Application Information

Admissions website:  
www.stonybrook.edu/spd/admissions

Application links:  
www.stonybrook.edu/spd/admissions/program_list
Admissions

The MA Liberal Studies and MS Human Resource Management webpages include: application requirements, deadline dates, contact information, and a link to the Apply Yourself website where the application can be created.

Admissions Requirements

For admission to graduate study, the following are required:
1. Personal statement. (Read the rubric for evaluating personal statement.)
2. Resume.
3. An official transcript indicating conferral of a bachelor’s degree (minimum 3.0 cumulative grade point average). To ensure your application materials are complete and ready for processing, applicants should order their degree-bearing transcript to be sent upon submission of the electronic application.

Applicants who have earned the required degree at Stony Brook University do not need to send official transcripts as they can be accessed internally.
4. Two letters of recommendation. Letters of recommendation should be from teachers or professors with whom you have studied. Letters from professionals in fields of work related to the area of specialty you wish to pursue are also acceptable.
5. In those cases where the departmental admissions committee deems it desirable, personal interviews with departmental representatives may be requested.

INTERNATIONAL STUDENTS/LANGUAGE REQUIREMENTS

There are additional requirements for international applicants or those for whom English is not their primary language. View details.

CONDITIONAL ADMISSION

Under certain circumstances, promising candidates who lack the required academic preparation may be considered for conditional admission. Contact Admissions Policy.

Stony Brook University/MASW is an affirmative action equal opportunity educator and employer Effective January 1, 2016, Stony Brook University will become 100 percent tobacco-free.

How to Apply

- Applications, letters of recommendation, personal statements, any other required materials and a non-refundable $100 application fee are submitted online through Apply Yourself.
- Students who take courses on campus will also be required to submit an immunization form to Student Health Services. Visit the Student Health Services Website for more information.
- Transcripts and any other supporting materials not included in your electronic application can be sent to:
  Elisa Scott, Liberal Studies Program Director
  School of Professional Development (SPD)
  Office of Records and Admissions
  329 Computer Science Building
  Stony Brook University
  Stony Brook, NY 11794 - 4434

Application Deadlines

All materials must be submitted by the published deadlines. Applications submitted after those deadlines will be accepted on a space-available basis. If there is no space available for the requested term, applications will be considered for the following term.

**Domestic Students:**
- Fall: July 1
- Spring: December 1
- Summer I: April 1
- Summer II: May 15

**Human Services Cohort Students Only:**
- Fall: June 15
- Spring: October 15

**International Students:**
- Fall: April 1
- Spring: November 1

APPLY NOW
Go to the initial application login page...

Start your Application!

Click application instruction link if you need more information.
Returning Applicants

If you have ever applied to Stony Brook University in the past, you may see a pop-up screen stating that information matching yours already exists in the ApplyYourself system. Please click “Continue and Create Account” as every application to Stony Brook requires a new account.
Save and Continue

Navigate through the application questions and click “save and continue” when each page is completed. You may return to the application at any time.

Submit

Important: Only submit when you are completely done with your application (when it is final).

Once submitted, you cannot return to add documents or make changes.
Important Selection on Application for Agency Cohort Students!!

In order to have your $100 Application Fee Waived:
Select your Intended Program from the pull down menu. For example:

“Master of Arts Liberal Studies - Cohort: Off-Campus - Traditional” or

“Master of Science Human Resource Management - Cohort: Off-Campus - Traditional”
**Transcripts**

**Stony Brook University Graduates**

The School of Professional Development can access your transcripts internally. There is no need to upload an unofficial copy, or to send an official copy - You’re all set!

**Domestic Transcripts**

Official Transcripts illustrating the conferral of a bachelors degree are a requirement of admission to the graduate programs offered by the School of Professional Development.

When you are submitting your application, you will be asked to upload an unofficial copy of your undergraduate transcript. You can usually access a copy of your unofficial transcript by going to the homepage of your school’s website and typing “unofficial transcript” in the search bar. This will take you to the Registrar’s page where you will find instructions on accessing and saving a PDF copy of your undergraduate transcript for uploading into your application.

As soon as you start your application, order an official transcript to be sent to your Intended Program. Transcripts can be sent from the issuing institution to:

Graduate Program Coordinator
% Carolyn Jankowski
Name of your Intended Program
2321 Computer Science Building
Stony Brook University
Stony Brook, NY 11794 - 4434
Transcripts

International Transcripts

Official transcripts from International institutions must:

- Be written in English
- Illustrate the conferral of a degree that is equivalent to that of a four-year U.S. Bachelor's degree, on a 4.0 scale

Transcripts from:
Educational systems that cannot be compared to the United States must be evaluated by a US credentials evaluation service before admission can be finalized.

The transcript evaluation service accepted by Stony Brook University is:

World Education Services (WES)

You may use any other evaluation service that is a current member of the:

National Association of Credential Evaluation Services (NACES)
Required Recommendation Letter

Cohort Students only need to enter the designated employer administrator’s name and email address for a recommendation on the application.

Click “add a provider” on your recommendation provider page and enter your employer administrator’s name and email address as provided by your HR department.
Add Provider

Complete the following information/fields, and click on the "Add Provider" button.
Documentation

Be sure to attach all application documents as follows:

- Resume
- [Unofficial] transcripts (official sealed transcripts to follow)
- Personal statement
- Recommendation*

*Please remember to list your designated agency administrator as the contact for your recommendation!

Whenever you need to contact SPD, include your name, program, and always state that you are your agency’s Cohort student!

We want to make sure that we provide you with all of the specialized information you will need as related to your contracted program.

Questions or help with your application?

Contact: spd@stonybrook.edu
Important Items

Learn about being an SPD E-Learning student:
www.stonybrook.edu/spd/online

Learn about Digital Badges—the new micro-credential!
www.stonybrook.edu/spd/badges

Consult our Graduate Bulletin for policies and procedures:
http://sb.cc.stonybrook.edu/gradbulletin/current/
Contact Information Summary

SPD Administration

Dr. Ken Lindblom, Dean
kenneth.lindblom@stonybrook.edu

Carolyn Jankowski, Assistant Dean
Human Services Programs
carolyn.jankowski@stonybrook.edu

Lori Lyons, Admissions Manager
lori.lyons@stonybrook.edu

Dr. Elisa Scott, Faculty Director MA LS program
Elisa.scott@stonybrook.edu

Dr. John Coverdale, Faculty Director MS HRM program
HRM@stonybrook.edu

Agency Administration

Designated Agency Recommender: ________________________________

Questions about the application process, contact:
spd@stonybrook or call 631-632-7050