

## ***APPLICATION PROCESS – CERTIFICATE PROGRAMS***

We look forward to welcoming students interested in pursuing advancing themselves professionally. Each application is given our personal attention so we can understand who you are, what you have done, what you can add to the Touro GSB community, and how the Touro GSB experience can help you reach your goals.

Applications for admission to the Certificate Programs of Touro Graduate School of Business are accepted on a rolling basis throughout the year. An application is considered complete and the candidate considered for admission when the Admissions Committee has received all of the following:

- ✓ **APPLICATIONS.** A completed application is required. The most convenient option is to apply online through our website: <http://www.touro.edu/gsb>. An application form can also be downloaded from the site. Essays can be submitted within the application form or forwarded to the admissions office via email or regular mail.
- ✓ **TRANSCRIPTS.** Official high school diploma or GED or transcripts of all college work completed, whether inside or outside the US, are required. All transcripts must be sent directly to the Touro Graduate School of Business by the issuing school. Transcripts issued to students are not considered official documents.

In addition, for academic work completed outside the US, a **course-by-course** educational credential evaluation is necessary. In addition, if the transcript is in a language other than English, a certified translation of the transcript must be provided. **Applications cannot be processed without an original educational credential evaluation sent directly to the School by an accreditation service.** Copies of previous evaluations are not acceptable. The National Association of Credential Evaluation Services provides a list of members whose evaluations are acceptable. For further information please visit their website at: [www.naces.org/members.htm](http://www.naces.org/members.htm).

- ✓ **TOEFL SCORES.** Students whose native language is not English, or who attended an undergraduate program where English was not the language of instruction, are required to take the Test of English as a Foreign Language (TOEFL). Please make arrangements to have your scores submitted to Touro College. Touro College's score report number is 0494-02. Touro Graduate School of Business will consider students who have achieved an overall **TOEFL® Internet-based Test (iBT)** score of 80 or better, and minimum competency scores as follows: reading, 21; listening, 18; speaking, 22; and writing, 19.
- ✓ **RECOMMENDATION LETTERS.** Applicants are required to submit two recommendation letters from previous instructors or workplace supervisors. A pre-printed form to be used for this purpose can be downloaded from our website. It is preferred that recommendations be sent directly to Touro College from your references. However, if all application materials are sent together, each recommendation letter must be received in a sealed envelope, with the signature of the writer of the letter across the sealed flap of the envelope.

- ✓ **INTERVIEW.** An interview with a member of the admissions committee is required. Please contact our office for an appointment.
- ✓ **NEW YORK STATE IMMUNIZATION LAW.** In accordance with NYS Law, any student born after January 1, 1957, must provide proof of immunity to measles, mumps and rubella. In addition, students must provide either proof of immunization to meningitis, or sign and submit a waiver that states that you understand the risks and choose not to receive the vaccine. Students will not be able to register or attend classes without this documentation on record in the Registrar's Office.
- ✓ **INTERNATIONAL STUDENTS:** Detailed information to help navigate the process of applying for admission and obtaining an I-20 form may be found in the *2009-2011 Information Bulletin for International Students*.

All supporting material should be sent to: Touro Graduate School of Business  
Paralegal Program  
65 Broadway; Suite 200  
New York, NY 10006-2552