APPLICATION PROCESSING POLICY STATEMENT

Policies from several Application Processing Centers contribute to and inform the ways in which applications are processed at SUNY Upstate Medical University.

AAMC/AMCAS: (MD, MD/MPH, MD/PhD)


CASPA (Physician Assistant)
https://help.liaisonedu.com/CASPA_Applicant_Help_Center/Starting_Your_CASPA_Application/Getting_Started_with_Your_CASPA_Application/00_CASPA_Quick_Start_Guide

NursingCAS (DNP)
http://www.nursingcas.org/application-instructions/

PTCAS (DPT)

SOPHAS (MPH)
https://portal.sophas.org/sophasHelpPages/frequently-asked-questions/the-application-process/index.html

SUNY-State University of New York (All Undergraduate Programs)
https://www.suny.edu/attend/apply-to-suny/how-to-apply/

SUNY Upstate Medical University Application
All of the programs at SUNY Upstate Medical University require the submission of an Upstate application. For some programs, this is the only application required; for others, this is considered a secondary application.

Program specific application procedures are available on our website http://www.upstate.edu/prospective/basics/about_applying.php

APPLICATION PROCESSING PROCEDURE(S)

Letters of Recommendation
Letters of recommendation are required for all programs and the number required varies by program. Some programs will require letters of recommendation to be submitted directly through the appropriate CAS (Centralized Application Service) application associated with a given program and others will require letters of recommendation to be sent directly to the Admissions Office. Letters of recommendation may be emailed to the Admissions Office, but must come from a professional or college e-mail address. All letters should be on letterhead. Personal references are not considered.

It is recommended that at least one letter of recommendation be from a college professor for regular admission applicants and from a teacher and/or school counselor for early admission applicants. For the College of Nursing, a letter from a supervisor is required. For the DPT program, a letter from a physical therapist is required.

All letters of recommendation are treated as confidential. Upon receipt, the letter of recommendation becomes the property of SUNY Upstate. The University will not return, copy, or share letters of recommendation with prospective students, applicants and/or students, faculty (except for those on the admissions committee), parents, or other students.
When a student matriculates at Upstate Medical University, their letters of recommendation will not become part of their academic record. All letters of recommendation for matriculating students will not be included in the student’s official academic record. Students will not have access to review them.

Re-applicants must submit new letters from their recommenders.

Letter writers may submit letters of recommendation on behalf of prospective students to the Student Admissions Office and they will be kept for three years, in the event that the prospective student chooses to apply to a program at Upstate Medical University.

**Official Transcripts**

Official transcripts must be submitted from every college attended or from which credit is received. Depending on the program, transcripts may need to be submitted directly through the centralized CAS application while others will require transcripts to be sent directly to the Admissions Office.

All transcripts are treated as confidential. Upon receipt of a transcript, it becomes the property of SUNY Upstate. The University will not return, copy, or share transcripts with applicants and/or students, faculty (except for those on the admissions committee), parents, and other students.

Final, official transcripts will be required from every college ever attended or from where credit is received at the point of matriculation.

For those students who previously attended Upstate Medical University, the Upstate transcript will be requested by the admissions counselor.

Early Admission applicants must submit an official high school transcript and may be required to submit first and second quarter grades. They will also be required to submit an unofficial college transcript following each semester prior to enrolling at SUNY Upstate.

Prospective applicants may submit transcripts to the Student Admissions Office and they will be kept for three years, in the event that the prospective student chooses to apply.

**Standardized Exam Scores**

Most of the programs and graduate programs within the Colleges of Graduate Studies, Health Professions, and Medicine require applicants to submit official standardized test scores as part of their application. Programs typically have minimum requirements or recommendations for scores for the applicants to be competitive. These requirements are described in Upstate’s University Policy on Standardized Tests for Admission.

**Incomplete Applications**

Missing information emails will be sent every two weeks up to the program deadline, if applicable, to let students know what is needed to complete their application. It is the responsibility of the student to ensure they provide the Admissions Office with the necessary materials to complete the application.

Incomplete applications will be withdrawn, at the end of the admissions cycle, or at the application deadline, whichever comes first.

**Complete Applications**

Once an application is complete, students will receive an email indicating that their application is complete and will be reviewed by the admissions committee. When the review is complete, applicants will be notified by email as to the status of their application. Applicants are reviewed on a rolling basis in the order in which their applications are completed, until the application deadline for that particular program.

Upon receipt, all materials become the property of SUNY Upstate Medical University. The University will not return or copy materials for applicants or students.

**HOLISTIC REVIEW POLICY STATEMENT**

Once an application to SUNY Upstate Medical University becomes complete, it is evaluated using a comprehensive, holistic review process. College and program admissions committees review applications using a comprehensive, flexible, and individualized approach to assessing an applicant’s capabilities in which balanced consideration is given to experiences, attributes, and academic metrics.

**HOLISTIC REVIEW PROCEDURES**

Completed applications are screened without regard to sex, gender, sexual orientation, race, ethnicity, creed, age, national origin, disability, veteran status or marital status. In a holistic review process, we consider the applicant as a whole individual rather than select parts, such as GPA or test scores. In doing so, we evaluate applicants based on who will contribute to the SUNY Upstate Medical University’s academic community in meaningful ways. Holistic review takes into account factors such as a student’s strength of coursework, academic and extracurricular interests, unique talents, background, and personality. By evaluating an application from a holistic perspective, we take the time to get to know applicants as individuals, not as numbers.

**Invitation to Interview**

Most of the programs at Upstate Medical University require an admissions interview. If applicants are selected for an interview, an email will be sent prompting those applicants to schedule an interview date via an online portal.
Interviews
Interviews vary by program. Each applicant will have an opportunity to talk with faculty and those who come to campus have an opportunity to explore the campus on a campus tour. Often, in person applicants also have the opportunity to interact with current students while on campus.

Admissions Committee
Applications of those who were interviewed are reviewed by the respective admissions committees. Admissions committees are comprised of faculty and admissions counselors. As part of a holistic review process, all aspects of an application, as well as interview evaluations, are taken into consideration in the admissions decision.

Admissions Committee members may not discuss or disclose information about individual applicants to any third party. Admissions Committees have the complete and final authority to evaluate and admit students.

Decisions
Students will typically be notified of the committee’s decision within 2-6 weeks of their interview date. All decisions will be delivered via email. Committee admissions decisions are final and not subject to appeal. One of the following decisions will be made for each interviewed applicant:

- **Accept**: Students will receive an email and/or a phone call that they have been accepted. Official acceptance letters and other relevant information will be mailed. Once applicants have paid their admission deposit, they will receive an email with information on how to log onto ‘MyUpstate’.
- **Alternate List**: Students placed on the alternate list may be called in rank order at any time, up to and including the first day of classes. The admissions office does not release information regarding individual placement on the alternate list.
- **Deny**: Students who are not accepted by the admissions committee will receive an email indicating the decision and may contact the admissions office for post-decision advisement where opportunities for students to strengthen their applications for reapplication will be discussed.

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**ALTERNATE LIST POLICY STATEMENT**

For several SUNY Upstate programs, an alternate list is established to provide a means through which other well-qualified applicants may be selected for admission should openings in the class occur.

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**ALTERNATE LIST PROCEDURES**

The alternate list will remain active until the first day of class. Admissions counselors continually monitor the status of the members of the class. If an admitted student withdraws from the class or decides to decline their admission offer, Upstate will decide whether to offer that vacancy to the highest ranked individual on the alternate list. We do not extend offers after classes begin.

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**DECISION APPEAL POLICY STATEMENT**

For several SUNY Upstate programs, an alternate list is established to provide a means through which other well-qualified applicants may be selected for admission should openings in the class occur.

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**CONDITION OF ACCEPTANCE POLICY STATEMENT**

Once accepted, all students are sent an acceptance letter and packet outlining the conditions of acceptance which must successfully be met in order to matriculate.

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**CONDITIONS OF ACCEPTANCE PROCEDURES**

In addition to the conditions of acceptance outlined in the acceptance packet, incoming students are also required to complete all of the tasks described in the Incoming Students Checklist: [http://www.upstate.edu/incomingstudents/student-checklist.php](http://www.upstate.edu/incomingstudents/student-checklist.php) in order to matriculate. If all conditions of acceptance are not fulfilled by the required date, the acceptance may be rescinded.

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**DEFERRAL REQUEST POLICY STATEMENT**

Requests to defer an offer of acceptance from one year to the next are reviewed by the appropriate admissions committees. Deferral requests are reviewed on a case-by-case basis and at discretion of the respective admissions committee. All requests must be submitted in writing. Students who are approved for a deferral must attend SUNY Upstate Medical University, as it is binding.
**DEFERRAL REQUEST PROCEDURES**

**College of Graduate Studies:**
College of Graduate Studies accepted students may request a deferral for up to one year, providing they have submitted a tuition deposit. This request must be in writing and submitted for consideration by April 1st for the MD/PhD and Biomedical Sciences PhD Program, and July 1st for the Masters Programs. If approved, the deferment cannot be extended beyond one year.

**College of Health Professions:**
College of Health Professions accepted students may request a deferral for up to one year. This request must be in writing and submitted for consideration by April 1st for the PA and DPT programs, and July 1st for all other programs.

**College of Nursing:**
College of Nursing accepted students may request a deferral for up to one year. Students are only able to request a deferral one time. This request must be in writing and submitted for consideration by June 1st for a fall matriculation and November 15th for spring matriculation. Deferral requests outside of these dates will be reviewed by the Admissions Committee on a case by case basis.

**College of Medicine:**
College of Medicine accepted students, including those accepted into the MD and MPH programs, may request a deferral for up to one year. This request must be in writing and submitted for consideration by June 1 prior to matriculation. Applicants accepted off of the alternate list after June 1st cannot request a deferral.

Individual department or college policies related to application processing, LOR’s, Transcripts, Holistic Review, admissions decisions, waitlists, deposits, decision appeals, and deferrals must not contradict this policy.

Please see all other Admissions policies for related information.

**EDUCATIONAL/RELATED RESOURCES**
Program specific application procedures are available on our website [http://www.upstate.edu/prospective/basics/about_applying.php](http://www.upstate.edu/prospective/basics/about_applying.php)