

## Newly Admitted Student Required Documentation Checklist

Updated 6-15-15

Prior to orientation, all newly admitted students are required to submit two (2) complete sets of the documentation listed further below, including the original health form. Documents must be separated into two (2) individual sets and stapled. All students are required to maintain copies of the required documents to be presented upon request to faculty, staff and clinical sites. Under no circumstances will the School of Nursing make photocopies of the documents for students.

Submit the two complete sets of documents to the Office of Student Affairs. The two (2) complete sets must be mailed or hand delivered prior to orientation to:

**Stony Brook University**  
**School of Nursing**  
**Office of Student Affairs**  
**HSC-L2**  
**Stony Brook, NY 11794-8240**  
**Attn: Lisa Lent**

### IMPORTANT AND ONLY WARNING

**Students who have not provided the required documentation prior to the start of classes will not be permitted to attend classes and clinical placements, and will have an enrollment hold placed on their student account until all required documents are provided. During this period the student will be responsible for any failure to progress academically, for disqualification for student loans or financial assistance and for all tuition and fees.**

### Required Document Checklist

\_\_\_\_ 1. Completed Health Form. (To obtain form, see School of Nursing's Office of Student Affairs web page). It is mandatory that you attach copies of **quantitative lab reports** indicating values of positive titers for Measles, Mumps, Rubella, Varicella, and Hepatitis B. If you wish to decline Hepatitis series, please make sure that you sign Hepatitis declination box on page 4 of the Health Form. Physical and PPD test are required annually. Positive PPD result requires chest x-ray within 2 years. Quantiferon is acceptable. Adult Tetanus/Diphtheria vaccination must be within 10 years. **Important:** Sign and date "Release of Information Authorization" Statement on page 2 of the Health Form.

\_\_\_\_\_ 2. Copy of Declaration page or Certificate of Insurance for Malpractice Insurance indicating a minimum amount of 1 Mil/3 Mil coverage as a student. If a Masters or Post Masters student, insurance must state Student/Nurse Practitioner or Student Nurse Midwife. If a Masters in Leadership or Education student insurance must state RN and RN Student. DNP students must have coverage in the specialty in which they are currently enrolled. Malpractice insurance provided to you by your employer is not acceptable for this purpose. Commonly used insurers are Marsh Affinity, Mercer, Lexington, CM & F, and MedPro. Search the web for the insurers' contact information. The School of Nursing does not have any information regarding the details of the policies, nor does it endorse any particular insurer. **Students must maintain coverage throughout the entire duration of their program.**

\_\_\_\_\_ 3. Copy of current Health Insurance Card.

\_\_\_\_\_ 4. Copy of current Basic Cardiac Life Support for Healthcare Provider Certificate (CPR/AED) with expiration date clearly indicated. Must be acquired through American Heart Association or American Red Cross. An instructor card or military issue is acceptable. Letter from instructor is acceptable on a temporary basis. Otherwise, no exceptions to this requirement such as ACLS certification or internet obtained certifications are permitted.

\_\_\_\_\_ 5. One color passport-size (2 x 2 inches) head photo with name, Stony Brook ID number, and program written on the back to be attached to the photocopies set. The photo can be taken by you or for other purposes, in other words not purchased, but must be clear and meet the size requirements.

\_\_\_\_\_ 6. Registered Nurses are required to submit a copy of their current License/Registration. Nurse Practitioners must submit a copy of their RN Registration and Certification indicating expiration date.

\_\_\_\_\_ 7. Registered Nurses, Masters, and Post Masters students in New York State are required to submit a New York State Infection Control Certificate. Recent graduates have this incorporated in training for New York State Licensure. It is valid for four years and student must then recertify.

\_\_\_\_\_ 8. Registered Nurses, Masters, and Post Masters students are required to submit a resume indicating the program currently enrolled in at Stony Brook University, School of Nursing indicating anticipated graduation date in the education section of the resume.

\_\_\_\_\_ 9. All Neonatal and Midwifery students must submit proof of NRP certification.

Please note that as an enrolled student, and throughout all terms of enrollment, it is student's responsibility to submit updated documents prior to the expiration dates of the previously submitted documents.