

New York College of Traditional Chinese Medicine

Application Instructions

Prospective students are invited to request an Admissions Package from the NYCTCM Admissions Office at 516-739-1545, or they may download the application and reference forms from our website at www.nyctcm.edu/admission/application.htm

You may email or fax the admission forms to NYCTCM. Please send signed originals by mail.

NYCTCM's school code is G34433 (for FAFSA)

NYCTCM Admissions Office

516-739-1545 x 23

Fax: 516-873-9622

admissions@nyctcm.edu

When to Apply

Admission to New York College of Traditional Chinese Medicine is considered on a continuous basis. New students are admitted to the College for Fall (September), Winter (January), and Spring (May) trimesters.

Admission Requirements

All applicants must have completed 60 undergraduate credits in an institution accredited by an agency recognized by the U.S. Department of Education and must have achieved a minimum GPA of 2.5. When the applicant took the 60 credits is not relevant. Applicants should request previous college(s) to send official transcripts directly to NYCTCM.

Candidates must be at least 18 years of age.

Candidates must hold United States citizenship, be an alien lawfully admitted for permanent residence in the U.S., or hold a valid visa.

Chinese Herbal Certificate Admission Requirements

Candidates must be a graduate of an Acupuncture Degree program and/or a licensed acupuncturist, and must provide an official transcript from the institution where their degree was granted.

Early Acceptance Tuition Incentive

Students who have their application completed by approximately 30 days prior to the beginning of the trimester may be eligible for a 10% Tuition Credit on their first trimester's tuition. Students who are approved for the Tuition Credit must pay a non-refundable \$500 deposit prior to the start of the trimester.

Financial Aid

Students needing financial aid should apply at least 90 days prior to the start of the trimester. Apply for Federal Student Aid online at <http://www.fafsa.ed.gov>.

Contact NYCTCM's Financial Aid office at email: financial_aid@nyctcm.edu for more information.

Immunization Records

Students born on or after January 1, 1957 who are enrolled for six or more chargeable credits must provide proof of immunization against two Measles, one Mumps and one Rubella. This proof includes either immunization documentation, serological proof of immunity (copy of the laboratory report) or proof of having had the disease from the treating physician (not acceptable for Rubella).

Students must provide information concerning their Meningitis vaccination status.

Bioscience Courses Requirements

New York State requires students to have nine credits of bioscience courses prior to enrolling in NYCTCM, or to complete them concurrently with their first year of study at the college. At NYCTCM Human Biology (3 credits), Topical Anatomy (4 credits), and Chemistry for Health Sciences (2 credits) are bioscience courses that satisfy the prerequisite nine credits of bioscience required for a NYS acupuncture license.

Course transfer credit may be granted for equivalent coursework completed at an institution accredited by an agency acceptable to NYCTCM and the NYS Education Department.

Transfer Students

Candidates wishing to transfer from other professional schools of Acupuncture or Oriental Medicine must complete regular application procedures and in addition supply the following documentation to NYCTCM:

- Official transcripts from all graduate and/or professional schools attended
- Complete course descriptions and/or school catalogs from said schools

Admission as a transfer student

Candidates wishing to transfer from other professional schools of Acupuncture or Oriental Medicine must complete regular application procedures and in addition supply the following documentation to NYCTCM:

- Official transcripts from all graduate and/or professional schools attended
- Complete course descriptions and/or school catalogs from said schools

Prospective transfer students should schedule an interview with the Admissions Manager and/or the Academic Dean to review this documentation as the basis for possible transfer.

English language proficiency

Citizens of foreign countries, or foreign-born U.S. citizens or residents must be able to demonstrate achievement of English proficiency. This can be done in one of three ways:

- Proof of at least one year of study (30 credits) at a U.S. college or university (or at a college or university located in another country where English is the primary language and where English was the medium of instruction). These credits cannot include any courses in English as a Second Language.
- 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 language proficiency.
- Score of 61 or higher on the IBT Test of English as a Foreign Language (TOEFL) or its equivalent on the computer-based or paper-based versions of the test. You can register for the TOEFL at www.ets.org/toefl.
- Students with a score of 45 or higher will be allowed to matriculate, but must repeat the test with a score of 61 or higher before being allowed to enter their internship. NYCTCM offers its own English competency test, which is similar to the paper-based TOEFL. Students should contact the Administrative Dean if they wish to take this test; there is a \$50 fee for each testing session. Passing score on this test is 500; students with a score of 450 or higher will be allowed to matriculate, but must repeat the test with a score of 500 or higher before being allowed to enter their internship.

International Applicants

Nonimmigrant alien applicants are required to complete the regular application process and, in addition, must submit an I-20 application and an affidavit of financial support verifying that they have adequate resources to cover all expenses for one academic year and, barring unforeseen circumstances, that funds will be available for subsequent years.

Permanent residents or refugees should use the regular application and admission procedures.

The I-20 will be issued when the application is complete and the student has been accepted into one of NYCTCM's programs.

Nonimmigrant students transferring from another approved school within the U.S. must also provide a copy of their current I-20, visa, and I-94 card upon application along with the completed school transfer information form. Nonimmigrant students are not eligible for U.S. federal financial aid.

Tuition Payment

One-third of each trimester's tuition is due before the beginning of classes, along with the \$80 registration fee. Another third is to be paid prior to the start of the 3rd week of the trimester, and the final third prior to the start of the 6th week of the trimester.

Application Checklist (Required items)

- Completed & signed application with two passport sized photos
- Three professional or personal (not a family member) recommendations. A reference form can be requested or downloaded from our website. A reference letter must include the address and phone number of the person providing you with the letter. The referring person should send the signed reference directly to NYCTCM.
- Official transcripts from each school listed on the application.
- Copies of current licenses (for health professionals)
- A statement of purpose (a short essay on the candidate's vision of becoming a TCM practitioner and his or her reasons for applying to NYCTCM)
- A personal interview suggested, not required
- Application fee: enclose a check for the \$70 application fee payable to NYCTCM or use PayPal, email: nyctcmapply@nyctcm.edu
- Documentation of U.S. citizenship or Permanent U.S. residency or valid visa status
- Health records: MMR immunization certificate for students born after 1957
- Transfer students: provide the NYCTCM admissions office with course descriptions to aid in determining transfer credit.
- Applicants who completed their postsecondary education in foreign countries must complete regular application procedures and in addition must provide the following:
 - Evaluation and certified English translation of educational credentials by an appropriate agency such as WES, at www.wes.org.
 - Certification of English proficiency (via TOEFL and TSE scores) sent to NYCTCM directly from ETS
 - Valid visa (unless a permanent resident or citizen of the U.S.)