

**IMPORTANT DIRECTIONS on how to apply to the
Master's in Health Care Policy and Management Program or the
Advanced Certificate in Health Care Management**

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; license/registration authority; name, address, email for each of your three references (for Master's applicants only).

1. Go to this web site: <http://www.uhmc.sunysb.edu/studserv/applyhsc.html>
2. Read the information found under "Need Information".
3. When you are done reading the "Need Information" sections, scroll down to "Ready to Apply" and choose School of Health Technology and Management. You will be brought to application web site - <https://app.applyyourself.com/?id=sunysb-shm>. SAVE AS A FAVORITE.
4. An "Introduction" screen appears; read this information carefully and then choose CREATE ACCOUNT. When you are done creating an account, you will get a screen that gives you a PIN number. WRITE DOWN THIS NUMBER and keep it in a safe place. Also write down the password you just created. You will need this PIN number and your password to access your application at a later time.
5. 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.
6. You should now be on a screen that states, "Welcome, (your first name)! Your application is in progress." Read this screen carefully; click on APPLICATION INSTRUCTIONS; print and read carefully.
7. Once you have read the application instructions, you are ready to begin completing the actual application.
8. To start the application, click on PROGRAM SELECTION (found at the top left of your screen). This is where you **MUST** start your application. Do not click anywhere else to start your application. *

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.

Master's applicants - you must provide three references. You have the option to send the reference form electronically to the names you have provided or download the forms yourself. Please follow up on your references to make sure they are submitted in a timely manner.

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 300 words (type them in Word, save them; upload them when the application asks for them).

Please contact Fran Shaw at 631-444-3240 or Regina Biasetti at 631-444-8812 with any questions you may have.

Applications must be completed AND submitted by February 15 for the fall semester. After midnight on February 15, you will be locked out of your application. Late applications will not be considered.

*If applying to BOTH the MASTER's and the ADVANCED CERTIFICATE programs, you **MUST COMPLETE** and submit **TWO SEPARATE** applications. Complete one application and then select another program to begin the second application.