

# SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT

# APPLICATION GUIDE

# Contents

Stony Brook University	2
School of Health Technology and Management	2
Application Deadlines	4
Program Admission Requirements	4
Application Instructions	5
Application for Admission to the	
School of Health Technology and Management	available on-line
Financial Aid and Educational Expenses	7
Transportation to Stony Brook	10
Academic Year Fees and Charges	11
Checklist for Application Documents	12

Stony Brook University does not discriminate on the basis of race, religion, sex, sexual preference, color, national origin, age, disability, marital status or status as a disabled or Vietnam-era veteran in its educational programs or employment.

This publication can be made available in an alternative format upon request.

## Please visit our website at www.hsc.stonybrook.edusohtm/index.cfm

# STONY BROOK UNIVERSITY

Stony Brook University, one of four university centers in the State University of New York system, is a comprehensive public University offering undergraduate and graduate programs in the arts and sciences, engineering, urban sciences and the health sciences to more than 19,000 students. Established in 1957, the University houses 105 buildings on a 1,100-acre campus. The Staller Center for the Arts offers a year-round program of concerts and recitals, theatre performances, art exhibits and other events to the public. The University's scholarly collections, which exceed 1.6 million bound volumes and an additional 2.5 million items in microformat, are housed in the Frank Melville, Jr. Memorial Library, the Health Sciences Library and five major branches. The University opened a Manhattan facility in 2002 with classrooms and meeting space at 401 Park Avenue South at 28th Street.

The principal academic units of the University's Health Sciences Center are four professional schools: Health Technology and Management, Dental Medicine, Nursing, and Social Welfare. Each offers full-time professional education and conducts programs of research, service and continuing professional education. The schools are linked to University Hospital, the teaching and clinical resource for the educational programs of the Center.

# SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT

The mission of the School of Health Technology and Management is to provide the health care field with the most qualified, innovative and caring professionals possible by teaching them in the most effective ways imaginable.

Our dream is that graduates of our programs are not only highly competent but compassionate – ever mindful of the fact that preserving and maintaining the health and comfort of their fellow human beings is not only a responsibility, but a privilege.

As health care continues to evolve and improve, our school is committed to being a place where undergraduates and graduates alike can enhance their knowledge and skills – all in a quest for ways to effect change for the better in the health care industry.

The School of Health Technology and Management offers professionally accredited programs in athletic training (BS, 2 years full-time), clinical laboratory sciences\* (BS, 2 years full-time), occupational therapy (BS/MS entry-level multi-award, 3 years full-time), physical therapy (DPT entry-level, 3 years full-time), physician assistant (MS, 2 years full-time) and respiratory care\* (BS, 2 years full-time). Students in the BS or BS/MS programs enter as junior year students. The graduate programs in health care policy and management (MS) and the post-professional physical therapy (DPT) and physician assistant (MS) programs are available on a part-time basis. Baccalaureate degrees are required as a prerequisite for physical therapy, physician assistant and health care policy and management programs.

Students in the baccalaureate programs and the multi-award BS/MS occupational therapy program pursue core and basic science curricula, as well as the courses required for competence in their specific profession. Graduates have the benefit of a broad orientation to the health field, to the life and behavioral sciences and to research.

The School's philosophy emphasizes the collegiality of health professionals with physicians and nurses in order to maximize comprehensive patient care.

The School is committed not only to the education and training of highly competent health professionals and therapists, but also to preparing its graduates to assume leadership roles in the health care system. The School maintains a strong commitment to the team approach to health care. This approach provides for innovative programs utilizing an interdisciplinary core curriculum, ongoing clinical experience and an active program in continuing professional education.

The complexity of high quality, modern medical care requires such a vast array of knowledge and skills that a large team, rather than any one individual or single professional group, must be called into action to provide the best possible care for our contemporary society. In the modern medical center, as many as 125 different kinds of health-related specialists stand ready to utilize their skills and knowledge. Each has a special set of competencies applicable to individual or societal health problems. In the practice of their specialties, health professionals work as colleagues with physicians and nurses. The School provides an environment in which expertise and resources can be consolidated toward the goal of more effective and efficient education of several health profession groups, with the added advantage of providing opportunities to help the graduates understand their roles in the context of total health care, rather than within the narrow limits of their unique field.

# PROFESSIONAL PROGRAMS

The School of Health Technology and Management is accepting applications to:

- the full-time upper-division programs leading to a Bachelor of Science (BS) degree in athletic training and respiratory care\*, which will begin classes in July; and clinical laboratory sciences\*, which will begin classes in the fall. To be eligible for admission, applicants must complete a minimum of 57 semester credits prior to enrollment.
- the multi-award BS/MS degree program in occupational therapy, which requires completion of 57 semester hours prior to enrollment (classes begin in July).
- the physician assistant MS degree and the DPT degree programs, which require a baccalaureate degree prior to enrollment. The entry-level PA and DPT programs begin classes in July. The post-professional (transition) PA and DPT programs enroll students each term.
- the health care policy and management graduate (MS) program for fall matriculation.
- the non-credit programs begin classes in the summer (except anesthesia technology and polysomnographic technology which begin in the fall).

Please refer to the "Specific Program Requirements" section to determine the appropriate prerequisites for each program. Applications are accepted from transfer students and current or former Stony Brook students.

Please apply on-line at www.uhmc.sunysb.edu/studserv/applyhsc.

Only applicants to the entry-level physician assistant program must apply through CASPA, on-line at <a href="https://www.caspaonline.org">www.caspaonline.org</a>.

Only applicants to the entry-level physical therapy program must apply through PTCAS, on-line at <a href="https://www.ptcas.org">www.ptcas.org</a>.

<sup>\*</sup> Stony Brook University offers majors in clinical laboratory sciences and respiratory care for freshmen. For information, please contact clinical laboratory sciences at 631.444.3220 or respiratory care at 631.444.3180.

## Athletic Training (BS)

The athletic training program is designed for students interested in an allied health profession specializing in the health care of physically active individuals. Working under a physician's supervision, certified athletic trainers are members of the sports medicine field who specialize in the prevention, evaluation, management, treatment, and rehabilitation of athletic injuries. Certified athletic trainers work with a variety of physically active individuals and may be employed by secondary schools, colleges and universities, professional athletic teams, hospitals, private clinics, and industrial settings.

## Clinical Laboratory Sciences (BS)

Students who are strong in science, have an interest in scientific investigation, and enjoy working with sophisticated electronic equipment, computers, and precision instruments can apply their talents as a clinical laboratory scientist. The clinical laboratory scientist plays a primary role in the health care industry by analyzing specimens from the human body and assuring the accurate and timely reporting of laboratory data. As a member of the health care team, the clinical laboratory scientist assists the clinician in making diagnoses and monitoring treatment. Specialty tracks will be offered to a limited number of students in the following areas: laboratory informatics, diagnostic instrumentation, and forensic medical diagnostics. A clinical laboratory scientist can find employment opportunities in hospitals; independent and physicians' office laboratories; biomedical industries; research; computer operations; medical companies in sales, service, or technical development; and pharmaceutical companies. A double major in the biological sciences is also available.

# Occupational Therapy (BS/MS)

Occupational therapy is the art and science of directing an individual's participation in selected tasks to restore, reinforce, and enhance performance; facilitate learning of those skills and functions essential for adaptation and productivity; diminish or correct pathology; and promote and maintain health. Reference to occupation in the title is in the context of individuals' goal-directed use of time, energy, interest, and attention. Its fundamental concern is to help develop and maintain an individual's capacity throughout his or her life, to perform, with satisfaction to self and to others, those tasks and roles essential to productive living, and to the mastery of self and the environment.

Occupational therapy provides service to those individuals whose abilities to cope with tasks of living are threatened or impaired by developmental deficits, the aging process, poverty, cultural differences, physical injury or illness, or psychological and social disability.

Occupational therapy serves a diverse population in a variety of settings such as hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies.

# Physical Therapy (DPT)

Physical therapists examine and evaluate patients with healthrelated conditions to determine a diagnosis, prognosis, and intervention; design, implement, and modify therapeutic interventions; promote and maintain fitness, health, and quality of life in all age groups; and engage in consultation, education, and research. Physical therapists work in hospitals, clinics, health agencies, special centers, and schools for the disabled or private practice.

## Physician Assistant (MS)

Physician assistants (also known as PAs) play a major role in the practice of medicine. These highly trained professionals can provide many of the same services you typically get from a physician, including taking medical histories, performing physical exams, ordering and interpreting lab tests, diagnosing illnesses, developing and carrying out treatment plans, and educating and counseling patients. They also suture wounds, apply casts, and assist in surgery. In addition, they are the only medical professionals besides doctors who are authorized by law to write prescriptions. Physician assistants practice with the supervision of physicians. Although very intense, PA education is shorter than that required for physicians and is focused more on prevalent conditions.

## Respiratory Care (BS)

Respiratory care is a health specialty involved in the diagnosis and treatment of patients with a wide range of cardiopulmonary disorders. The respiratory care professional utilizes a variety of sophisticated medical equipment to care for patients in hospitals, in clinics, and in their homes. Clinical practice is multifaceted and includes evaluation of lung and cardiac function, sleep disorders, supportive oxygen and therapeutic medications, mechanical ventilation, EKGs, stress testing, hemodynamic monitoring, and CPR. Respiratory care professionals are in great demand in intensive care units, neonatal units, pediatrics, emergency rooms, laboratories, skilled nursing/rehabiliation facilities, and in land and air patient transport.

#### Health Care Policy and Management Program (MS)

The Master of Science in health care policy and management program offers concentrations in health care management (specialty in sales and marketing), health policy, and nutrition. This graduate program is offered on either a full-time or part-time basis. The number of accepted candidates is strictly limited to permit close student-faculty interaction. An advanced certificate in health care management (18 credits) is also available.

The curriculum is designed to meet the needs of practicing health professionals with varied backgrounds and career interests. In consultation with faculty advisers, students plan their own programs, specific to their unique professional experiences and goals. Students complete 36 credits (30 of which must be completed at Stony Brook University). All degree requirements must be completed within five years.

#### Non-Credit Programs

#### Anesthesia Technology Program

This program is offered as a continuation of the health science major concentration in anesthesia technology. The program contains both a clinical and didactic component and satisfies the clinical requirements necessary to be eligible for the national registry and certification exams. *Applicants must be HAN majors at SBU only.* 

#### **EMT-Paramedic Program**

The EMT-Paramedic training program is designed to train effective and compassionate paramedics in accordance with standards established by the United States Department of Transportation. Upon successful completion of the program, students will be eligible to take examinations for national and New York State certifications.

#### **Medical Dosimetry Program**

This program is offered as a continuation of the health science major concentration in medical dosimetry. The program contains both a clinical and didactic component, and satisfies the clinical requirements necessary to be eligible for the national registry and

certification exams. Applicants must be HAN majors at SBU only.

#### Nuclear Medicine Technology Program

This program is offered as a continuation of the health science major concentration in nuclear medicine technology. The program contains both a clinical and didactic component and satisfies the clinical requirements necessary to be eligible for the national registry and certification exams. *Applicants must be HAN majors at SBU only.* 

#### Polysomnographic Technology Program

The polysomnographic technology program teaches students to perform and interpret sleep studies. Students learn o gather extensive data concerning an individual's physiologic activity while sleeping. The program includes didactic and clinical componments.

#### Radiologic Technology Program

This program is offered as a continuation of the health science major concentration in radiologic technology. The program contains both a clinical and didactic component and satisfies the clinical requirements necessary to be eligible for the national registry and certification exams as well as NYSDOH licensing. *Applicants must be HAN majors at SBU only.* 

#### APPLICATION DEADLINES

School of Health Technology and Management applications for the year 2009 admission must apply on-line no later than:

Athletic Training
Clinical Laboratory Sciences March 15*
Occupational Therapyrolling admission**
Physical Therapy Entry-Level
Physical Therapy Post-Professional rolling admission • • •
Physician Assistant Post-Professional . rolling admission $\spadesuit \spadesuit \spadesuit$
Respiratory Care
Health Care Policy and ManagementFebruary 15

Entry-level Physician Assistant applications must be submitted through CASPA at www.caspaonline.org by December 1 (October 1 for early action).

Entry-level Physical Therapy applications must be submitted through PTCAS at www.ntcas.org

through PTCAS at www.ptcas.org

\* Preferred application deadline is March 15. Applications received after that date will be reviewed and considered until the class is filled.

\*\* In addition to March 15 for summer admission, December 1 is the preferred

application deadline for January entry to occupational therapy.

◆◆◆ April 1 for Summer admission

June 1 for Fall admission

November 15 for Spring admission

In some cases, deadlines may be extended. Please check the Health Sciences Center Office of Student Services website at www.uhmc.sunysb.edu/studserv for a current list of all start dates and application deadlines. You may also listen to the automated telephone system at 631.444.2111 for deadline information.

#### **ADVISEMENT**

The School offers advisement on prerequisites for admission. Course and program content information are also available. Following is the contact information for academic advisement.

Athletic Training	
Carol Sliwkoski	631.632.2837
Clinical Laboratory Sciences	
Kathleen Finnegan	631.444.3220
Occupational Therapy	
Catherine Gropper	631.444.2363
Physician Assistant	

#### Student Criminal Background Checks

Students who are required to participate in a clinical experience are advised that some of the facilities they choose to select for their clinical placement may require students to submit to a criminal background check and/or drug screening as a prerequisite to a student's placement at that facility. Such background checks may include, but not limited to, Social Security trace, criminal history, drug testing, fingerprinting, and sex offender registries. Students placed in a facility requiring a background check and/or drug screening are personally responsible for obtaining the background check or drug screen (including cost unless the clinical site is willing to assume the cost) and may bear the responsibility of delivering the required documentation to the facility. It will be the decision of the clinical site to determine acceptance of students into its clinical training program.

Students who choose not to be subjected to a background check may select, but will not be guaranteed acceptance to, an alternate clinical site and may not be able to complete program requirements needed for graduation.

The Health Sciences Center Schools will assume no responsibility for obtaining student background checks and/or drug tests, paying for the background checks and/or drug tests, evaluating the results of the background checks or drug tests, or for providing the information to the clinical placement sites.

# PROFESSIONAL PROGRAM REQUIREMENTS

#### **General Admission Requirements**

Candidates for admission to the upper-division athletic training, clinical laboratory sciences, occupational therapy, and respiratory care programs must have a cumulative average of 2.5 and have completed a minimum of 57 credit hours. Candidates for admission to the physician assistant or entry-level physical therapy programs must have a baccalaureate degree; preference is given to those with a 2.75 for PA or 3.0 for PT cumulative grade point average or higher. These admission requirements must include:

- 3 credits English composition
- 6 credits social and behavioral sciences (9 credits OT/PA/PT)
- 6 credits arts and humanities (9 credits PT)
- 6-8 credits natural sciences

All science courses must be designated for science majors. Transfer credit is given for course work completed with a grade of C or higher.

# Specific Program Requirements

#### ➤ Athletic Training

- 4 credits of biology with lab
- 4 credits of human physiology with lab
- 8 credits of chemistry with lab
- 8 credits of physics with lab

The program also requires candidates to successfully complete each of the following Stony Brook courses with a grade of B or higher:

• HAL 205 Introduction to Athletic Training

- HAL 210 Emergency Care of Athletic Injuries
- HAL 300 Kinesiology
- ANP 300 Human Anatomy
- CPR at the professional level
- A minimum of 50 observational hours under the supervision of a certified Athletic Trainer.
- Candidates must complete required course work by the end of the spring term of the year for which the application is made.
- Certification in cardiopulmonary resuscitation (CPR) at the professional level is required.

#### ➤ Clinical Laboratory Sciences

- 8 credits of biology with labs
- •12 credits of general chemistry with labs (including one course in organic chemistry)
- 3 credits of college-level mathematics

Courses in general microbiology, genetics, molecular biology, anatomy, physiology and computer literacy are recommended.

#### ➤ Occupational Therapy

- 4 credits of biology with labs
- anatomy and physiology I and II
- 4 credits of chemistry with labs
- 4 credits of physics with labs
- 3 credits of introduction to psychology
- 3 credits of abnormal psychology
- 3 credits of sociology or anthropology
- 3 credits of statistics
- Cardiopulmonary resuscitation and first aid certification
- A minimum of 40 hours observing in two different settings (e.g., out-patient rehabilitation, developmental disabilities, acute care, nursing home and schools) is required. The observation must be supervised and documented in writing by a licensed and/or registered occupational therapist. Half of the hours must be in setting other than place of employment.
- A minimum of one of the three required letters of reference must be from an occupational therapist.

Courses in college level math, and growth and development are recommended.

Preference is given to applicants with a minimum grade point average of 3.0 and to those who have completed science requirements within the last ten years.

#### ➤ Physical Therapy Entry-Level

The professional entry-level DPT program is a clinical doctoral degree program that prepares the graduate to enter the profession of physical therapy.

- Baccalaureate degree
- 11 credits of biology with labs, including a 300 level mammalian or human physiology course
- 8 credits of chemistry with labs
- 8 credits of physics with labs
- 3 credits of statistics
- Cardiopulmonary resuscitation and first aid certification
- Experience in rehabilitation (minimum of 100 hours under the supervision of a physical therapist), documented in writing by a supervising facility or professional
- Graduate Record Examination (GRE)

One year of psychology is recommended.

Preference is given to applicants who have a minimum grade point average of 3.0 overall, as well as in the sciences. Preference is also

given to those who have completed science requirements within the last 10 years.

#### ➤ Physical Therapy Post-Professional (Transition)

The post-professional (transition) DPT program is a clinical doctoral degree program intended to augment the knowledge and skills of clinicians currently in practice to meet the demands of the changing health care environment. This program is being offered on a part-time basis.

- Entry-level physical therapy BS or MS degree
- · Professional United States license in physical therapy

#### ➤ Physician Assistant

- baccalaureate degree
- 11 credits biology including microbiology
- 3 credits of genetics
- 8 credits of chemistry (Stony Brook students completing CHE123 and CHE124 also need to complete CHE132)
- 3 credits biochemistry or organic chemistry
- 3 credits statistics or biostatistics
- 1,000 hours of documented experience in direct patient care and/or health related experience. Preference is given to applicants with direct patient care experience.
- CPR certification (ACLS preferred)

Preference is given to applicants with a minimum cumulative grade point average of 2.75 and a minimum 2.6 grade point average in the natural sciences (including undergraduate and graduate courses in chemistry, mathematics, biology, physics, anatomy and physiology and comparable allied health science courses).

Preference is given to applicants who have completed science requirements within the last seven years and to applicants who have completed 21 of the 25 required credits in natural science at the time of application.

#### ➤ Physician Assistant Post-Professional (Transition)

The post-professional (transition) PA program is a graduate degree program intended to augment the knowledge and skills of clinicians currently in practice to meet the demands of the changing health care environment. This program is being offered on a part-time basis.

- Entry-level physician assistant and a BS degree
- · Professional license in physician assistant
- Preference is given to applicants with 3.0 GPA

#### ➤ Respiratory Care

- 11 credits of biological sciences, including 3 credits of microbiology
- 8 credits of chemistry with labs
- 4 credits of physics with labs
- 3 credits of college level mathematics
- AHA Basic Life Support (BLS)

Physics II with lab are recommended

#### ➤ Health Care Policy and Management Program Requirements

- Baccalaureate degree (preference is given to applicants with minimum grade point average of 3.0)
- Professional status; i.e., registration, certification or licensure, where appropriate
- At least one year of full-time experience in a healthrelated field
- Graduate Record Examination (GRE) or other relevant graduate examinations. Applicants who have completed an accredited graduate program prior to applying to HCPM may have the GRE requirement waived.

# HOW TO APPLY FOR ADMISSION

A complete application includes:

- On-line admissions application Applicants are required to provide information about their educational and personal history. A personal essay addressing specific topics is also required.
- \* Physician Assistant (entry-level) applicants must apply through CASPA, on-line www.caspaonline.org.
- \* Physical Therapy (entry-level) applicants must apply through PTCAS, on-line www.ptcas.org
- Application Fee The non-refundable application fee is \$40 for undergraduate and non-credit programs and \$60 for graduate programs. Payment can be made by check or credit card. Waivers of the fee are available for only specific circumstances noted in the application. Applicants are responsible to check the approval status of their waiver as directed upon application submission.
- Three references submitted on the appropriate official Reference Report form. References should be solicited from former professors, employers, supervisors, or health care professionals. References from personal friends or relatives are not acceptable. Letters of recommendation, references, or evaluations are kept confidential if applicant waives the right to examine them. Since confidentiality may affect the type of reference given, the applicant may prefer to sign the waiver by checking the appropriate box on the Reference Report form.
- Official transcripts from all institutions attended (including institutions that granted college credit while in high school and those that granted credit for courses not relevant to intended program). To expedite the review of the application, unofficial transcripts may be submitted until official transcripts arrive. Stony Brook students do not have to request official transcripts from Stony Brook University for coursework taken at Stony Brook. The Health Sciences Office (HSC) of Student Services obtains these transcripts from the University.
- Other documents that may be required by the academic program to which the applicant is applying.
- **International applicants** are required to submit additional documents as listed in the section below.

#### PROCESSING YOUR APPLICATION

Applicants can start their on-line admissions application at any time and work on the application at their own pace as long as it is submitted by the program deadline.

Supporting documents should be mailed to the HSC Office of Student Services as soon as possible. It is not necessary to wait until after the application has been submitted.

Once the on-line application is submitted, applicants receive an immediate confirmation by e-mail. Students are given further instructions on how to check their document status using the SOLAR on-line system.

Applicants are responsible for submitting the on-line application and all required supporting documents by the stated deadline dates. For inquiries and assistance, applicants are encouraged to contact the HSC Office of Student Services and to visit the office website for detailed information about admissions.

The application for admission, together with all supporting documents, becomes the property of the HSC Office of Student Services once it is submitted. Documents will be used only to evaluate the applicant's request for admission. No materials will be returned to the applicant or sent to other institutions. Applicants should make copies for their own records, as necessary.

#### CONTACT US-HSC Office of Student Services

- •For additional information, visit: www.uhmc.sunysb.edu/studserv/
- To apply on-line, visit: www.uhmc.sunysb.edu/studserv/applyhsc.html
- Physician Assistant (entry-level only) applicants must apply through CASPA, on-line www.caspaonline.org.
- Physical Therapy (entry-level) applicants must apply through PTCAS, on-line www.ptcas.org
- For inquiries, email: hscstudentservices@stonybrook.edu
- Telephone: 631.444.2111. Our 24-hour telephone information system has been designed to provide valuable information about enrollment services.

• Fax: 631.444.6035

• Mail all supporting documentation to:

Office of Student Services L2-271, HSC Stony Brook University Stony Brook, NY 11794-8276

#### Privacy Law

The Privacy Law requires that individuals be notified that the personal information provided on the admissions application will be used by Stony Brook University to evaluate your request for admission. Failure to provide the requested information could prevent your application from being processed. The authority to request this information is found in section 355(2)(i) of the Education Law. This application information will be maintained in the Health Sciences Center Office of Student Services. The official responsible for maintaining this information is the Director of Student Services at the Health Sciences Center, Stony Brook University.

#### International Applicants

In addition to meeting the academic requirements for admission to a graduate or undergraduate program in the Health Sciences, international students are also expected to fulfill the following University and federal immigration and naturalization department regulations:

1. Completion of a Stony Brook financial affidavit indicating that the student has sufficient funding to pay for his/her educational and personal expenses during the ENTIRE period of anticipated study in the United States. International students must provide financial

documentation verifying the financial resources of EACH sponsor, including proof of available funds (bank statements or letters on official letterhead) AND proof of income (letter from employer on official letterhead). All such proofs must be in English. The forms can be printed from the "International Instructions" section at www.sunysb.edu/studserv/applyhsc.html. The level of funding required varies each year, based on the cost of living, tuition and fees. It is normal to expect a 7-10% increase in expenses each year. For the 2009-20010 academic year, the minimum expenses for an undergraduate were \$27,000 per year, \$24,074 for graduate students, and \$30,804 for DPT students. In the Health Sciences, additional fees may be required, depending upon academic program. International students with accompanying family members must prove an additional \$6,500 each year for a spouse and an additional \$3,630 each year for each child. Students intending to live off campus are likely to need at least an additional \$3,320 per year.

- 2. Official transcripts and records must be submitted as documentation of academic work. If transcripts are in a foreign language, a certified English translation is required in addition to the original documents. All transcripts from a foreign country must be evaluated by the World Education Services (http://www.wes.org) before starting the admission application process. Applicants to undergraduate programs must submit a course-by-course evaluation. Applicants to graduate programs may submit a document-by-document evaluation.
- 3. The TOEFL (Test of English as a Foreign Language) and TSE (Test of Spoken English) tests are required. Minimum acceptable scores for admission are 550 for the paper-based TOEFL, 213 for the computer-based TOEFL, 50 for the TSE, and 90 for Internet-based iBT. Students who take the new internet-based TOEFL, which contains a speaking component, are exempt from the TSE. A minimum score of 90 is considered passing for the iBT. The Educational Testing Service of the College Entrance Examination Board administers both the TOEFL and the TSE. They are given several times each year at centers in all major cities of the world. The examination must be taken prior to the date for which admission is sought. For further information, contact Educational Testing Services, Princeton, NJ 08541-6151, 609.771.7100 or www.toefl.org. Applicants attending Stony Brook have the option of taking the SPEAK test administered by the Stony Brook Department of Linguistics.

Applicants may take the International English Language Testing System (IELTS) tests instead of the TOEFL and TSE. A score of 7 will be considered passing for both TOEFL and TSE requirements. Further information is available by contacting the IELTS website at www.ielts.org.

#### **International Services**

International Services is responsible for assisting students from other countries in obtaining and maintaining valid F-1 or J-1 non-immigrant status for the purpose of study in the United States. International student advisors are the Designated School Officials (DSO) and Alternate Responsible Officers (ARO) responsible for issuing Certificates of Eligibility (Forms I-20 and IAP-66/DS-2019). They counsel students from other countries concerning US government immigration regulations, finances and cross-cultural issues relating to study and living in the United States. International services also provides orientations on various topics relating to international students throughout the year, and works with students, campus and community groups to provide various other programs.

F-1 and J-1 international students MUST report to the University before the start of classes to attend several days of mandatory orientation programs. They must also complete an initial intake interview with an international student advisor at the beginning of their first semester. Students transferring from other U.S. schools MUST complete this interview within the first 15 days of classes.

To maintain valid F-1 or J-1 status, students must be enrolled full time each semester and have valid immigration documents (passport, I-94 Departure Record, Certificate of Eligibility) that have not expired. International students should meet with an international student advisor BEFORE: (1) accepting employment (2) traveling outside the United States (3) transferring to another U.S. school (4) withdrawing from the University (5) dropping below full-time enrollment (6) changing to another non-immigrant or immigrant status (7) changing majors or adding a major or (8) changing degree level. International Services must receive copies of all passport renewals or extensions. The University must have valid, up-to-date home and local address information for all students. There are strict regulations regarding employment of non-immigrants.

International Services is located in The Graduate School, Suite 2401, Computer Science Building. Students may contact them at 631.632 .INTL (4685) or visit www.grad.sunysb.edu/International/

# FINANCIAL AID & EDUCATIONAL EXPENSES

Financial aid for graduate and undergraduate Health Sciences students is divided into three basic categories: grants, loans and employment opportunities. Grants, which include scholarships, do not have to be repaid; loans carry some form of interest payment and must be paid back to the lender. Employment opportunities afford the student the chance to earn money while attending school.

Some financial aid programs are administered by the University, others by federal and state agencies to which the student applies directly. The Office of Student Services is located in the Health Sciences Center, Level 2, Room 271; the telephone number is 631.444.2111 or email hscstudentservices@stonybrook.edu. Special-purpose scholarships are also available to health professionals through private foundations and governmental agencies to which the student must apply directly. Books and manuals on this subject are available in public, college and high school libraries.

#### Eligibility

The purpose of the University's financial aid program is primarily to provide assistance to those students whose families cannot help them meet the cost of their education and, secondarily, to ease the burden for those families more able to assist.

For federal aid programs, students are classified as dependent or independent. This classification is based on the idea that students' parents have the primary responsibility of paying for their children's education.

To be independent for the federal aid programs, a student needs to meet one of the following conditions: be at least 24 years old by December 31 of the award year, married, a graduate or professional (medical, dental medicine) student, a veteran, an orphan or ward of the court, or have legal dependents other than a spouse.

Aid from most of the programs discussed in the section below is awarded on the basis of financial need. Financial need is the difference between the cost of attendance as determined by the institution and the Expected Family Contribution (EFC), which is based on information provided by the student and his/her family on

the Free Application for Federal Student Aid (FAFSA). The cost of attendance includes the cost of tuition and fees, room and board and an allowance for books, supplies, transportation and personal expenses. Costs related to child care and/or a disability can also be included. The EFC is the amount the student and his/her family are expected to pay toward his/her education. It is based on a formula established by Congress. The EFC is not a literal number.

In addition to financial need and specific program eligibility, receipt of financial aid from the federal aid programs is based on the following conditions: being a U.S. citizen or eligible noncitizen; matriculated into a degree program; maintaining satisfactory academic progress; register with Selective Service, if required; not being in default of educational loans or owing a refund to a state or federal financial aid program. Even in cases where the aid has already been awarded, it will be necessary to cancel the awards when the university is informed that the student does not meet one of these conditions.

The financial aid "package" is the term used to designate the total financial aid a student receives. For most Health Sciences students, loans will be recommended in the package since they will be the primary source of aid used to meet educational expenses. For this reason it is critical for students to understand the terms and conditions of any loan program before applying since interest rates, deferments and repayment obligations vary among the different loan programs. Students should also plan carefully their academic year expenses and resources to determine the amount of loan funds they will need. For additional information on financial aid, visit: www.uhmc.sunysb.edu/studserv.

#### Financial Aid Programs Grants

#### **Federal Pell Grants**

Available to undergraduates who are enrolled in a first baccalaureate program for at least 3 credits. Awards range from \$523 to \$4,731 per academic year.

# Federal Supplemental Educational Opportunity Grant (FSEOG)

Available to undergraduates who demonstrate exceptional financial need (i.e., PELL recipients). The amount of the award is based on the student's financial need and the availability of funds to the University. The average award at Stony Brook is \$500.

#### **Tuition Assistance Program (TAP)**

TAP is available to New York State residents for attendance at accredited New York State campuses. This program provides tuition assistance for matriculated undergraduate and graduate students enrolled for 12 or more credits and in good academic standing according to State Education requirements. This includes a grade point average of 2.0 after having received four payments from TAP. In addition, undergraduate students are required to have declared a major by the first day of class of the junior year. TAP award amounts are based on New York State net taxable income. At Stony Brook, awards range from \$500 to \$5,000 for undergraduates and \$75 to \$550 for graduates. Students can file for TAP by completing the FAFSA and the Express TAP Application (ETA).

#### **Aid Program for Part-Time Study (APTS)**

New York State grants are available to matriculated undergraduate students who are New York State residents enrolled for at least three and not more than 11 credits per semester. A special APTS application form is available at the Office of Student Services or on our website. The student should submit copies of his/her and parent(s) previous year federal and New York State tax forms. The APTS grant pays tuition up to a total of \$1,000 per semester.

#### **Part-Time TAP Program**

Part-time undergraduate students at approved schools in New York State who were first-time, full-time freshmen in 2006-07 may be

eligible for Part-Time TAP to help them pay for college beginning in 2007-08. Part-time TAP is a grant and does not have to be paid back. To be eligible, a student must have been a first–time, full-time freshman in the 2006-07 academic year or thereafter, have earned 12 credits or more in each of the two consecutive semesters for a minimum total of 24 credits earned, maintained a minimum "C" average and be taking 6 but fewer than 12 credits per semester.

#### **Educational Opportunity Program (EOP/AIM)**

Available to undergraduate students who are economically and educationally disadvantaged and residents of New York State. Selection of eligible applicants, according to state-mandated guidelines, is generally done in the freshman year and is conducted by the University's Office of Undergraduate Admissions. To be eligible, transfer students must have been enrolled in an EOP, HEOP, SEEK or an equivalent program during their freshman or sophomore year. The average award is \$900.

# Graduate Tuition Waiver Program for Former EOP Student

Provides a financial award to former EOP, SEEK or HEOP students who are New York State residents and are enrolled for 12 credits at Stony Brook in their first graduate or professional degree program. Awards average \$2,000 per year. Students must provide documentation of previous enrollment in an EOP, SEEK or HEOP program to be considered.

#### Regents Professional Opportunity Scholarships

This is for legal residents of New York State who enroll in undergraduate programs in athletic training, nursing, occupational therapy, physician assistant, physical therapy, and respiratory therapy (and masters programs in occupational therapy, physical therapy, physician assistant, midwifery, and social work). Awards range from \$1,000 to \$5,000 a year for up to four years of study. Recipients must agree to practice their chosen profession in New York State. Priority will be given to any candidate who is both economically disadvantaged and a minority group member historically underrepresented in the profession and to any candidate who is a graduate of one of these State sponsored opportunity programs: SEEK, College Discovery, EOP or HEOP. Application forms may be obtained from the Office of Student Services. The application deadline is usually in April.

#### **National Health Service Corps Scholarships**

Full-time students enrolled in the Physician Assistant Program or Nurse Practitioner or Midwifery in Nursing are eligible to apply for the National Health Service Corps (NHSC). The program pays tuition and fees, a monthly stipend for living expenses and an allowance for reasonable educational expenses. Applicants must agree to practice their profession in designated areas of the country as determined by NHSC and must be committed to primary health care practice. Applications are available at the Office of Student Services. The application deadline is usually in March.

#### **Veterans Administration Educational Benefits (VA)**

Interested students should contact the Veterans Affairs Office, 3rd floor, Administration Building, for assistance and information. Call 631.632.6701 for an appointment.

Programs available for veterans and their families are:

- The Montgomery GI Bill
- Survivors' and Dependents' Educational Assistance
- Veterans Educational Assistance Program (VEAP)
- Vocational Rehabilitation
- Selected Reserve
- Regular GI Bill

#### Other New York State Programs

- Flight 587 Memorial Scholarship
- Military Service Recognition Scholarhip (MSRS)
- New York Lottery Leaders of Tomorrow Scholarship

- World Trade Center Scholarship
- Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Medical Service Workers
- Volunteer Recruitment Service Scholarship for Volunteer Fire and Ambulance Recruits
- NYS Scholarship for Academic Excellence
- Robert C. Byrd Honors Scholarship
- NYS Regents Awards for Children of Deceased and Disabled Veterans
- Segal AmeriCorps Education Award
- Veterans Tuition Award
- Loan Forgiveness
  - Licensed Social Worker
  - Nursing Faculty

Visit www.hesc.com for additional information and applications.

Applications are available from the New York State Higher Education Services Corporation by calling 518.474.5642 or visiting www.hesc.com

### **Employment**

# Federal Work Study Program (and FWS Community Services)

This program provides on-campus, part-time employment opportunities to graduate and undergraduate students. The amount of the award is based on the student's financial need, the availability of funds to the campus, the number of hours that the student can work per week and the current pay rate. Federal Work Study rates range from \$7.15 to \$15.76 per hour. Some employment opportunities for eligible students through FWS Community Service are also available.

#### Student Employment

Students not eligible for FWS funds can work on campus under the Student Employment Program. To be eligible, a student must be matriculated and enrolled for at least 6 credits. Listings for employment opportunities can be found by accessing the SOLAR SYSTEM (Student On-Line Access to Records System) at https://www.sunysb.edu/solarsystem.

#### Loans

#### **Federal Perkins Loans**

This is available to undergraduate students who demonstrate exceptional financial need. The amount of the loan is based on the student's financial need and the funds available to the university. Repayment at a five percent interest rate begins nine months after graduation or cessation of half-time enrollment (less than six credits per semester). Average award is \$1,500.

# Federal Family Education Loan Program (FFEL) Loans for Students - Federal Stafford Loans

For student borrowers, the FFEL program offers two types of Stafford Loans: subsidized and unsubsidized. Full- or part-time matriculated graduate and undergraduate students are eligible to apply for this loan program.

A subsidized loan is awarded on the basis of financial need. For the Subsidized Stafford Loan, the federal government pays the interest on the loan while the student is enrolled in school and during authorized periods of deferment. Repayment of the loan (principal and interest) begins six months after the student graduates or ceases 6 credits of enrollment.

An unsubsidized loan is not need-based and is, therefore, available to students who do not qualify for Federal Subsidized Stafford Loans

or who may qualify for only a partial subsidized loan. For the Unsubsidized Stafford Loan, the student borrower is responsible for paying the interest. The interest can be paid or capitalized (added to the principal). Repayment of the loan begins six months after the student graduates or ceases 6 credits of enrollment. Please note: the student borrower is advised to contact the lenders or agencies holding outstanding student loans, to inquire about the proper deferments, repayment obligations and interest rates.

The interest rate for new borrowers is fixed at 6.8 percent. Students with outstanding loans continue to borrow at their previous rates. Repayment of all or part of the loan may be made in advance without penalty. After graduation or cessation of at least 6 credits of enrollment, the student borrower must make formal arrangements with the lending institution to begin repayment.

Students can receive a subsidized and an unsubsidized loan for the same enrollment period. The maximum annual loan amounts are: \$5,500 per year for a dependent junior/senior undergraduate student if the remainder of the program is at least a full academic year; \$12,500 per year for an independent junior/senior undergraduate student if the remainder of the program is at least a full academic year (at least \$7,000 of this amount must be in an unsubsidized loan); and \$20,500 per year for a graduate student (at least \$12,000 of this amount must be in an unsubsidized loan). These amounts are the maximum yearly amounts for the FFEL program loans. Students, however, may not be able to borrow the maximum amounts since the amount of the loan is determined by the cost of attendance as determined by the institution minus any other financial aid. Cost of attendance includes tuition and fees, room and board, books, travel and allowance for personal expenses.

The total Federal Stafford Loan debt students can have outstanding as a dependent undergraduate is \$23,000; as an independent undergraduate, \$57,501 (maximum \$31,000 in subsidized loans). The total debt allowed for graduate or professional study is \$138,500 (maximum of \$65,500 in subsidized loans). The graduate debt limit includes any Stafford loans received as an undergraduate.

Application to the Stafford loans is made by filing the FAFSA. It is strongly recommended that students apply by early spring for the following year. Stony Brook University certifies student loans electronically using NYSHESC as the guarantee agency. Loan funds are disbursed in two disbursements, one for the fall and one for the spring semester. There may be an origination fee of up to 2% deducted by the lender from each check. Students need to be registered for the appropriate term before the loan checks are cleared for disbursements.

#### **PLUS Loan**

PLUS loans are available to parents of dependent undergraduate students and to all graduate students. The annual loan limit is the student's cost of education minus any estimated financial aid. The interest rate is fixed at 8.5%. Repayment of the loan begins 60 days after final loan disbursement. A 4% origination and insurance fee will be deducted from the loan by the lender. Lenders do credit checks for PLUS loans. If a PLUS loan is denied, the dependent student may be eligible for an unsubsidized Stafford loan. Parents of dependent students can complete a promissary note at www.hesc.com as their application. Graduate students will see their Grad PLUS in their financial aid package.

#### Application for Financial Aid Programs

These instructions apply to students interested in the following programs:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Educational Opportunity Program (EOP)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Stafford Loan Subsidized and Unsubsidized
   The complete financial aid application file consists of the

following documents.

- 1) Free Application for Federal Student Aid (FAFSA)
- 2) Other documents as requested by the financial aid administrator; i.e. copies of student's and parents' federal tax forms, proof of non-taxable income (Social Security, social services benefits) and others.
- 3) Summer Aid Application completed through SOLAR after completion of FAFSA and registration for summer courses. Summer financial aid is processed separately and requires a separate application in addition to the documents listed above. Stafford/PLUS loans, Federal Work Study, and PELL Grants are available for summer study. TAP and some scholarship programs also provide summer financial assistance.

Students are strongly advised to file for financial aid by March 1 of each year to ensure their awards and proper deferments are ready by the beginning of classes in September; otherwise, they will be liable for late tuition payment fees. To be considered for the Federal Perkins Loan, SEOG and Work Study programs, the FAFSA must be received by the Federal processor on or before March 1. Any applications received after the deadline will be considered on the basis of financial need as funds are available.

FAFSA information will be transmitted electronically to Stony Brook if the applicant included the institution's Title IV School Code (002838) on the FAFSA. Upon receipt of the data, the file is reviewed and an award letter is sent to the student.

## Payment and Anticipated Aid

All students, after registering for classes, will be sent a billing statement for tuition, fees, and other University charges. Billing packets include full instructions for payment deadlines and methods of payment, as well as information concerning the fees listed on the bill and the University refund policy. Students who wish to register after the cut-off date will be required to make payment or properly defer their entire bill in order to register.

Each billing statement will list University charges less any anticipated aid. Anticipated aid is entered in the student's account only after the financial aid award process has been completed by the student, the HSC Office of Student Services and the appropriate agency (e.g. the NY State Higher Education Services Corporation). Only tuition, fees, campus room and meal charges (not charges for graduate campus apartments) may be deferred by anticipated aid. If the current bill does not reflect anticipated aid, the student must pay the amount due by the date indicated. If financial aid is received after the bill is paid, the student will receive a refund. Students making payment after the published due dates will be required to pay a late payment fee of \$40. Late payment fees are cumulative up to \$120 per semester. Those students who register on or after the first day of classes in a given semester will be required to pay a late registration fee of \$40. The late registration period ends at the close of the second week of classes of each academic period. Students failing to meet financial obligations may be subject to additional fees/fines for collection agency charges.

Failure to satisfy their financial obligation in any given semester will prevent students from receiving academic credit, transcripts, diplomas and certifications, as well as being blocked from registering for future semesters. Non-payment does not constitute official withdrawal, which must be done through the Office of Student Services. Also, failure to attend classes will not relieve students of their financial obligation or entitle them to a refund. The date of official withdrawal determines eligibility for any refunds in accordance with the University refund policy.

#### Time Option Payment Plan (TOPP)

The University offers a Time Option Payment Plan (TOPP). This program allows you to make monthly payments over a specified time period. For information, please contact the Office of Student Accounts at 631.632.2455. Enrollment forms for TOPP are sent with

the student's first billing statement and are also available on the University website.

#### **Bookstore Campus Account**

The Bookstore Campus Account is a taxable debit account. It can be opened in the amounts of \$200, \$300, \$400 or \$500. The amount selected is charged to your student account and can be deferred against financial aid or paid in monthly installments using the University Time Option Payment Plan (TOPP). The account offers you the convenience of purchasing text books and school supplies in the University Bookstore and Matthew's HSC Bookstore with your University ID card.

# **TRANSPORTATION**

#### By Car

The Health Sciences Center can be approached from the Long Island Expressway (495), by the Northern and Southern State Parkways, or by Routes 25, 25A, 27, 27A or 347. These are eastwest routes which feed into Nicolls Road. The University is nine miles north of the Expressway's Exit 62N, and two miles north of Route 347, which connects with Route 25 and the Northern State Parkway.

# By Ferry

The Bridgeport and Port Jefferson Ferry Company provides service from Connecticut to Long Island. Sailing time is about 90 minutes. For further information call 631.473.0286.

The Cross Sound Ferry Service, Inc. provides year-round service on the Orient Point/New London Ferry. Travel time is about 90 minutes. For further information call 631.323.2525.

#### By Plane

Service is through Kennedy International and LaGuardia Airports, 50 miles west of Stony Brook. Several airlines provide direct service to Long Island's MacArthur Airport, 16 miles south of the campus. Airport limousine and taxi services are available 24 hours a day to and from each of the three airports.

#### By Train

The Long Island Railroad's (LIRR) Port Jefferson Branch from Pennsylvania Station (Manhattan) and the LIRR spurs in Brooklyn and Queens provide service to Stony Brook. Travelers must change from electric to diesel trains at either Jamaica or Huntington to reach the Stony Brook station. Free buses run from the station to the Health Sciences Center on week-days.

## **PARKING**

Visitors to the Health Sciences Center should use the South Garage adjacent to the University Hospital. Daily parking rates are set at a maximum of \$7.50 per day or \$1.50 per hour. Free parking is also available at North and South P-Lots. An express bus travels to and from the Health Sciences Center every 20 minutes, making a stop at South Campus to accommodate visitors to the School of Dental Medicine.

# **ACADEMIC YEAR FEES AND** CHARGES

Correct as of print date. All fees and charges are subject to change without notice. For update information please visit: http://ws.cc.stonybrook.edu/bursar

Tuition	NYS Resident	Out of State Resident
Undergraduate Full-time (12+ credits) Part-time (per credit)	\$4350.00 181.00	\$10,610.00 442.00
Graduate/Professional Full-time (12+ credits) Part-time (per credit) Doctor Physical Therapy Medical Dental DPT part-time (per credit)	\$6,900.00 288.00 11,420.00 18,800.00 16,200.00 476.00	\$10,920.00 455.00 18,290.00 33,500.00 32,500.00 762.00

#### **SHTM Non-Credit Program Fees**

visit the website: www.stonybrook.edu/bursar/tuition/professional/

#### Application Fee (non-refundable charge)

Undergraduates	\$40.00	\$40.00
Graduates	60.00	60.00
School of Medicine	75.00	75.00
School of Dental Medicine	75.00	75.00

#### **Student Activity Fee**

Undergraduate (12+ credits)	\$188.50	\$188.50
Undergraduate (1-11 credits)per credit	7.90/cr	7.90/cr
Graduate (full-time)	44.00	44.00
Graduate (part-time)	14.00	14.00
Dental	75.00	75.00

#### **Comprehensive Fee**

Undergraduate, Full-time (12+ credits)	\$1271.00	\$1271.00
comprised of: College Fee	25.00	25.00
Infirmary Fee	246.00	246.00
Athletic Fee	423.00	423.00
Transportation Fee	217.50	217.50
Technology Fee	359.50	359.50

#### Undergraduate, Part-time (1-11 credits)

comprised of: College Fee (per credit)	\$ .85	\$ .85
Infirmary Fee (per credit)	12.30	12.30
Athletic Fee (per credit)	21.15	21.15
Transportation Fee (per cred	it)10.90	10.90
Technology Fee (per credit)	18.00	18.00
Full-time Graduate Student \$	813.00	\$813.00
commissed of Callers For	25.00	25.00

Turi time diaduate ottatent	Ψ015.00	ΨΟ10.00
comprised of: College Fee	25.00	25.00
Infirmary Fee	246.00	246.00
Transportation Fee	217.00	217.00
Technology Fee	359.50	359.50

#### **Part-time Graduate Student**

comprised of: College Fee (per credit)	\$ .85	\$ .85
Infirmary Fee (per credit)	12.30	12.30
Transportation Fee (per cred	it)10.90	10.90
Technology Fee (per credit)	18.00	18.00

#### **Other Fees**

VIII 000	
Undergraduate Advance Tuition Deposit (applies toward first term charges)	\$100.00
Advance Housing Deposit	
(applies toward first term charges)	200.00
Late Registration Fee	40.00 per term
Late Payment Fee (each occurrence)	40.00 up to 150.00
Late Add-Drop Fee	20.00 per term
Returned Check Fee	20.00 per check
Lost ID Card Fee	25.00 per card
Transcript Fee	5.00 each
Required Student Health Insurance*	972.00 per year
International Student Insurance (mandatory)	951.00 per year

# On-Campus Housing\*\*

#### **Residence Halls**

Single Room	\$6,696.00 per year
Double Room	5,804.00 per year
Specialty Room (Tabler & Roth)	5,934.00 per year
Specialty Suite (Roth)	5,934.00 per year
Meal Plan (if applicable)	***3,328.00 per year
Summer Session Housing	189.00 per week
Summer Session Meal Plan	60.00 per week
West Apartments	
•	Φ7 100 00 f-11/
West Apartment Single	\$7,192.00 fall/spring
West Apartment Double	6,182.00 fall/spring
Summer	236.00 per week

#### **Chapin Apartments**

• •	
One-Bedroom Apartment	\$1,019.00 per month
Studio Apartment	769.00 per month
Three-Bedroom Apartment (double room)	354.50 per month
Four-Bedroom Apartment (single room)	550.00 per month

#### **Schomburg Apartments**

Four-Bedroom Apartment (single room)	629.00 per month
One-Bedroom Apartment	1,223.00 per month

Note: Other fees may be required by programs.

- Additional fees are required by the Schools of Medicine and Dental Medicine. Students may waive fee by providing evidence of health insurance coverage.
- Average on campus housing rates. For complete description of types of on campus housing visit: http://studentaffairs.stonybrook.edu/res/, please contact Campus Residences at 631.632.6750
- \*\*\* There are several meal plan options available. For complete information regarding meal plans, visit: www.campusdining.org/openchange-meal-plans/. Contact the Meal Plan Office at 631.632.6517

# CHECKLIST FOR APPLICATION DOCUMENTS

Please retain this checklist for your files.

ALL	APPLICANTS	Date Sent Electronically		
	School of Health Technology and Management application completed and submitted on-line			
	Essays and answers to questions uploaded into your application*	Date mailed to respondents  Date received reference reports in sealed and signed envelope  Date mailed to Office of Student Services		
	Completed top section of Reference Reports (three) and SIGNED Family Educational Rights and Privacy Act Section and mailed to reference persons with a self-addressed envelope*			
	Requested official transcript(s)*	Date of Request for Transcript  Date mailed to Office of Student Services		
APF	PLICANTS TO PROFESSIONAL PROGRAMS			
Doc	etor of Physical Therapy (entry-level) applicants	Date requested		
	GRE application requested	Date mailed		
	Application for test mailed	Date mailed		
<u> </u>	Request for test scores mailed			
	(entry-level) and OT applicants only	Date requested		
	Official documentation of required health care experience			
ALL	APPLICANTS	Date mailed		
	Undergraduate or non-credit program application fee (\$40 non-			
	refundable) enclosed and mailed with program application or*	Date mailed		
	Graduate application fee (\$60 non-refundable) enclosed and mailed with graduate program application*	Date mailed		
<b>_</b>	Graduate applicants GRE test application mailed, enter test score recipient codes: Institution code R2548  Department code 0607 (HCPM)  0619 (Physical Therapy)	Date mailed		
	Request for test scores mailed			
O: Le H	dress an envelope for mailing all supporting materials:  ffice of Student Services  evel 2, Room 271  ealth Sciences Center  ony Brook University			