



New York College of Traditional Chinese Medicine

200 Old Country Road, Suite 500, Mineola, NY 11501

Phone: (516) 739-1545 Fax: (516) 873-9622

Application Checklist

1. **A Completed Application Form**
 - Attach a 2-inch photo to the application; **Sign** the application form
2. **An Application Fee** (\$70; \$120 for Transfer Candidates; \$170 for International Candidates)
 - Please make check or money order payable to NYCTCM
3. **A Statement of Purpose** (1-2 pages, typed and double spaced)
 - Tell us about yourself and your past experiences that have influenced your interest in healthcare
 - Discuss why you want to become a Traditional Chinese Medicine practitioner and your reasons for applying to NYCTCM.
4. **Documentation of U.S. Citizenship, Permanent Residency, or Visa Status**
5. **Official College Transcript relating to admission qualification and/or transfer credit**
 - Satisfactory completion of at least **two (2) years of undergraduate-level education [60 semester credits or 90 quarter credits]** from an institution accredited by an agency recognized by the U.S. Secretary of Education.
 - Credits earned at a foreign educational institution must be validated by a recognized, educational credentials, evaluation service
 - Certified Academic Evaluation of transcript(s)** (Foreign transcripts only)
 - * (Course descriptions/syllabus may be required for transfer credit)
6. **Three Professional/Personal Recommendation Letters or NYCTCM Reference Forms**
7. **Certificate of Immunizations**: New York State law requires students born on or after January 1, 1957 enrolled in college in N.Y.S. to provide proof of immunizations against Measles, Mumps and Rubella.
8. **Meningitis Form**: Meningococcal Meningitis Vaccination Response Form
9. **Financial Aid Applicants**: Submitted current year FAFSA (<https://fafsa.ed.gov/>) *Check with the FA Office for more information*
10. **English Language Proficiency** (One of the following):
 1. Completed a **two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level**, English-based education in an institution:
 - (i) accredited by an agency recognized by the U.S. Secretary of Education, or
 - (ii) in the United Kingdom, Australia, Canada (except Quebec), New Zealand, or Ireland.English must have been both the language of instruction and the language of the curriculum used. These credits cannot include any courses in English as a Second Language (ESL) and exclude any credits from an ACAOM accredited program in Acupuncture or Acupuncture with a Specialization in Chinese Herbal Medicine that are transferred into the NYCTCM program.
 2. Proof of **professional licensure in New York State** as an M.D., Dentist, Chiropractor, Physical Therapist, R.N., Nutritionist, Physician Assistant, Occupational Therapist, Pharmacist, Psychologist, Veterinarian, or Massage Therapist. Other health-care professionals may submit licensing credentials for review by the NYCTCM Admissions Office in order to support their claim of English proficiency.
 3. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores: TOEFL iBT total score – 61 with minimum speaking score –20 and minimum listening score – 17 (**TOEFL Institution Code 8698**); or International English Language Testing System (IELTS) Academic Format - Acceptable scores: IELTS overall band score 6 with minimum speaking score –6.5 and minimum listening score – 6 (**Academic Format**).
11. **A copy of your license** (For health professionals)
12. **International Candidates ONLY** (in addition to general required documents)
 - NYCTCM I-20 Application Form (this application provides additional information which is not part of the general admissions application)
 - NYCTCM Affidavit of Financial Support Form (Notarized Financial Statement)
 - Copy of Passport
 - Copy of Visa
 - Copy of I-94 Card
 - Copy of I-20s (If transfer in from another school)