

**Touro College**  
**Graduate School of Business**

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**2009 - 2011**  
**Information Bulletin for**  
**International Students**

## *We welcome your interest in Touro Graduate School of Business!*

The Touro College Graduate School of Business (GSB) admits a limited number of international students to our Master's-level degree programs. By providing educational opportunities for international students, we help promote an enriched understanding of global financial, management, and cultural issues for all GSB students.

Touro Graduate School of Business determines eligibility for admission to academic studies at our school. Visa eligibility and admittance to the United States are determined by policies enacted by the Bureau of Consular Affairs, US Department of State, and the Department of Homeland Security.

The information below is intended to help international students navigate the process of applying for admission and obtaining an I-20 form.

The Director of the Touro Graduate School of Business, Dr. James Musumeci, is available to further clarify *academic and admission* policies and procedures for applicants. His address is 65 Broadway, Suite 202, New York, NY 10006-2552. His telephone number is 212-742-8770 ext. 2420.

The Designated School Official (DSO), Mr. Edward Schabes, Registrar for Data Management, is available to further clarify procedures for applicants to obtain an I-20 form. His address at the Touro College Main Campus is: 27-33 West 23<sup>rd</sup> Street, Room 204, New York, NY 10010-4202. The telephone number is 212-463-0400 ext. 5607.

Please be aware that, regardless of past academic achievement, *only persons who possess or qualify for visas permitting the visa holder to pursue higher education in the United States are eligible for admission.*

In addition to admission requirements for all applicants, three additional items concern you as an international student:

- Affidavit of Support
- I-20 Form
- F-1 Visa

## APPLICATION PROCESS

We look forward to welcoming students interested in pursuing advanced study in business and 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 Touro Graduate School of Business are accepted for the Fall and Spring semesters. Applications must be received by **July 15** for Fall semester enrollment and by **December 15** for the Spring semester. 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 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. Whether or not the student expects to receive transfer credit, he/she must have all transcripts sent to Touro College. A GPA of 3.0 or better is required.

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.
- ✓ **GMAT SCORES (This requirement is for MBA and Accounting students only).** Applicants are required to take the Graduate Management Admissions Test. Please make arrangements to have your scores submitted to the Touro Graduate School of Business. Touro Graduate School of Business' score report number is MN8-Z3-04. A minimum score of 500 is required for the MBA program, and 550 for the Accounting program.

- ✓ **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.
- ✓ It is recommended that applicants submit a résumé and, if possible, schedule an interview with a member of the admissions committee. Please contact our office for an appointment should you be visiting New York City.
- ✓ **AFFIDAVIT OF SUPPORT.** US visa regulations require that “F” visa holders provide certification of evidence that they will have adequate funds to meet expenses involved in a proposed program of study. Included in the certification packet is an “Affidavit of Support” which, when completed, must include the sponsor’s name and state that the sponsor will financially support the student while in college. The statement must be notarized.

You must also provide proof that the sponsor possesses the funds to support his/her statement. Examples of this would be a bank statement or a letter from the sponsor’s bank or accountant that states that the funds are available.

An I-20 form cannot be issued until an acceptable financial affidavit and certification of finances has been received by the DSO. See pp. 5-8 of this bulletin for more information.

The following is an estimate of expenses connected with attending the Touro Graduate School of Business for the two-semester 2009-2010 academic year, and living in New York City for a twelve-month calendar year. This budget is a modest average. Your expenses may be more, or less, depending upon your personal spending habits and lifestyle. Tuition and fees are based on a minimum of nine credits per semester and are subject to change during the course of your academic program.

The amounts below are valid for the 2009-2010 academic year and are specific to each academic program. **MBA** = Master of Business Administration; **IBF** = Master of Science in International Business Finance; **ATG** = Master of Science in Accounting. Please insert the appropriate amount in the Affidavit of Support form found in the appendix.

	<b>MBA</b>	<b>IBF</b>	<b>ATG</b>
Room, Board, Personal Expenses, Books	\$16,056	\$16,056	\$16,056
Tuition and Fees	11,000	10,550	10,100
Total Required Funds per year*	27,056	26,606	26,156

*\*Insert the applicable amount in Part B of the Affidavit of Support.*

## F-1 VISA

**Information presented here is a summary of the explanation and procedures for obtaining an F-1 visa.**

The F-1 visa is a student visa issued by the US Department of State. Non-US citizens who do not hold a green card who wish to enroll in the Touro Graduate School of Business need an F-1 visa. The most up-to-date and accurate information on obtaining an F-1 visa can be found on the website of the US Department of State, Bureau of Educational and Cultural Affairs. Prospective students are urged to visit the website at:

[http://www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html).

Visa procedures vary slightly from one consulate or embassy to another. However, there are standard items that are required for the F-1 application:

- Properly completed Form I-20
- Proof of having paid the [SEVIS fee](#) (see pp. 9 of this bulletin)
- Evidence of financial ability to meet expenses
- Evidence of English ability sufficient for course of study
- Evidence of intent to depart the United States after completion of studies
- Passport valid for at least six months
- [Form DS-156, "Nonimmigrant Visa Application" \(PDF\)](#) \*
- [Form DS-157, if applicable \(Supplemental Nonimmigrant Visa, PDF\)](#) \*
- [Form DS-158 \(Contact History & Work History, PDF\)](#) \*
- Photograph attached to the DS-156 form  
([http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html))
- Machine-Readable Visa Surcharge (MRV) surcharge fee
- Visa reciprocity fee (if applicable)

\* forms available at <http://www.state.gov/m/a/dir/forms/>

## I-20 FORM

### 1. What is an I-20 Form?

The I-20 Form is a nonimmigrant visa application which allows foreign students *to apply* to the U.S. in order to attend a full course of study at colleges, universities, schools, and institutions with language training programs.

### 2. How do I qualify for an I-20 Form?

You must:

- demonstrate proficiency in the English language
- prove that you have sufficient funds to complete your education expand and support yourself (see below)
- demonstrate that you intend to take a full course of study at a school approved by the USCIS (United States Citizenship and Immigration Service)

### 3. What financial requirements must I meet to receive an I-20 Form?

You must demonstrate that you have adequate financial support to cover yourself through the entire academic program, and that adequate funds are currently available for the coming academic year. Acceptable evidence may include school financial aid, personal and family funds, and government assistance. "Adequate funds" means enough money to pay for one year of tuition plus living and incidental expenses.

### 4. How can I get an I-20 Form?

Non-US citizens who wish to apply to the Touro Graduate School of Business, and need an I-20 form, must follow the steps listed below.

#### I. STUDENTS WHO DO NOT LIVE IN THE UNITED STATES

- a. Fill out and follow all directions on the admissions application.
- b. The Admissions Committee of the Touro Graduate School of Business will review your application material to determine your eligibility for acceptance.
- c. If you are accepted, you will receive an acceptance letter and other admission forms, a blank affidavit of support, and medical immunization forms.
- d. If you accept this offer of admission from the Touro Graduate School of Business, you must return your signed acceptance of the admission offer and other admissions forms, a \$500 non-refundable tuition deposit, the completed affidavit of support, and your completed medical immunization forms.
- e. The affidavit of support must include the sponsor's name and state that the sponsor will financially support you while you attend college. You must provide proof that the sponsor possesses the funds to back up his/her statement. Examples of proof would be a bank statement or a letter from the sponsor's bank or accountant that states that the funds are available. The statement must be notarized.
- f. Upon receipt of materials listed in item "d." above, the Designated School Official (DSO) will issue the I-20 form.

- g. When you receive the I-20, bring it, with the affidavit of support and letter of acceptance, to the American Embassy or Consulate in your home country and the Embassy or Consulate will issue the visa. When you come to New York, contact the Office of Admissions (27-33 West 23<sup>rd</sup> Street, Tel: 212-463-0400 ext. 500) prior to completing the registration process.

## **II. STUDENTS WHO LIVE IN THE UNITED STATES AND ARE TRANSFERRING FROM ANOTHER COLLEGE/UNIVERSITY**

**In addition to items a - f in section I above**, if you are transferring to the Touro Graduate School of Business from another academic institution you must submit the Institutional Transfer Form to your present college and have that school:

- a. complete the form and return it to the Touro Graduate School of Business and
- b. electronically transfer your Student and Exchange Visitor Information System (SEVIS) information to Touro College.

In addition, you must present your passport and I-94 card at the time of registration at the Touro Graduate School of Business in order to complete the transfer process and remain in F-1 status.

### **5. How many classes do I have to attend to maintain my legal status?**

As per immigration regulations, F-1 visa students must be enrolled full-time; this means they must carry at least 9 credits per semester during Spring and Fall semesters, at the graduate level.

### **6. Can I drop below 9 credits and not lose my legal status?**

Under certain academic or medical circumstances, you may be authorized to carry a reduced course load. Before you drop a class, please see the DSO to discuss your situation.

### **7. What is the deadline for submission of application materials?**

The Admission Committee considers candidates only after all application materials are received. If you are expecting to enroll in the Fall semester all application materials must be submitted by **July 15**. If you are expecting to enroll in the Spring Semester, all application materials must be submitted by **December 15**.

### **8. How long does it take to get my I-20 Form?**

After your acceptance of the admission offer, Touro will evaluate the affidavit of support and issue the I-20, which takes 3 business days. After receiving the I-20 form, take it and the affidavit of support to the U.S. Embassy or Consulate in your country so that your student visa can be issued.

Since September 11, 2001, the US has updated its visa policies to increase security for our citizens and visitors. It will likely take you longer to get a visa than it used to, and you will

find that a few new security measures have been put into place. For details that may apply specifically to your country, see information posted by your nearest consulate or embassy. The US Department of State website (<http://www.unitedstatesvisas.gov/>) provides further details.

**9. Can you send me an I-20 Form while I am waiting to be admitted?**

No. The I-20 cannot be issued until all admission processes are complete.

**10. How soon can I come to the United States after my visa is issued?**

You will be allowed to enter the United States no sooner than 60 days before the program start date indicated in point 5 on your I-20 form.

**11. Can I extend my stay in the U.S. on an F-1 visa if I am unable to complete my studies in the assigned time?**

Yes, you may apply for an extension of stay if you need extra time to complete your studies. Your Form I-20 can be extended by the Designated School Official.

**12. How soon do I have to leave the United States after I graduate?**

You are allowed to remain in the United States for a period of sixty days, beginning on the program completion date indicated on your I-20 *or* on the last day of classes, *whichever is earlier*, unless you have been approved for Optional Practical Training (OPT) (see item 13 below), in which case thirteen months is the period of time.

**13. Are there any travel restrictions on an F-1 visa?**

Yes. You may use the vacation period between two semesters or other holidays to visit your home. You should consult your Designated School Official (DSO) prior to traveling. You must have a current SEVIS Form I-20, endorsed on page 3 for travel, and your DSO needs to be able to verify that your SEVIS record is accurate and up-to-date.

You must limit your time out of the United States to less than five months. When re-entering the US, you must have the following documents:

- A valid Form I-20 with a recent signature of the DSO on page 3 of the form
- A valid passport
- A valid visa

**14. Can I work on an F-1 visa?**

Employment opportunities for F-1 students are very limited. As per immigration regulations, F-1 visa students may legally be employed *on-campus* for up to 20 hours per week. There are no special procedures used to apply for this type of employment; authorization is not required. You may begin as soon as you are offered a position, and your job does not have to be related to your field of study. After being on a student visa for one academic year, you may apply to the DSO for permission to work off-campus in a job directly related to your major, for 20 hours per week. This is called Curricular Practical

Training (CPT). Two months prior to graduation, see the DSO if you wish to apply for permission from the Department of Homeland Security to continue this arrangement on a full-time basis for one year (called Optional Practical Training or OPT).

### **15. What are the requirements for transfer to another school?**

To transfer to another school, you must:

- be a full-time student and intend to continue to be a full-time student at the new school.
- be accepted by the other institution.
- prove that you have the financial resources required for your education.
- notify Touro College that you are seeking to transfer.
- obtain the Transfer Form from the new school.

### **16. Does the Touro Graduate School of Business have scholarships for International students?**

There are no scholarships geared specifically to international students. Both international and domestic students are eligible for the following awards:

#### **I. DIRECTOR'S FELLOWSHIP**

The Director's Fellowship carries a tuition reduction of 20% for the academic year. Up to nine Fellowships may be awarded each year and are based upon a candidate's academic achievement and potential to develop his or her career or chosen business discipline. New students are evaluated for the fellowship based upon their undergraduate transcripts, essays, and interviews. Returning students, to be eligible, must complete, within one academic year, 15 credits or more with a GPA of 3.5 or greater. Students who receive the Director's Fellowship are eligible to re-apply for consideration for the following academic year, but a second award is not guaranteed. Students who wish to apply are required to write an essay, not to exceed two word-processed, double-spaced pages, detailing their academic qualifications and career goals. The Fellowship and Assistantship Committee of the Touro Graduate School of Business makes the final decision on awards. Students awarded Director's Fellowships are expected to participate in the Graduate Business Student Club and meet with prospective students during Open Houses. The application deadline for returning students is June 1; for new students, it is August 15 or ten (10) days after acceptance of the offer of admission, whichever is later.

#### **II. GRADUATE RESEARCH ASSISTANTSHIP**

The Graduate Research Assistantship is available only to returning students and is granted based upon a candidate's graduate academic achievement and academic research skills, and potential to develop his or her career or chosen business discipline. Each of the three Graduate Research Assistantships carries a tuition credit from \$3000 to \$4000 (\$1,500–2,000 each semester) per academic year, depending on the research hours required. Students who receive the Graduate Research Assistantship are eligible to re-apply for consideration during the following academic year, but a second award is not

guaranteed. Candidates are required to write an essay, not to exceed two word-processed, double-spaced pages, detailing their academic achievement, research qualifications, and career goals. Additionally, applicants are required to submit a writing sample. The Fellowship and Assistantship Committee of the Touro Graduate School of Business makes the final decision on awards. Those students who receive Graduate Research Assistantships are expected to work with assigned faculty on academic research projects, participate in the Graduate Business Student Club, and meet with prospective students during Open Houses. The deadline for applications for these assistantships is June 1.

**17. Do I have to purchase medical (health) insurance while in the US?**

No, but it is highly recommended that you do so.

**18. What is SEVIS?**

SEVIS (the Student and Exchange Visitor Information System) is the United States government's tracking system for international students. SEVIS begins monitoring a student even before he or she enters the U.S. Each I-20 form is individually numbered, and the US Embassy or Consulate uses these numbers to confirm the authenticity of an I-20 when a visa application is processed. It is important to keep in mind that SEVIS is an automated system, closely and continuously monitored by the Department of Homeland Security and the United States Citizenship and Immigration Service (USCIS).

**19. What is the SEVIS I-901 fee?**

Effective September 1, 2004, the US Department of Homeland Security introduced an additional fee, often referred to as the SEVIS I-901 fee. The fee is \$ 100 in most cases, and must be paid electronically by logging onto [www.fmjfee.com](http://www.fmjfee.com). At the end of the payment process, you will have the option of printing a receipt. This receipt is important, as it may be requested during your appointment at the consulate.

**20. How can I learn more about SEVIS I-901 fee?**

To learn more about I-901 fee, go to the website noted above, [www.fmjfee.com](http://www.fmjfee.com)

**21. What should the DSO be informed about that pertains to me as an international student?**

The Designated School Official is responsible for knowing what is happening with you as an international student. Therefore, in order to maintain a status, it is important for you to report any of the following events to the DSO:

- Changes in your personal information, such as address or legal name
- A change in academic information
- A change in employment information, if you have permission to be employed
- Transfer to another school
- Dropping below a full credit load (except in the last semester of your program)

[cont'd on next page →]

- Marriage
- Pregnancy
- Medical conditions

Each semester, the DSO is responsible for updating information about you in the SEVIS system, including whether you are still attending Touro College. *Students who fail to maintain status will lose their student visas and may be deported.*

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Touro Graduate School of Business  
65 Broadway Suite 200  
New York, NY 10006-2552  
212.742.8770  
[gradbusiness@touro.edu](mailto:gradbusiness@touro.edu)

For detailed information about the School and our programs, please visit our website at [www.touro.edu/gsb](http://www.touro.edu/gsb).

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**Please note that tuition, fees, and scholarship information is subject to change without prior notice.**

Touro College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation or any other characteristic protected by law in employment, or in its admission, treatment or access to its educational programs or activities. For additional information, please contact the US Department of Education Office for Civil Rights at <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or (800) 421-3481.

Touro College is chartered by the Board of Regents of the State of New York and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.

## DOCUMENT CHECKLIST FOR INTERNATIONAL STUDENTS

- Completed application for the program in which you wish to enroll
- Copy of transcripts from all secondary and post-secondary institutions attended (high schools, colleges, etc.). A credential evaluation is necessary for academic work completed outside the United States.
- Proof of English Proficiency (TOEFL exam)
- GMAT scores (required for MBA and Accounting applicants only)
- Two Letters of Recommendation
- Evidence of financial ability to meet expenses and Affidavit of Support
- Proof of having paid the [SEVIS I-901 fee](#)
- Evidence of intent to depart the United States after completion of studies
- Passport valid for at least six months
- [Form DS-156, "Nonimmigrant Visa Application" \(PDF\)](#) \*
- [Form DS-157, if applicable \(Supplemental Nonimmigrant Visa, PDF\)](#) \*
- [Form DS-158 \(Contact History & Work History, PDF\)](#) \*
- A photograph attached to the DS-156 form  
([http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html))
- Machine Readable Visa Surcharge (MRV) fee
- Visa reciprocity fee (if applicable)
- International Student Transfer Form (if required)
- Student Immunization Record & Meningitis Vaccination Response Form

## APPENDIX

The following important forms are attached to help expedite the issuance of the I-20 form needed to secure an F-1 visa:

- **Affidavit of Support**  
Must be completed, notarized, and submitted with a bank statement. See page 3 for the required minimum amount for your desired program.
- **International Student Transfer Status Form**  
Required only if you are currently enrolled in a US graduate program and wish to transfer to the Touro Graduate School of Business.
- **Student Immunization Record & Meningitis Vaccination Response Form**  
Required under New York State law for all students born on or after January 1, 1957.

These forms must be completed and sent to the Graduate School of Business at the time of your acceptance. They should accompany your signed letter of acceptance and \$500 tuition deposit. This payment is refundable *only if your F-1 visa is denied by the Embassy or Consulate*. In that circumstance, it will be returned to you.



# TOURO COLLEGE

27-33 West 23<sup>rd</sup> Street New York NY 10010 Telephone: (212) 463-0400

## Affidavit of Support – Graduate School of Business

If you require an F-1 student visa, you must certify that you have adequate financial support for tuition and living expenses for at least the first year of your program of study at Touro College. A Certificate of Eligibility (Form I-20) will not be issued until you have completed this form satisfactorily and returned it with the official certifications required. As it is necessary to show the requisite financial support, you **must** fill out Part A **OR** Part B **OR** Parts A **AND** B, then sign your name at the bottom of this page.

### Part A: Savings or other funds

Personal and/or family

Name of Bank \_\_\_\_\_

Location \_\_\_\_\_

**Enclose financial statement signed by bank official**

### Part B: Parents and/or sponsor

Name \_\_\_\_\_

Relationship \_\_\_\_\_

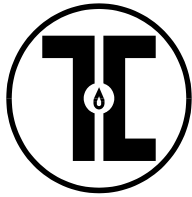
**Person named must complete the affidavit of support below. A bank statement showing that the required funds are available must be enclosed with this form.**

<p><b>Affidavit of Support for Student</b></p> <p>I hereby certify that I am able, willing and do promise to provide _____ (Name of student)</p> <p>with the minimum* of US\$ _____ for tuition, fees and living expenses during each year of study at Touro College. Evidence of my financial resources accompanies this affidavit. (If your country restricts funds sent abroad, it will be necessary for you to enclose central bank approval of currency exchange for transfer of funds to Touro College.)</p> <p>Sponsor signature _____</p> <p><b>Notary Public or Legal Official:</b> Sworn to and subscribed before me (Please print name here) _____ this _____ day of _____ (month) in the year _____.</p> <p>Address _____</p> <p>Signature of notary public or legal official _____</p>
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\* See p.3 of the current GSB Bulletin for International Students for the required minimum amount for your desired program.

**By signing my name on this form, I certify that the information above is a correct statement of my arrangements for financing my studies at Touro College.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



**International Transfer Status – Graduate School of Business**

**To the International Student Advisor:**

*According to the new INS regulations regarding school transfer, the new school is responsible for ascertaining that the student has been enrolled in a full course of study at the old school. Please assist us in this responsibility by completing the form below and returning it to our office.*

If the student has been approved for less than a full course of study for one of the reasons accepted by the INS, please verify full-time enrollment and provide an explanation under the Comments section provided below.

*If the student has otherwise not engaged in a full course of study, please advise him/her that an application for reinstatement will be necessary.*

**Name:** \_\_\_\_\_ **I -20 Admission #** \_\_\_\_\_

Degree Program:    AA        AS        BA        BS        Other \_\_\_\_\_

Date student began at your school \_\_\_\_/\_\_\_\_/\_\_\_\_. Normal length of course study \_\_\_\_\_

Previous periods of approved practical training \_\_\_\_\_.

The above named student:

- is enrolled in a full course of study at this school. The expected date of completion of study is \_\_\_\_/\_\_\_\_/\_\_\_\_.
- is **not** enrolled in a full course of study at this school.
- completed the full course of study at this school on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.  
While attending, the student was was not enrolled in a full course of study.
- is engaged in approved practical training employment, having completed the full course of study at this school on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.
- did not complete the course of study, but terminated attendance on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.  
While attending, the student was was not enrolled in a full course of study.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_. Name(Print) \_\_\_\_\_

School Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_



# Touro College

Office of the Registrar, 27-33 W 23<sup>rd</sup> St, 2nd Fl, New York, NY 10010

Ph: 212-463-0400 ext. 542

Fax: 212-463-9259

## Student Immunization Record – Graduate School of Business

Both sides of this form are to be completed by all students born on or after January 1, 1957. Parts I and IV are completed by student, Parts II and III are completed by health care provider. Please return form by mail, fax or in person to the location above.

### PART I - STUDENT INFORMATION (To be completed by student)

Name \_\_\_\_\_  
*First Last Middle/Maiden*

Social Security # \_\_\_\_\_ Touro I.D. # \_\_\_\_\_ Prog/Ext \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Mailing Address

Number and Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
*DAY EVENING*

Check at least one of the statements below.

- (1) Part II below is complete for each disease. I have no acceptable alternate record or exemptions to submit.
- (2) Alternate records are attached for each disease for which Part II (below) or Part III (reverse) is not complete.
- (3) Part III on reverse is complete for each vaccination for which I claim a medical exemption.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART II - VACCINATION RECORD (To be completed by health care provider)

		Measles	Rubella	Mumps	Or Combined MMR
Vaccination Date (Two doses required for measles or MMR)	Dose 1				
	Dose 2				
Disease History (Date of Onset)					
Serology Date and Results (indicate + or -) Include copy of lab report					
Scheduled Date for Dose 2					

**IMPORTANT NOTE ABOUT RE-VACCINATION: MEASLES** - If administered prior to 1968 and not specified as "live" and/or if student was less than 12 months of age for first dose and/or less than 15 months of age for second dose, vaccination must be repeated. Indicate date for follow-up. **MUMPS AND RUBELLA** - If vaccination was given prior to 1969 and/or if patient was less than 12 months of age, vaccination must be repeated.

I certify that the above information is correct. (Must be signed by physician, physician assistant, or nurse practitioner)

NAME/TITLE \_\_\_\_\_ CLINIC \_\_\_\_\_

SIGNATURE \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ PHONE \_\_\_\_\_

**PART III - MEDICAL EXEMPTION FROM IMMUNIZATION** *(To be completed by health care provider)*

I certify that it is medically contraindicated for the above named person to be vaccinated for the disease(s) indicated below because of the stated medical reasons. (Reason and expiration date - or state if permanent - required for each disease.)

CHECK DISEASE(S) - INDICATE MEDICAL REASON(S) FOR CONTRAINDICATION	VALID THROUGH DATE
<input type="checkbox"/> MEASLES	___/___/___
<input type="checkbox"/> MUMPS	___/___/___
<input type="checkbox"/> RUBELLA	___/___/___

*Must be signed by physician, physician assistant, or nurse practitioner to be acceptable*

NAME/TITLE _____	CLINIC _____
SIGNATURE _____	ADDRESS _____
DATE _____	PHONE _____

**PART IV - MENINGITIS VACCINATION RESPONSE** *(To be completed by student)*

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, complete and return the following form to Touro College.

**Check one box and sign below.**

I have:

- had the meningococcal meningitis immunization (Menomune™) within the past 10 years.  
Date received \_\_\_\_\_

[Note: The vaccine's protection lasts for approximately 3 to 5 years. Revaccination may be considered within 3-5 years.]

- read, or have had explained to me, the information regarding meningococcal meningitis disease. I will obtain immunization against meningococcal meningitis **within 30 days** from my private health care provider or when offered through Touro College.
- read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I will not obtain immunization against meningococcal meningitis disease.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Meningococcal Disease

## New York State Department of Health Bureau of Communicable Disease Control

### **What is meningococcal disease?**

Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord).

### **Who gets meningococcal disease?**

Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshmen living in dormitories, there is an increased risk of meningococcal disease. Between 100 and 125 cases of meningococcal disease occur on college campuses every year in the United States; between 5 and 15 college students die each year as result of infection. Currently, no data are available regarding whether children at overnight camps or residential schools are at the same increased risk for disease. However, these children can be in settings similar to college freshmen living in dormitories. Other persons at increased risk include household contacts of a person known to have had this disease, and people traveling to parts of the world where meningitis is prevalent.

### **How is the germ meningococcus spread?**

The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person. Many people carry this particular germ in their nose and throat without any signs of illness, while others may develop serious symptoms.

### **What are the symptoms?**

High fever, headache, vomiting, stiff neck and a rash are symptoms of meningococcal disease. Among people who develop meningococcal disease, 10-15% die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

### **How soon do the symptoms appear?**

The symptoms may appear two to 10 days after exposure, but usually within five days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

### **Is there a vaccine to prevent meningococcal meningitis?**

Yes, a safe and effective vaccine is available. The vaccine is 85% to 100% effective in preventing four kinds of bacteria (serogroups A, C, Y, W-135) that cause about 70% of the disease in the United States. The vaccine is safe, with mild and infrequent side effects, such as redness and pain at the injection site lasting up to 2 days. After vaccination, immunity develops within 7 to 10 days and remains effective for approximately 3 to 5 years. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals.

### **How do I get more information about meningococcal disease and vaccination?**

Contact your family physician or your student health service. Additional information is also available on the websites of the New York State Department of Health, [www.health.state.ny.us](http://www.health.state.ny.us); the Centers for Disease Control and Prevention [www.cdc.gov/ncid/dbmd/diseaseinfo](http://www.cdc.gov/ncid/dbmd/diseaseinfo); and the American College Health Association, [www.acha.org](http://www.acha.org).