

Dear Prospective Student,

Thank you for your recent inquiry concerning attendance at SUNY Sullivan. There are several steps that must be taken in order to apply, so please follow these instructions carefully.

ALL YOUR DOCUMENTS MUST BEAR YOUR NAME EXACTLY AS IT IS WRITTEN ON YOUR PASSPORT AND ACADEMIC RECORDS.

1. Complete the SUNY Sullivan application. A permanent address is required.
2. Complete Forms FSA-2, the personal essay, and FSA-3, the English Language Proficiency Report. Be sure to have the person reporting your proficiency level sign and date the report.
3. Secondary school and college transcripts, not issued by an American institution, must be translated and evaluated. Refer to the list of Evaluation Services located in the United States. Please contact the evaluation service you intend to use for specific instructions. The evaluation must state the highest level of education achieved as well as the date of graduation. Documents must carry an official seal and signature of a school or government official as well as that of the evaluation service. SUNY Sullivan generally uses World Education Services (WES), or Globe Language, both located in New York City. You may, however, choose any service on the list.
4. If English is not your native/primary language, you must take the ibTOEFL test. You will be required to receive a score of 61 on the internet based test (ibTOEFL). Please go to www.ets.org/toefl for the most up-to-date information about the TOEFL program.
5. Provide all the information requested on the Foreign Student Financial Statement (FSA-4). Carefully document the sources of financial support as requested in Part II. Please make sure to have your financial institution fill out the appropriate section as well as state the amount in U.S. currency. If you are applying for the 2014-2015 academic year, it is necessary that you document as having available for your use \$24695.60 for the Fall and Spring semesters. If you have dependents, you must document an additional \$2,600 per academic year for your spouse, as well as \$1,400 per academic year for each dependent child. You must demonstrate that you have access to this dollar amount in cash before you can begin your studies.
6. Participation in the International Program requires purchase of a Health Insurance Plan offered through HTH/SUNY. Please refer to the cost breakdown list for the cost of this Health Insurance Plan for one full academic year.
7. **Public Health Law, #2165 mandates** that you submit proof of immunization against measles, mumps and rubella. Documentation must show two (2) vaccinations for Measles, Mumps, and Rubella (MMR). Otherwise, you should arrange to have your MMR vaccinations immediately. It is a New York State law that all students show proof of immunization. Students must comply with New York State health law regarding meningitis.

After we have received your completed application and information, we will contact you about your admission status.

Thank you for applying!!