



**DOWNSTATE**  
HEALTH SCIENCES UNIVERSITY

## SCHOOL OF HEALTH PROFESSIONS

# 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 Applicants – Click Here to Apply"** (link is located in the middle of the page) and complete the fields under the section "Create New User." 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

**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](mailto: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](http://www.naces.org). **Do not upload your foreign college transcript(s).**
2. **Letters of recommendation** are required for all Downstate programs. Since we **use an electronic recommendation system**, all letters 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.

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](mailto:admissions@downstate.edu). from the **recommender's professional/work email address as a pdf attachment.**
3. Please review the **Technical Standards for Admissions** based on your program of choice and place a check mark in the box in the online application, acknowledging that you have read, understood, and agreed to your program of choice technical standards requirements.

- 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.**

- Documentation of clinical/non-clinical hours:** For all programs requiring documentation of clinical and/or non-clinical hours, these hours must be documented on official institutional letterhead, dated and signed by your supervisor. The documentation must state the number of hours, time period/dates completed, and duties. All documents must be uploaded as pdf attachment(s) under the "Document Upload" section of the application portal, located in the left menu bar, under your program of your choice.
- For more information regarding the Admissions Requirements for your program of interest, please visit:

<https://www.downstate.edu/education-training/school-of-health-professions/programs/index.html>

## Application Deadlines and Timelines

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

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

- Prior academic performance
- Completion of prerequisite courses and the grades received in those courses
- Letters of recommendation, communication skills, and motivation to pursue the profession

- Clinical and non-clinical (volunteer or paid) experience in the career field, as applicable to program of your interest
- Leadership, membership or professional organizations/associations

**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: 9:30am to 3:00pm.

## 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 accredited by an accrediting organization recognized by the Council for Higher Education Accreditation (CHEA)\* will be accepted.

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](http://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 for all coursework in progress must be uploaded under the "Document Upload" section of the

\* Colleges and universities institutionally accredited and recognized by The Council for Higher Education (CHEA) will be accepted. Refer to the website for more details.

application portal, located in the left menu bar.

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 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, or 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](mailto: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](http://www.collegebound.com/clep)

#### DANTES Subject Standardized Tests

phone: (877) 471-9860

web: [www.getcollegecredit.com](http://www.getcollegecredit.com)

#### Excelsior College

phone: (888) 647-2388

web: [www.excelsior.edu/exams](http://www.excelsior.edu/exams)

**Note:** Applicants to programs in the School of Health Professions are limited to a **maximum of 12 semester credit hours** of non-science prerequisite coursework credit by exam.

### Courses & Grades Requirements

Please visit the admissions website for requirements:

<https://www.downstate.edu/educationtraining/school-of-health-professions/programs/index.html>

Please note: **A grade less than a “C” is not acceptable.**

**For the Physician Assistant program, all prerequisite courses must be completed with a letter grade of "C+" 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*

#### Graduate Record Examination (GRE)

**(Required only for the Physical Therapy BS-DPT program)**

Please visit: <https://www.downstate.edu/education-training/school-of-health-professions/admissions/physical-therapy/index.html> for more information.

### Part-time Study

Part-time study is **not** available for any SOHP programs with the exception of Medical Informatics. **This option is subject to pre-approval by the Health Informatics program.**

### 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 and recognized by CHEA in the United States (at least 24 semester credits, including two courses in English† composition), must complete one of the following:

**Test of English as a Foreign Language (TOEFL)****Required Scores**

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

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

**1. The International English Language Testing System (IELTS)**  
Minimum passing score of **6.5** is required.

IELTS: <https://ieltsregistration.registration-ieltsusa.org/orsnhc>

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**

**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 the SUNY EOP, CUNY SEEK or College Discovery program, or 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-scholarships.html>

<sup>†</sup> Note: All 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).

**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.

**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.

The **Physician Assistant** program requires **two** new letters of recommendation, applicants to all other programs are required to submit **one** new letter of recommendation.

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**

**Deferrals are only granted by the Applied Behavior Analysis, Health Informatics and Post Professional Occupational Therapy Doctorate programs.** If accepted, all deferral requests must be submitted in writing by email to the Office of Student Admissions at: [admissions@downstate.edu](mailto:admissions@downstate.edu).

**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. Visit:  
[https://www.downstate.edu/education-training/student-services/admissions/for more information](https://www.downstate.edu/education-training/student-services/admissions/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:**  
**450 Clarkson Ave, MSC 60 Brooklyn, NY 11203**

Web:

<https://www.downstate.edu/educationtraining/student-services/admissions/index.html>

Email: [admissions@downstate.edu](mailto: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](mailto:financialaid@downstate.edu)

## Bursar

Information about tuition charges:

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

Email: [bursar@downstate.edu](mailto: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](mailto: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](mailto:counseling@downstate.edu)

Student Life: [residentiallife@downstate.edu](mailto:residentiallife@downstate.edu)

Student Organizations:

<https://www.downstate.edu/education-training/student-services/student-organizations/index.html>

## School of Health Professions Program Contact Information

Diagnostic Medical Imaging: [DMI.CHRP@downstate.edu](mailto:DMI.CHRP@downstate.edu)

Medical Informatics: [Informatics.CHRP@downstate.edu](mailto:Informatics.CHRP@downstate.edu)

Midwifery: [niyoka.turnbull@downstate.edu](mailto:niyoka.turnbull@downstate.edu)

Occupational Therapy: [OT.CHRP@downstate.edu](mailto:OT.CHRP@downstate.edu)

Physical Therapy: [PT.CHRP@downstate.edu](mailto:PT.CHRP@downstate.edu)

Physician Assistant: [PA.CHRP@downstate.edu](mailto:PA.CHRP@downstate.edu)