Contact information for GRE, and TOEFL examinations is:**
Graduate Record Examination Educational Testing Service
Box 955
Princeton, NJ 08540
609-921-9000
E-mail: gre_info@ets.org
Website: [http://www.gre.org](http://www.gre.org)

**GRE code: 2534**
TOEFL
Box 6151
Princeton, NJ 08451
609-771-7100
Website: [http://www.toefl.org](http://www.toefl.org)

**TOEFL code: 2534**