

Admission Requirements and Application Procedures

Application materials and instructions for the two application options—Online or Paper—are given following page 139 in the back of this Bulletin.

Degrees and Programs

The Mailman School of Public Health awards the following academic degrees:

MASTER OF PUBLIC HEALTH (M.P.H.)

MASTER OF SCIENCE (M.S.)

DOCTOR OF PUBLIC HEALTH (DR.P.H.)

The admissions information in this section is relevant to these degree choices. For information about tracks within these degree programs, and level of study (master's, doctoral) offered within departments, see the *Academic Programs: General Information* section of this Bulletin or visit the School's Web site (<http://www.mailman.hs.columbia.edu/>).

In addition, the School cooperates with other schools of the University in **DUAL DEGREE PROGRAMS** leading to:

M.P.H. and Doctor of Medicine (M.D.)

M.P.H. and Doctor of Dental Surgery (D.D.S.)

M.P.H. and Juris Doctor (J.D.)

M.P.H. and Master of Science in Nursing (M.S.)

M.P.H. and Master of Science in Occupational Therapy (M.S.)

M.P.H. and Master of Business Administration (M.B.A.)

M.P.H. and Master of International Affairs (M.I.A.)

M.P.H. and Master of Public Administration (M.P.A.)

M.P.H. and Master of Science in Social Work (M.S.)

M.P.H. and Master of Science in Urban Planning (M.S.)

Additional information on dual degree programs can be found in the *Degree Offerings* section of this Bulletin and in the bulletins of the participating schools. Application is made to both the Mailman School of Public Health (using the application materials in this Bulletin) and to the participating school.

PH.D. DEGREE

The School also cooperates with the Graduate School of Arts and Sciences (GSAS) in programs leading to the Doctor of Philosophy (Ph.D.) degree. **Ph.D. applicants must use the GSAS application form for admission and submit the Ph.D. application and supporting documents to GSAS.** Admissions and application deadlines and other information on these programs should be obtained from the Departments of Biostatistics, Environmental Health Sciences, Epidemiology, or Sociomedical Sciences, or directly from the Admissions Office of GSAS: Office of Admissions, Columbia University Graduate School of Arts and Sciences, 107 Low Memorial Library, 535 West 116th Street (Mail Code 4303), New York, NY 10027; 212-845-4737.

Applicants may also apply online or download a Ph.D. application from the Web: <http://www.columbia.edu/cu/gsas/>.

Application Dates

A complete application, application fee, and all supporting credentials should be received by the following dates:

Summer and fall (September) admission—February 1*

Spring (January) admission—October 1**

Dr.P.H.—January 3

Admission Requirements

All applicants must have a bachelor's degree from a recognized university or college, show evidence of satisfactory preparation in quantitative subject areas, and have an acceptable academic record.

Previous health professional or other relevant work experience is highly desirable. In addition, departments may have specific preadmission requirements for some programs and tracks. (Refer to the *Minimum Work Requirements for Admission* on page 135.)

All applicants to Dr.P.H. programs must have earned the M.P.H. degree or its equivalent from a CEPH accredited school of public health or a CEPH accredited public health program. Applicants accepted into the Dr.P.H. program without an M.P.H. from an accredited school of public health must complete the prerequisites listed below before matriculating into the doctoral program. This policy applies to individuals with M.P.H.'s from nonaccredited programs, with master's in other fields of study, or with doctoral degrees in fields such as medicine, dentistry, or law that do not confer a master's degree.

*June 15 for the Executive M.P.H. program in Health Services Management and the Columbia On The Job (COTJ) part-time program in Health Policy and Management

**Only programs in Environmental Health Sciences and General Public Health admit students to begin studies in the spring term.

Prerequisites

1. Applicants must complete the five Mailman School core courses or five equivalent courses at another accredited school of public health. Alternatively, students may pass waiver examinations administered by the MSPH for each of the core courses. A grade of B+ or better in each course is necessary to satisfy this prerequisite.
2. Applicants must complete a practicum of 280 hours (20 hours a week for 14 weeks) in public health (not clinical practice) or offer evidence of having performed public health work equivalent to the practicum. This requirement may be satisfied if the candidate can present documentation of the equivalent of 3 months of full-time public health-related employment. This work must be performed during or subsequent to completing course requirements for the M.P.H. equivalent degree.
3. Applicants must satisfy the capstone requirement, either through a thesis or research paper on a public health subject or by passing a department capstone course.
4. These are minimum prerequisites. Departments may add other requirements that they deem necessary for students to be properly prepared to initiate Dr.P.H. studies.
5. Terms for completion of these prerequisites will be stated in the admissions letter in accordance with the Dr.P.H. Admissions Committee.

Completing Prerequisites

6. Students accepted to the Dr.P.H. program conditional on satisfying the prerequisites listed above will be able to enroll as special predoctoral students for the purposes of taking courses satisfying the prerequisites. Students are encouraged to do their coursework during the fall and spring semesters.
7. Students with conditional acceptance, who complete all prerequisites by August 1 of the year following the year the offer of admissions was extended, will automatically be enrolled in the doctoral program. The department will notify the Dr.P.H. Admissions Committee and Student Affairs that a student is ready to matriculate into the program. It will provide suitable documentation that all three requirements are completed.
8. Students who do not complete the requirements within the time period stated in 7 must reapply to the Dr.P.H. program.

All applicants to dual degree programs must submit a separate application to each of the participating schools. For example, in applying for the M.P.H./M.B.A. dual degree program, an applicant must apply to both the Mailman School of Public Health and the Columbia Business School. After receiving acceptance from each of the schools, the student becomes eligible to follow dual degree guidelines. Early application to dual degree programs facilitates integration of academic content and is strongly encouraged.

Special (Nondegree) Students. A limited number of applicants may be granted admission as special (nondegree) students, to take courses earning academic credit. Appropriate candidates for

nondegree status would include fellows in clinical departments in the Columbia Presbyterian Medical Center, or graduates of our degree programs seeking selected additional courses. No more than 12 points may be taken in nondegree status.

Applicants for nondegree status follow the same application procedures as other applicants with the following exceptions: (1) only two letters of recommendation are needed; (2) no test scores are required; (3) personal statement must list the courses the applicant wishes to take.

International Students.* Graduates of foreign colleges or universities who have completed an academic program equivalent to an American bachelor's degree are eligible to apply for admission. Applicants are required to submit with their application official certified transcript(s) in English. Applicants should submit all materials in the *Checklist* below. In addition, the *Test of English as a Foreign Language (TOEFL)* is required of all applicants (1) whose native language is not English and/or (2) whose education was not conducted in English. Applicants who received their first university degree in an English-speaking country may request an exemption from TOEFL.

Arrangements to take the Test of English as a Foreign Language should be made in writing directly to TOEFL, Box 6151, Princeton, NJ 08541-6151, USA, or to their Web site at <http://www.toefl.org/> or faxed to 609-771-7500. We must have test results in order to make a decision on your application.

The International Students and Scholars Office (ISSO) of Columbia University at 524 Riverside Drive (mailing address: Mail Code 5724, 2960 Broadway, New York, NY 10027; phone: 212-854-3587; e-mail: isso@columbia.edu) provides visa services to international students during their stay at Columbia. Information on applying for an F-1 (student) visa or J-1 (exchange visitor) visa through ISSO is sent to international students with their admission letter. ISSO can also advise on visas for spouse and children of students.

Part-time Study. Master's and doctoral students are admitted on either a full-time or part-time basis, although some programs admit only full-time students. See page 19 of this Bulletin. Part-time students are expected to take no fewer than 6 points per semester. Course schedules contain a substantial number of evening courses; however, degree candidates will not be able to meet all course requirements during evening hours, except in the COTJ (Health Policy and Management) and Evening Program in Health Promotion (Sociomedical Sciences). Some day classes and perhaps a summer session may be needed to complete degree requirements. Part-time candidates for the M.P.H. degree are expected to complete all degree requirements within a five-year period.

Term of First Enrollment. Academic terms begin in September, January, or May, although admission in September (fall term) is recommended and is required in most departments.

*This information applies to students who have received their education in a language other than English.

Minimum Work Requirements for Admission

Academic Department	Degree and Academic Track	Public Health Related Work Experience*
Biostatistics	M.P.H.	None
	M.S. Theory and Methods	None
	M.S. Clinical Research Methods	Certain clinical training or clinical research experience required
	M.S. Patient Oriented Research	Certain clinical training required
	M.S. Statistical Genetics	Related paid or volunteer work preferred
Environmental Health Sciences	M.P.H. Environment and Molecular Epidemiology	None
	M.P.H. Environment and Molecular Toxicology	None
	M.P.H. Medical/Health Physics	None
	M.P.H. Global Health	Two years strongly recommended. One year of global health experience.
Epidemiology	M.P.H.	Related paid or volunteer work preferred
	M.P.H. Global Health	Two years strongly recommended. One year of global health experience.
	M.S.	Related paid or volunteer work preferred
General Public Health	M.P.H.	Minimum 2 years' work experience and additional health professional training
Health Policy and Management	M.P.H. Health Care Management	None
	M.P.H. Health Care Policy	None
	M.P.H. Effectiveness and Outcomes Research	None
	M.P.H. Health Services Management (Executive Program)	Minimum 5 years
	M.P.H. Columbia On The Job (COTJ)	Minimum 2 years
	M.P.H. Global Health	Two years strongly recommended. One year of global health experience.
Heilbrunn Department of Population and Family Health	M.P.H. Reproductive, Adolescent, and Child Health	Minimum 2 years
	M.P.H. Forced Migration and Health	Minimum 2 years
	M.P.H. Sexuality and Health	Minimum 2 years
	M.P.H. Global Health	Two years strongly recommended. One year of global health experience.
Sociomedical Sciences	M.P.H. Social Science Research in Public Health	None
	M.P.H. Health Promotion Day Program	Minimum 1 year
	M.P.H. Health Promotion Evening Program	Minimum 1 year
	M.P.H. History and Ethics of Public Health and Medicine	None
	M.P.H. Aging and Public Health	None
	M.P.H. Sexuality and Health	Minimum 2 years
	M.P.H. Urbanism and the Built Environment	Some related work or volunteer experience or graduate-level coursework preferred
	M.P.H. Global Health	Two years strongly recommended. One year of global health experience.

*For specific questions on work experience, please contact the academic department directly.

Application Procedures and Checklist

A completed application consists of:

- Application.
- Official transcripts from all undergraduate and graduate schools attended.
- Personal statement for department/program of choice.
- Letters of recommendation (may be submitted online).
- Application fee (nonrefundable) of U.S. \$60; U.S. \$70 for paper applications (money order or check payable to Columbia University).
- Graduate Record Examination (GRE) General Test scores (School Code: 2159; Department Code: 0616).
- International students must submit TOEFL scores (School Code: 2159; Department Code: 0616).

Application materials are located in the back of this Bulletin or on the School's Web site: <http://www.mailman.hs.columbia.edu/admissions/>.

References. Send the *Letter of Recommendation* forms to the referees, preferably those who know your academic and/or professional qualifications. The forms instruct the evaluators to enclose the reference in an envelope, seal and sign across the seal, and return the reference to the applicant. The sealed envelope must not be opened. If you apply online your letters of recommendation may be submitted online as well.

Transcripts. The Admissions Committee requires an official transcript from each of the colleges and universities you list on the Application. Official transcripts bearing the school's seal or stamp are to be submitted in signed, sealed envelopes. Materials in opened, unsigned, or unsealed envelopes cannot be accepted.

The Graduate Record Examination (GRE) General Test is a requirement for admission. The computer-based GRE is given year-round. Arrangements to take the test should be made directly through Graduate Record Examinations, Educational Testing Service, Box 6000, Princeton, NJ 08540-6000; 609-771-7670; <http://www.gre.org/>. GRE test results are required for Admissions Committee review.

To report scores, use Institution Code No. 2159 and Department Code No. 0616.

GMAT, MCAT, DAT, or LSAT may be acceptable as a substitute for the GRE, at the discretion of the Admissions Committee, but the GRE score is preferred.

Interviews. Personal interviews are not required in all cases but may be requested by Admissions reviewers.

APPLICATION OPTIONS

Online Application

Applicants are strongly encouraged to apply online. Application is initiated through the School's Web site, and the remaining materials are sent through the mail. For full instructions go to <http://www.mailman.hs.columbia.edu> and click on Admissions.

Paper Application

All of the documents listed above, except the standardized test scores (GRE, TOEFL, etc.), should be assembled by the applicant and sent as a single package using mailing labels provided at the back of this Bulletin.

Written notification of the Admissions Committee decision will be sent to you at the address indicated on your application. The Statement of Intent must be returned with the reservation fee by the date indicated in the letter sent to you.

Pre-enrollment Requirements

RESERVATION FEE

A nonrefundable reservation fee is required of new students in order to secure a place in the entering class. If a paid deposit is not reflected on the first Student Account Statement of the term, the student may deduct that amount from any amount due.

If the student defers admission and wants the deposit credited to a later term, he/she must contact the Admissions Office.

HEALTH REQUIREMENTS

PLEASE NOTE: NO STUDENT WILL BE ALLOWED TO REGISTER UNTIL THESE REQUIREMENTS ARE MET. It is each student's responsibility to verify that the required information has been received.

Medical Examination

All incoming students must complete and deliver the following forms (available in the Student Health Services brochure mailed to all accepted students or at the Student Health Services Web page) to SHS at least one month prior to enrollment:

- Student Physical Form (administered by a licensed physician)
- Student Health History Form
- Immunizations History Form
- Meningococcal Meningitis Response Form

These forms must be mailed, faxed, or hand-delivered to: Student Health Service

Attn: Preregistration Requirements

60 Haven Avenue, Ground Floor

New York, NY 10032

Tel: 212-305-3400

Fax: 212-342-3955 or 212-342-3947

Forms can be downloaded from the SHS Web site at <http://www.columbiahealth.info/>.

Immunization Requirements

First, all higher-education students born after 1957 must provide proof of immunity to measles, mumps, and rubella in accordance with New York State law. This requirement applies to full-time and part-time students.

There are two ways to meet this requirement:

1. Provide laboratory reports showing positive immune titers (evidence of antibodies) to measles, mumps, and rubella.
2. Provide written documentation on the Student Health Services Immunization History Form of the following:
 - 2 doses of live measles vaccine,
 - 1 dose of live rubella vaccine, and
 - 1 dose of live mumps vaccine, or
 - 2 doses of Measles-Mumps-Rubella vaccine

The first dose of measles vaccine (or MMR) must have been administered after one year of age. The second dose must have been administered after 15 months of age and at least 30 days after the first dose.

Second, all students must sign a meningococcal vaccine response form required by New York State. Again, this requirement applies to all full-time and part-time students. Students are not required to have this vaccine, but the form must be signed indicating that the information about meningococcal meningitis and the vaccine was received. This information is included in the Student Health Services brochure.

If a new student has not met the immunization requirement before arriving at CUMC, MMR immunizations are available in the Student Health Service for a fee, payable at time of service by check, cash, or money order. However, we highly recommend that students not wait until they arrive to meet these requirements, because they will not be cleared for registration until the titer results have been returned from the laboratory and/or the student has received any necessary vaccine(s).

Additional Preregistration Requirements

All full-time students will need to meet additional preregistration requirements. Part-time students who elect to enroll in the Student Health Service or the Student Health Insurance Plan will need to meet the same preregistration requirements as full-time students.

Students involved in patient care, must meet extra preregistration requirements. See the Student Health Services page for more information at <http://www.columbiahealth.info/>.

COMPUTER COMPETENCY

New students are expected to have working knowledge of personal computers and commonly used software programs, especially word processing. Also, students should anticipate that in some areas of public health practice and research, and in some advanced courses,

they may be expected to use other types of software programs for database management, spreadsheets, and statistical analysis.

Students should plan to obtain basic computer skills before starting their program, or outside of classroom hours. Some short, noncredit computer courses are available through the University in specific areas and applications.

Transfer Credits

The M.P.H. degree at the Mailman School of Public Health requires a total of 45 points of academic credit. Following the successful completion of at least one term of coursework in the School, transfer points from an accredited school may be granted toward M.P.H. degree requirements for graduate courses not counted toward another degree, if determined appropriate to the student's degree program by the student's department. No more than 15 points may be transferred.

Core course requirements cannot be fulfilled with transfer points. Students who have taken similar courses elsewhere may either repeat the course(s) at MSPH or take and successfully pass the department's Core Course waiver exam. Successful completion of a Core Course waiver exam exempts students from the course requirement but does not carry course credit or reduce the number of points needed for the degree.

Requests for transfer credit must be made in writing by the student and approved by an academic advisor in the student's department or program and by the Dean of Students. Requests must be accompanied by adequate documentation (official transcript showing successful completion of course, course syllabus, etc.).

Students who cross-register while attending other schools within Columbia, please see page 28, the cross-registration section.