

SHTM Procedure for Official Documents

Application for Licensure, Registry, Certification for Degree Candidates of Alumni

The procedure for obtaining the signature of the University's/School's official or official seal on certification of professional education, application for licensure, registry, certification and other forms is as follows:

Program must check that degree candidates (#1-5) and alumni (#3-5):

1. Have met requirements for degree and all grades are posted.
2. Program director or department chair has cleared student, notified assistant dean for academic and student affairs, and student has been cleared by SHTM.
3. Degree posted.
4. Program/department forwards form, with graduate's name, degree date (confer date), institutional information included, and any special mailing materials (UPS envelope, etc.) to the Assistant Dean for Academic and Student Affairs for forwarding to the HSC Office of Student Services. Please provide the student's SBID number. Program should copy form for program files before forwarding the original to the Dean's office.
 - a. Graduate's name (degree/diploma name) and degree date (confer date) should be the same as it appears in PeopleSoft.
 - b. Degree date = Confer date.
End date = Last date of enrollment (PeopleSoft) module/session code (see transcript).
 - c. If an official transcript from Stony Brook is needed for inclusion in the documentation packet, the department should advise degree candidates or alumni to order and pay for the official transcript and have it sent to Cynthia Smith, Associate Director, Health Sciences Office of Student Services, Health Sciences Tower, Stony Brook University, Level 2, Room 271, Stony Brook, New York 11794-8276. The Health Sciences Office of Student Services will keep it on their tracking system. Once their office receives the transcript, the paperwork will be completed and mailed.
5. Form will be forwarded by the Dean's office to the HSC Office of Student Services.
 - a. The HSC Office of Students Services will notify the Dean's office when documents have been completed. (HSC OSS keeps a log of documents completed.)
 - b. In the rare occasion that a duplicate is needed, a new form will need to be provided.
 - c. Neither the original form nor a copy will be returned to the program/department, or student.