ADMISSIONS: We are accepting applications for TWO start dates:

For Our Traditional On Campus Program – Code is HCMCT (can take courses on campus and online)
To matriculate for spring 2015, you must submit an application by November 1, 2014
To matriculate for fall 2015, you must submit your application by May 1, 2015

Students who wish to take all courses online should apply for the HCMCZ code. (You can one or two courses on campus)
To matriculate for spring 2015, you must submit an application by November 1, 2014.
To matriculate for fall 2015, you must submit your application by May 1, 2015

You MUST have an EMAIL ADDRESS in order to complete the application.

There are several screens of directions that need to be read before you start the actual application. READ ALL SCREENS CAREFULLY. Set aside at least a ½ hour to read all directions before starting the application. Once you start the application, you can save your information and come back to it at a later time. Some information you want to have available before you start the application: dates of college education; college GPA; dates, names, addresses of work experience; dates, names of your professional affiliation; license/registration authority.

1. Go to this web site:  http://www.stonybrook.edu/hscstudents/apply_now.shtml
2. Read all the information on this screen – “What makes a complete application”
3. Under “Apply Now” choose “School of Health Technology and Management”
4. Once you choose, “Apply Now” make sure you read all information before you create your account.
5. Choose CREATE ACCOUNT. Write down the password you just created. When you are done creating an account, you will get a screen that gives you a PIN number. WRITE DOWN THIS PIN NUMBER and keep it in a safe place. You will need this PIN number and your password to access your application at a later time.
6. Click on LOGIN. “Terms of Use” screen will appear. You need to complete this screen. (Click the “I Agree” box and then click on “Continue and Create New Account”. Read this screen information and then continue.
7. You should now be on a screen that states, “Message Center”. Read this page and then click on “Application for Admission” which is found at the bottom of the screen.
8. A “Welcome” screen appears. Read all information carefully. Once you have read the application instructions, you are ready to begin completing the actual application. From left panel (blue background with white text), choose “Program Section” - you will see a small white box appear to the left of each section. The white box moves to the next section as you complete/submit a section. You may come across one or two sections that do not apply to our program – you do not need to complete those sections.

An official transcript from EVERY college you ever attended (yes, even if it was one summer class somewhere). If you took classes at Stony Brook, we can print that transcript for you - do not request a Stony Brook transcript. If you graduated from Stony Brook but had previously attended another college(s), you MUST request a transcript from your previous college(s).

Send transcripts to:
Stony Brook University
Office of Student Services
Level 2, Room 271
Health Sciences Center
Stony Brook, NY 11794-8276

As you work on your application, you can save the entered information. When you have completed ALL sections of the application, you must SUBMIT the application. Saving the information does not SUBMIT it. Applications that are not submitted will not be considered for admissions. You must pay the application fee in order for the application to be submitted.

Essays – if essays are of poor quality and/or too short, you will be asked to resubmit your essay. The essays should be a minimum of 350 words (words like “a”, “in”, etc. do not count) (type the essays in Word, save them; upload them when the application asks for them).

Advanced Certificate applicants - you do NOT need to provide references. Go to “Recommenders” on the application and enter “unknown” for the first name and “unknown” for the last name. GREs are not required.

Please contact Fran Shaw at 631-444-3240 with any questions you may have.

Applications will not be reviewed by department personnel until the applications are complete and all supporting materials are received. All transcripts must be received by Stony Brook before your application will be reviewed. Failure to submit all necessary documents in a timely manner may prevent you from matriculating on time.

Students must take a course the semester they matriculate. ie: If you matriculate in the spring, you need to register for a course in the spring. Traditional on-campus students cannot take all courses online.

Z:\Student Access Database\My Documents\Forms & Instructions\Applications\Master's Certificate Application Info
Last updated: May 1, 2014