

Admissions Policies

Minimum Requirements for Admission

Application Fee: An application fee of sixty dollars paid by a personal check, a bank check (international bank check must show a United States corresponding bank), a money order, International coupons, or a credit card authorization form.

Baccalaureate Degree and Official Transcripts: A baccalaureate or first four-year post secondary degree (based on a 12 + 4 educational system) is required. Evidence that such a degree will be awarded by the student's first registration at Stony Brook is required. Educational systems that cannot be compared to the United States must be evaluated by a US credentials evaluation service before admission can be finalized. Official final transcripts showing the degree earned are required from all college and universities attended, including Stony Brook. Community colleges or other college transcripts are required if a student takes more than twenty one credits at the institution and these credits are not listed on the bachelor's transcript with title, number, credit and grade for each course. Multiple colleges attended that in the total amount to more than 20% of the total baccalaureate must all be submitted. All graduate transcripts including part-time work must be submitted before the student will be allowed to register. International students must submit certified English translations in addition to the document in the originating language.

Cumulative Grade Point Average: A minimum cumulative grade point average of 3.00 on a four point scale, where A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67 and D+=1.33, D=1.00, D-=. 67 and F=0.00. If the student attends a college that only gives Passes or Credits for the first year of study then these grades must be evaluated as C for GPA admission purposes unless the student provides actual grades upon request.

English Fluency Requirements: The minimum TOEFL score for admission is 550 on the paper test or 213 on the computer test. In order to teach, any graduate student whose native language is not English must score 55 or above on the TSE or SPEAK test.

Letters of Recommendation: Three letters of recommendation are normally required, however, a program may choose to waive all of the letters by notifying the Graduate School in writing.

Graduate Record Examination General Test

Financial Affidavit: All international students must submit an international student financial affidavit (included in the Graduate Application).

Signed Application: An original signed and dated application is required.

Approved by the Graduate Council prior to 1980

Amended: Graduate Council 5/14/01 Effective Date: Spring 2002 cum GPA of 3.0



Offers of Admissions

The following items should be included in the offer of admission letters:

1. Offer the student (full or part-time) admission to graduate study in the master's, doctoral or graduate certificate program in (title of the official degree program registered by SED) for a specific semester or term and year. Offers of admission for a fall semester are not valid for a previous summer term. The student must be admitted effective for the first term of enrollment. Include the specific concentration if different from the degree in the master's, doctoral or graduate certificate program.
2. Refer to any support or scholarships provided in a separate attachment. (See Policies Section 2).

3. State that this is a formal offer of admission, is limited to the conditions included, and is subject to the final approval of the Dean of the Graduate School.

If specific documents are missing, the student has deficiencies to remove upon arrival, or the cumulative GPA is below 3.00 on a 4.00 scale, you must state the conditions of enrollment expected of the student with deadlines wherever possible.

1. The offer letter must indicate a deadline date for replying to the offer. As a member of the Council of Graduate Schools, students have until April 15th to answer the offer. Offers made after that date should state a response date, no shorter than two weeks after estimated receipt by the student.
2. Reference can be made to an admission packet that will be mailed to all new students once the Graduate School and International Services have cleared them.



Application Fee

The SUNY Administrative Policy Item 050 states that:

Campuses are required to charge a \$60 fee to applicants applying for acceptance into a graduate program leading to a graduate certificate, masters, doctoral or equivalent degree. The fee is charged for the service provided by the campus in processing the application. Payment of the fee is not contingent on any action or decision a campus may render on an application or a subsequent decision by an applicant to withdraw an application.

All applicants are required to pay this fee EXCEPT:

1. Applicants who re-apply for admission within one academic year (did not originally enroll).
2. Applicants who request a waiver based on documentation from a financial aid administrator or other appropriate college or university official or Social

Services substantiating the financial status of a particular US citizen. Documentation must include a financial abstract showing the total cost of the current year of attendance in college and the total aid received from all sources. Financial waivers are based on a need factor of at least 80% on the previous year. Other extenuating circumstances have to be documented.

3. Currently enrolled students with a 3.75 or higher overall undergraduate GPA from a United States institution may request a waiver of the application fee. Copies of all official transcripts must be attached to the waiver request. *(Approved by C. Hanes 2/12/86 under the SUNY Fees Procedure Item 050, page 5, section A2c.)*

Students graduating from non-United States institutions are not eligible.

4. Applications should not be reviewed until the fee is received. To do so is in direct opposition to the state regulations.



Stony Brook University Application Fee Policy

New student never attended Stony Brook as a post-baccalaureate student applying to a matriculated degree or certificate program	\$60
New student never attended Stony Brook as a post-baccalaureate Student applying to non-degree status	\$25
All applicants to the School of Nursing, School of Social Welfare (MSW only), and the School of Health Technology and Management	\$60
All applicants to the medical school	\$75
All applicants to the dental school	\$75
Current post-baccalaureate student changing from one degree or certificate program to another <i>within</i> a school (Schools are defined as Graduate School, SPD and the five schools within HSC)	\$0

Current post-baccalaureate student changing from one degree or certificate program to another <i>crossing between</i> schools.	\$60
Current post-baccalaureate student non-degree changing to matriculated status	\$60
Current post-baccalaureate student in a certificate program changing to a degree program	\$60
Current post-baccalaureate student in a degree program applying for a certificate <i>within a school</i>	\$0
Current post-baccalaureate student in a degree program earning a concurrent certificate as part of the degree program <i>crossing between</i> schools	\$60
Current post-baccalaureate student in a degree program applying for an additional certificate <i>crossing between</i> schools	\$60
Student readmitted after an approved leave of absence	\$0
Student readmitted after withdrawn status or absence without leave	\$500

*Local policy revised and approved by the Deans 11/98 effective Fall 1999.
Revision: Readmission Fee, effective Summer/Fall 2003*



Evaluation of Foreign Academic Credentials

Students who do not have an equivalent to a US bachelor's degree, i.e., a degree, which is not recognized by accrediting agencies as equivalent to a United States bachelor's degree, may not be offered admission to graduate study. In general, the length of the complete educational program of a student should be a minimum of four to five years for a university first degree with a twelve-year minimum primary and secondary educational background. The Graduate School provides evaluations of international educational credentials and reviews all documents for students admitted to graduate study. In cases where there are questions, the student must obtain an evaluation by a US agency such as the World Education Services, Inc. in New York City.

Related Documents: International Students-Minimum Requirements for Admission to Graduate Study



English Proficiency Requirements for Graduate Students

The University at Stony Brook has established minimum English language competency requirements for admission to graduate study and for receiving support as a graduate student. Under certain conditions students may be admitted without meeting the admission requirement, but ***under no circumstances may students teach in a laboratory or class until they have demonstrated a proficiency in English.*** All students who are not native or primary speakers of English must demonstrate proficiency in English to be admitted to the Graduate School. A native speaker of English normally learned English as a child and uses English as his or her primary language at home and in an educational setting. A primary speaker of has developed native fluency as a result of using English in most social contexts. These students must submit a TOEFL score of at least 550 (paper-based) or 213 (computer-based) OR an IELTS total score of 6.5 (a score of 6.5/6 may be considered if the average of the Listening, Reading and Writing components is 6.5 or above).

All students must declare their native language as part of the admission process. Admission to the Graduate School for non-native speakers of English is contingent upon satisfactory fulfillment of this requirement. Intentional misrepresentation by a student of his/her native language is academic dishonesty, and is grounds for dismissal from the graduate school.

Supervised college-level teaching is required for the award of any doctoral degree at Stony Brook, and the award of a Teaching Assistantship will be contingent on the candidate's ability to speak English proficiently. For this reason all non-native and non-primary English speaking students who have instructional responsibilities (all doctoral students as well as all master's students who have been awarded a Teaching Assistantship or Graduate Assistantship) must demonstrate proficiency in Spoken English by either obtaining a score of 55 or better in the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK) OR obtaining a score of 7.0 or better in the speaking component of the IELTS test. Lower scores in these test would result in the following requirements:

SPEAK or TSE	IELTS (Speaking Component)	Course Requirement	Result
50-54	6.5	ESL 598	Eligible to TA
45-49	6	ESL 596	Eligible to run recitation sessions and/or grade
40-44	5.5	ESL 591	Not eligible to TA

Minimum TOEFL scores of 550 for admission approved by the Graduate Council Fall 1983, effective Spring 1984; Revision approved by the Teaching Policy Committee and Graduate Council, Office of English as a Second Language, June 1986, effective Fall 1987; Amended 3/9/87; GC reaffirmed current policy 11/1/88; Amended 5/9/89; Amended 5/9/90. Revised: Graduate Council October 1996: Approved by the Faculty Senate May 1997; Revised by Graduate Council October 1997, April 1998 and May 199; Minimum IELTS score of 6.5 and inclusion of Primary Speaker category approved by Graduate Council December 2002.

Graduate Record Examination

A student's admission to a graduate degree program at Stony Brook is conditional until the results of the GRE are submitted. Students may not be offered admission until official scores have been received. Departments and programs wishing to substitute another test deemed more appropriate, or to waive the requirement entirely, must submit a proposal to the Graduate Council. The Graduate Council will review the request and make a recommendation to the Dean of the Graduate School. A positive recommendation must include the reasons for the substitution indicating why the GRE general test is less appropriate as an index for judging the quality of its clientele and including supporting documentation from similar programs at other universities. In individual cases, the Dean of the Graduate School may waive the requirement. The GRE Examination is waived for students in approved Stony Brook combined, five-year bachelor's/master's programs.

Approved: Graduate Council 5/83 Effective Date: Fall 1983 for all students

Amended: Graduate Council 2/27/87 Effective Date: Fall 1987

Amended: Graduate Council 10/9/98 Effective Date: Fall 1999 for bachelor's/master's degree program exemption

Amended: Graduate Council 5/14/01 Effective Date: Spring 2002 for all students



Immigration Clearances

Each person planning to study, teach or engage in research in the United States is required to have the appropriate immigration status for that activity. Certificates of Eligibility for F-1 or J-1 student status are issued by International Services in the Graduate School based on receipt of required supporting documentation including evidence of admission, English language proficiency and proof of financial support for the proposed length of the program of study at the State University of New York at Stony Brook. Non-immigrant students are responsible for obtaining and maintaining the appropriate immigration status for their stays in the United States.