

**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 affiliations; 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 on 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. Download a copy of the reference form and keep for yourself; if an individual you are using as a reference does not have email access, you will need to give him/her a paper copy. You **MUST** sign the **WAIVER** section on the hard copy **BEFORE** you give it to the individual who will be completing the reference.

Waivers – if you request a waiver (financial hardship or extremely high GPA), **YOU** must submit all necessary documents to Office of Student Services so they can determine if you are eligible for a waiver. Do this immediately. If you do not submit the waiver paperwork to Student Services, your file is considered **INCOMPLETE** and **WILL NOT** be considered for admissions.

Essays – if essays are of poor quality and/or too short, you will be asked to resubmit your essay.

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.