

## Before You Apply

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

**Step 2:** Check the Application Deadline for your program of choice. \*\*\*\*[link goes here for February 1, 2014.]

**Step 3:** 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](http://www.naces.org)). World Education Services ([www.wes.org](http://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 4:** 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 5:** 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.

**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](mailto:gre_info@ets.org)

Website: <http://www.gre.org>

**GRE code: 2534**

TOEFL

Box 6151

Princeton, NJ 08451

609-771-7100

Website: <http://www.toefl.org>

**TOEFL code: 2534**