

TOURO  COLLEGE

DIVISION OF GRADUATE STUDIES

---

## **Application for Admission**

### **Graduate Schools**

- ▶ Business
- ▶ Education
- ▶ Jewish Studies
- ▶ Social Work
- ▶ Psychology
- ▶ Technology

# CONTENTS

- 3 Admissions Offices Directory
- 4 Application Instructions
- 6 Additional Requirements
- 8 Directory of Programs
- 9 Applicant Cover Sheet & Check List
- 11 Application for Admission
- 13 Recommendation Forms
- 17 Transcript Request Form
- 17 Application Fee Payment Form

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.

Publication Last Revised: August 16, 2010

# ADMISSIONS OFFICES DIRECTORY

Please mail your application to one of the offices listed below.

OFFICE OF ADMISSIONS	ADDRESS	CONTACT
<b>Graduate School of Business</b>		
<b>Manhattan and Online Programs</b>	Office of Admissions Touro College, Graduate School of Business 65 Broadway, Suite 200 New York, NY 10006-2552	212.742.8770 <a href="http://www.touro.edu/gsb">www.touro.edu/gsb</a>
<b>Berlin</b>	Touro College Berlin Graduate School of Business Am Rupenhorn 5 14055 Berlin GERMANY	+49.30.300.686-64 <a href="http://www.touoberlin.de">www.touoberlin.de</a>
<b>Moscow</b>	Moscow University Touro Graduate School of Business 20/12 Podsosensky pereulok Moscow 103062 RUSSIA	+7.495.917.4052 <a href="http://www.touro.ru">www.touro.ru</a>
<b>Graduate School of Education</b>		
<b>Manhattan and Online Programs</b>	Office of Admissions, Touro College 43 West 23rd St, 3rd Floor New York, NY 10010	212.463.0400 x5119 <a href="http://www.touro.edu/edgrad/admissions.asp">www.touro.edu/edgrad/admissions.asp</a>
<b>Bay Shore, Long Island</b> <i>Only for the following programs:</i> ▶ M.S. Ed. & Special Ed. ▶ M.S. Teaching Literacy	Office of Admissions, Touro College 1700 Union Boulevard Bay Shore, NY 11706	631.665.1600 x6225 <a href="http://www.touro.edu/edgrad/admissions.asp">www.touro.edu/edgrad/admissions.asp</a>
<b>Brooklyn</b> <i>Only for the following program:</i> ▶ M.S. Ed. & Special Ed.	Office of Admissions, Touro College 946 Kings Highway Brooklyn, NY 11223	718.301.2042 (South Brooklyn) 718.301.2025 (Women's Division) <a href="http://www.touro.edu/edgrad/admissions.asp">www.touro.edu/edgrad/admissions.asp</a>
<b>Queens</b> <i>Only for the following program:</i> ▶ M.S. Ed. & Special Ed.	Office of Admissions, Touro College 71-02 113 St. Forest Hills, NY 11375	718.520.5107 <a href="http://www.touro.edu/edgrad/admissions.asp">www.touro.edu/edgrad/admissions.asp</a>
<b>Graduate School of Jewish Studies</b>		
<b>Manhattan</b>	Office of Admissions, Touro College 43 West 23rd St, 3rd Floor New York, NY 10010	212.463.0400 x5470 <a href="http://www.touro.edu/judagrad/application.asp">www.touro.edu/judagrad/application.asp</a>
<b>Berlin</b>	Touro College Berlin Graduate School of Jewish Studies Am Rupenhorn 5 14055 Berlin GERMANY	+49.30.300.686-64 <a href="http://www.touoberlin.de">www.touoberlin.de</a>
<b>Graduate School of Psychology</b>		
<b>Manhattan</b>	Office of Admissions Touro College 43 West 23rd St, 3rd Floor New York, NY 10010	212.463.0400 x5119 <a href="http://www.touro.edu/edgrad/admissions.asp">www.touro.edu/edgrad/admissions.asp</a>
<b>Graduate School of Social Work</b>		
<b>Manhattan</b>	Office of Admissions Touro College 43 West 23rd St, 8th Floor New York, NY 10010	212.463.0400 x5269 <a href="http://www.touro.edu/msw/admissions.asp">www.touro.edu/msw/admissions.asp</a>
<b>Graduate School of Technology</b>		
<b>Manhattan</b>	Office of Admissions Touro College 27 West 23rd St, Room 337 New York, NY 10010	212.463.0400 x5462 <a href="http://www.touro.edu/gst/msis/admissions.asp">www.touro.edu/gst/msis/admissions.asp</a>

# APPLICATION INSTRUCTIONS

## APPLICATION PROCESS

Touro College uses a self-managed procedure for applications to the Division of Graduate Studies. Applicants are advised to gather all their required documents and submit them together in one package (except GMAT and TOEFL scores which are sent directly from the testing organizations to Touro College). This has the advantage of considerably speeding up Touro's processing of applications. This application booklet provides the forms with which applicants request official transcripts of previous academic work and letters of recommendation to be returned to them in signed, sealed envelopes. Send these together with the checklist, application form, fee, and any supplemental documents (e.g., an essay), in a single envelope to the address listed on p.3.

### Deadlines

All required documents must be submitted in advance of the program's application deadline. To find out a program's deadline please refer to the program's website at [www.touro.edu/general/graduate.asp](http://www.touro.edu/general/graduate.asp). Candidates are considered for admission only after all required documents have been received.

### Application Components

Below is a list of items that must be included to ensure a complete application package. Please complete the *Applicant Cover Sheet & Checklist* and include with your application materials.

- ▶ **Application Form.** A completed and signed application is required.
- ▶ **Application Fee.** Applicants to programs located in the U.S. must pay an application fee of \$50.00. This can be paid by credit card (Visa, Mastercard, or Discover) or by a check or money order drawn on a U.S. bank, payable to "Touro College". Please use the *Fee Payment Form* on p.17. Applicants to foreign campuses should check with their campus admission office for fee details. The application fee is nonrefundable and cannot be credited toward tuition or any other fees. Applications cannot be reviewed or processed without the fee.
- ▶ **Official Transcripts.** Applicants must submit official transcripts of all college-level academic work completed, whether inside or outside the U.S. These are required whether or not the student expects to receive transfer credit. A transcript is considered official when it is submitted in an envelope issued and sealed by a college's Registrar office. The *Transcript Request* form in this application packet should be used to obtain transcripts. A legible photocopy may be enclosed with the application, pending receipt of the official record.
- ▶ **Translations of Foreign Transcripts.** Foreign language transcripts must be accompanied by English translations from a professional translating service.
- ▶ **Credential Evaluation of Foreign Transcripts.** An original course-by-course educational credential evaluation is usually necessary for academic work completed outside the U.S. Touro College accepts evaluations only from members of the National Association of Credential Evaluation Services. For further information please visit the Association's website at: [www.naces.org/members.htm](http://www.naces.org/members.htm).
- ▶ **Recommendation Letters.** Applicants are required to submit recommendation letters from previous instructors or workplace supervisors. Refer to the *Additional Requirements* section on p.6 to determine how many recommendations a particular program requires. Use the pre-printed form in this package. Ask the respondent to place the letter of recommendation in a sealed envelope, to sign across the sealed flap of the envelope, and return the letter to you. Please enclose the sealed, signed, unopened envelope as part of your completed application package. Emailed or faxed letters are not acceptable.
- ▶ **Supplemental Application Form.** Certain programs listed on p.6 provide a *Supplemental Application Form* which lists specific essay topics, instructions for completion of essays, and additional questions. This form is enclosed separately.
- ▶ **Admission Tests.** Certain programs require standardized admission tests. Refer to the *Additional Requirements* section on p.6 to determine whether tests such as the Graduate Management Admissions Test (GMAT) or Graduate Record Exam (GRE) are required for your intended program. Standardized test results must be reported in advance of the program's application deadline. Please select the appropriate code when reporting your test score.

Touro College Campus	GMAT Center Code
New York	MN8-Z3-04
Berlin	MN8-Z3-63
Moscow	MN8-Z3-48

- ▶ **English Language Proficiency Tests.** If your native language is not English, or you attended an undergraduate program where English was not the language of instruction, you may be required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Refer to the *Additional Requirements* section on p.6 for programs' test requirements. Standardized test results must be reported in advance of a program's application deadline. When reporting a TOEFL test score please select one of the campus codes in the following table to ensure that the report is routed correctly. IELTS issue test scores directly to test-takers, so please enclose your test report form in the application package.

Touro College Campus	TOEFL Center Code
New York - Graduate School of Business	6737
New York - All other graduate schools	0494
Berlin, Germany	6718
Moscow, Russia	6735

► **Additional Requirements.** Certain programs require additional documents – for example, essays, résumés, copies of certifications, etc. Essays must be typewritten. Please refer to the *Additional Requirements* section on p.6 to check program requirements.

## AFTER YOUR APPLICATION HAS BEEN RECEIVED

### Notification of Decision

The length of the application review process varies from program to program. Applicants are informed in writing of the decision on their application. Decisions cannot be communicated over the telephone. Applications received after the deadline date are usually held for review for the next available semester.

### Immunization

Applicants accepted to a program that includes classroom-based instruction in New York State need to provide proof of MMR immunization and return the meningococcal response form before they can be permitted to register for classes (as required by NY State law). Please download the forms from [www.touro.edu/registrar/immunization.asp](http://www.touro.edu/registrar/immunization.asp) and submit in advance of registration.

### International Students

**Programs within the U.S.** Applicants who require an F-1 visa should submit an Affidavit of Support form to the International Student Office promptly to ensure timely processing. For further information please refer to the International Graduate Student Bulletin at [www.touro.edu/registrar/isb.pdf](http://www.touro.edu/registrar/isb.pdf).

**Programs outside the U.S.** European Union (EU) residents do not require visas to enroll at the Berlin campus. Non-EU residents should visit the German consulate in their country in sufficient time to obtain student visa information.

### Transfer Credit

Transfer credit policies vary by program. To be considered for transfer, graduate courses must appear on an official transcript issued by the institution where they were taken, and show a transferable letter grade received.

### Deferral of Admission

Students may defer their application for up to two years from the date of application. Requests for deferral of admission must be made in writing.

### Re-applicants

Applicants who applied to Touro College more than two years ago but never enrolled should use this application to reapply. The Office of Admissions retains incomplete applications and applications from those who were admitted but did not enroll for only two years.

# ADDITIONAL REQUIREMENTS

In addition to general admission requirements, each program has specific requirements that are summarized below. For further details please refer to the *Supplemental Application Form* (if provided), the Bulletin or the website.

PROGRAM	DOCUMENTS	ADMISSION TEST	ENGLISH LANGUAGE PROFICIENCY TEST
<b>Business</b>			
<b>M.S. in Accounting</b>	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Two Essays</li> <li>▶ Résumé</li> </ul>	GMAT	TOEFL or IELTS
<b>Master of Business Administration (MBA)</b>	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Two Essays</li> <li>▶ Résumé</li> </ul>	GMAT	TOEFL or IELTS
<b>M.S. in Human Resource Management</b>	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Two Essays</li> <li>▶ Résumé</li> </ul>	Not Required	TOEFL or IELTS
<b>M.S. in Industrial/Organizational Psychology</b>	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Two Essays</li> <li>▶ Résumé</li> </ul>	Not Required	TOEFL or IELTS
<b>M.S. in International Business Finance</b>	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Two Essays</li> <li>▶ Résumé</li> </ul>	Not Required	TOEFL or IELTS
<b>Adv. Cert. in Forensic Accounting</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	TOEFL or IELTS
<b>Adv. Cert. in Human Resource Management</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	TOEFL or IELTS
<b>Education</b>			
<b>M.S. in Education &amp; Special Education</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
<b>M.S. in Instructional Technology</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification (for Cert. Track)</li> </ul>	Not Required	Not Required
<b>M.S. in Mathematics Education</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
<b>M.S. in School Leadership</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> </ul>	Not Required	Not Required
<b>M.S. in Teaching Literacy</b>	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> </ul>	Not Required	Not Required

PROGRAM	DOCUMENTS	ADMISSION TEST	ENGLISH LANGUAGE PROFICIENCY TEST
<b>Education (cont.)</b>			
M.S. in TESOL	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> <li>▶ Writing Sample in Target Language</li> </ul>	Not Required	Not Required
Adv. Certs. in TESOL/Bilingual Programs	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> <li>▶ Documented Proficiency in Target Language</li> </ul>	Not Required	Not Required
Adv. Cert. in Gifted & Talented Education	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> </ul>	Not Required	Not Required
Adv. Cert. in Teaching Students with Autism & Severe or Multiple Disabilities	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ NYSED Certification</li> </ul>	Not Required	Not Required
<b>Jewish Studies</b>			
M.A. in Jewish Studies	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> <li>▶ Academic Writing Sample</li> </ul>	Not Required	Not Required
<b>Psychology</b>			
M.S. in Mental Health Counseling	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
M.S. in School Counseling	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
M.S. in School Psychology	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
Adv. Cert. in Bariatric Science	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Goals and Objectives</li> </ul>	Not Required	Not Required
<b>Social Work</b>			
Master of Social Work	<ul style="list-style-type: none"> <li>▶ Supplemental Application Form</li> <li>▶ Three Recommendation Letters</li> <li>▶ Autobiographical Statement</li> </ul>	Not Required	TOEFL or IELTS
<b>Technology</b>			
M.S. in Information Systems	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ Personal Statement of Professional Aspiration</li> </ul>	Not Required	English Placement Exam
M.A. in Web & Multimedia	<ul style="list-style-type: none"> <li>▶ Two Recommendation Letters</li> <li>▶ One Essay</li> <li>▶ Portfolio</li> </ul>	Not Required	English Placement Exam

# DIRECTORY OF PROGRAMS

Use the codes below to complete the program details on the application form. Locations followed by an asterisk (\*) are those where the listed program cannot be completed in its entirety. For further information please contact the Program Director.

Location Codes			
<b>B</b>	Bay Shore, Long Island	<b>G</b>	Berlin, Germany
<b>F</b>	Flatbush, Brooklyn	<b>R</b>	Moscow, Russia
<b>M</b>	Manhattan	<b>O</b>	Online (more than half the program is delivered online).
<b>Q</b>	Forest Hills, Queens		

GRADUATE SCHOOLS & PROGRAMS	PROGRAM CODE	SPECIALIZATION CODE	LOCATION CODE
<b>Business</b>			
M.S. in Accounting	GBMS	AC	M
Master of Business Administration	GBMBA	—	G, M, R
M.S. in Industrial/Organizational Psychology	GBMS	IO	M
M.S. in Human Resource Management	GBMS	HR	M
M.S. in International Business Finance	GBMS	IB	M
Advanced Certificate in Forensic Accounting	GBCER	FA	M
Advanced Certificate in Human Resource Management	GBCER	HR	M
<b>Education</b>			
M.S. in Education & Special Education, Early Childhood (Birth-Gr.2)	GPED	MEC	B, F, Q*, M, O
M.S. in Education & Special Education, Childhood (Gr.1-6)	GPED	MCH	B, F, Q*, M, O
M.S. in Education & Special Education, Middle Childhood (Gr.5-9)	GPED	MMC	B, F, Q*, M, O
M.S. in Instructional Technology (Certification Track)	GPITP	CE	F, M
M.S. in Instructional Technology	GPITP	—	F, M
M.S. in Mathematics Education	GPMTH	—	M
M.S. in School Leadership (School Building Level)	GPSAS	BL	B*, F*, Q*, M
M.S. in School Leadership (School District Level)	GPSAS	DL	B*, F*, Q*, M
M.S. in Teaching Literacy	GPRDG	—	B*, F, M
M.S. in TESOL	GPMSL	—	B*, F, Q*, M
Adv. Cert. in Bilingual Pupil Personnel Services	GPBLE	PPI	B*, F*, Q*, M
Adv. Cert. in Bilingual Special Education	GPBLE	—	B*, F*, Q*, M
Adv. Cert. in Bilingual Speech & Language Disabilities	GPBLE	BSL	B*, F*, Q*, M
Adv. Cert. in Gifted & Talented Education	GPEDC	GT	M
Adv. Cert. in Teaching Students with Autism & Severe or Multiple Disabilities	GPEDC	AS	B, F, M
Adv. Cert. in TESOL	GPMSL	CE	B*, F*, Q*, M
<b>Jewish Studies</b>			
M.A. in Jewish Studies	MJNY	—	G, M
<b>Psychology</b>			
M.S. in Mental Health Counseling	GPMNH	—	M
M.S. in School Counseling	GPSC	—	M
M.S. in School Psychology	GPSPS	—	B, M
Adv.Cert. in Bariatric Science	GPBAR	—	B, M
<b>Social Work</b>			
Master of Social Work	SWMSW	—	M
<b>Technology</b>			
M.S. in Information Systems, Database Systems	GTIFS	DS	M
Database Communications	GTIFS	DC	M
Technology Leadership	GTIFS	TL	M
M.A. in Web & Multimedia Design	GTWMM	—	M



# Applicant Cover Sheet & Check List

Please include this form with your application.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

### Program

Master's       Advanced Certificate

Refer to the Directory of Programs on p.8 to obtain the codes below:

Program Code  Specialization Code (if applicable)  Location Code  Program Title \_\_\_\_\_

**YES**      **NO**      Please check "YES" for each item that is included in your application.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Application for Admission.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Application Fee.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Official Transcripts.</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Translations of Foreign Transcripts.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Credential Evaluation of Foreign Transcript.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Recommendation Letters.</b> Please list the names of recommenders and indicate whether their recommendations are enclosed.  |
|                          |                          | 1. _____ Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
|                          |                          | 2. _____ Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
|                          |                          | 3. (if applicable) _____ Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Supplemental Application Form.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Admission Test Score Report.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>English Language Test Score Report.</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Additional Requirements.</b> I have included all additional documents necessary for the program to which I am applying, as described in the <i>Additional Requirements</i> section, for example, essays, résumés, copies of professional certification. |

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

**Reminder: It is your responsibility to complete your application with all supporting material by the deadline.**





## ACADEMIC BACKGROUND

List all postsecondary institutions attended, including Touro College if applicable. List the most recent first. Use a supplemental sheet if needed.

Name of Institution	City, State	Dates of Attendance (mm/yy)	Degree (BA, MS, etc)	Date of degree award (mm/yy)	Cumulative GPA (4.0 scale)
_____	_____	From _____ To _____	_____	_____	_____
_____	_____	From _____ To _____	_____	_____	_____
_____	_____	From _____ To _____	_____	_____	_____

If you are transferring from another college or university, indicate your reason(s) for leaving.

\_\_\_\_\_

Have you ever been under academic discipline, probation, or suspension, or been asked to withdraw from any school or college? If yes, explain.

\_\_\_\_\_

Has your college, university, graduate or professional school course been interrupted for one or more semesters? If yes, explain why and indicate how you have spent this interval.

\_\_\_\_\_

## STANDARDIZED TESTS

Refer to the 'Additional Requirements' section on p.6-7 to find out if your intended program requires standardized tests.

Test	Date of Test (mm/yyyy)	Score		
GMAT	_____	Total _____		
GRE	_____	Verbal _____	Quant. _____	Analytical Writing _____
TOEFL	_____	Total _____	Format: <input type="checkbox"/> Internet	<input type="checkbox"/> Computer <input type="checkbox"/> Paper
IELTS	_____	Total _____		

## PROFESSIONAL BACKGROUND

Do you hold any professional certification?  Yes  No If yes, provide the following details:

Title	Issued by	Date issued	Date of expiration
_____	_____	_____	_____
_____	_____	_____	_____

List your most recent professional experience below. Use a supplemental sheet if more space is needed.

Position	Employer	Address	Dates
_____	_____	_____	From _____ To _____
_____	_____	_____	From _____ To _____

## SPECIAL DEMOGRAPHIC DATA

The information requested below is being collected from U.S. citizens and permanent residents to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. Response is voluntary. The information has no bearing on either admission or academic decisions.

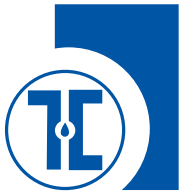
- Are you Hispanic or Latino?  Yes  No
- Please choose one or more of the following groups to describe your race:  
 American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander  
 Asian  White  
 Black or African American

## STATEMENT OF CERTIFICATION

I certify that all information supplied in this application is true and complete to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for admission to Touro College. I also understand that the application fee may not be waived nor is it refundable, and that the application and supporting documents become the property of Touro College and cannot be returned.

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

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.



## Recommendation Form

### TO THE APPLICANT:

Complete the section below and send this form to your recommender with a self-addressed and stamped envelope.

Name: \_\_\_\_\_  
First Last (Family) Middle

Program to which you are applying \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review your official College student records. If you wish to waive that right in the case of this recommendation please sign here. Your waiver will in no way affect the decision on your application.

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

### TO THE RECOMMENDER:

We are very grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant's potential as a graduate student. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The applicant has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file. Once you have completed this form, return it and any attachments to the applicant in an envelope, which you should seal and sign across the flap.

The applicant will return the sealed envelope with the completed application to Touro College.

### EVALUATION CHART

Please rate the applicant in each area listed below in comparison with undergraduate seniors or college graduates.

	Upper 10%	Upper 25%	Upper 50%	Lower 50%	Unable to judge
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ASSESSMENT QUESTIONS

1. In what capacity and for how long have you known the applicant? (give dates, if possible)

---

---

---

---

---

2. In comparison to his/her peers, has the applicant used his/her abilities to their maximum potential?

---

---

---

---

---

3. If you would like to submit a more detailed recommendation please include a letter on your official letterhead along with this form.

## OVERALL OPINION

Please check one:

- I recommend the applicant with confidence.
- I recommend the applicant with reservations.
- I do not recommend the applicant.

My reservations are:

---

---

 Signature of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print) \_\_\_\_\_ Title \_\_\_\_\_

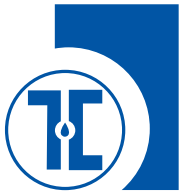
Organization \_\_\_\_\_

Address \_\_\_\_\_  
*Number and Street* *Apartment*

\_\_\_\_\_  
*City* *State* *Zip*

**RETURN THIS FORM TO THE APPLICANT. SEAL AND SIGN THE FLAP OF THE ENVELOPE.**

**THANK YOU!**



# Recommendation Form

## TO THE APPLICANT:

Complete the section below and send this form to your recommender with a self-addressed and stamped envelope.

Name: \_\_\_\_\_  
First Last (Family) Middle

Program to which you are applying \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review your official College student records. If you wish to waive that right in the case of this recommendation please sign here. Your waiver will in no way affect the decision on your application.

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

## TO THE RECOMMENDER:

We are very grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant’s potential as a graduate student. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The applicant has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file. Once you have completed this form, return it and any attachments to the applicant in an envelope, which you should seal and sign across the flap.

The applicant will return the sealed envelope with the completed application to Touro College.

## EVALUATION CHART

Please rate the applicant in each area listed below in comparison with undergraduate seniors or college graduates.

	Upper 10%	Upper 25%	Upper 50%	Lower 50%	Unable to judge
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ASSESSMENT QUESTIONS

1. In what capacity and for how long have you known the applicant? (give dates, if possible)

---

---

---

---

---

2. In comparison to his/her peers, has the applicant used his/her abilities to their maximum potential?

---

---

---

---

---

3. If you would like to submit a more detailed recommendation please include a letter on your official letterhead along with this form.

## OVERALL OPINION

Please check one:

- I recommend the applicant with confidence.
- I recommend the applicant with reservations.
- I do not recommend the applicant.

My reservations are:

---

---



Signature of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print) \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

*Number and Street*

*Apartment*

*City*

*State*

*Zip*

**RETURN THIS FORM TO THE APPLICANT. SEAL AND SIGN THE FLAP OF THE ENVELOPE.**

**THANK YOU!**



# Transcript Request Form

*This form is only for use within the U.S.*

### APPLICANT:

Please fill out this form and forward it to your previous college or university. A transcript must be submitted from each college or university previously attended. You may photocopy this form. Please be sure to send this request early enough to ensure that the transcript will be returned to you in a timely manner.

Note: You must comply with the policy of each institution regarding transcript release regulations and fees.

### REGISTRAR:

The person below is applying to the Division of Graduate Studies of Touro College. Please enclose this form together with an official transcript. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included with his/her application package. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to Touro College at the address given at the bottom of this form.

Name: \_\_\_\_\_  
*First Last (Family) Middle*

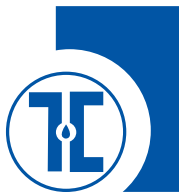
U.S. Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Enrollment \_\_\_\_\_ to \_\_\_\_\_ Degree \_\_\_\_\_ Graduation Year \_\_\_\_\_

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Touro College, Office of Admissions, 43 West 23rd St, New York, NY 10010**



# Application Fee Payment Form

*This form is only for use within the U.S.*

### NAME

\_\_\_\_\_ *Last (Family) First Middle*

### ADDRESS

\_\_\_\_\_ *Number and Street Apartment City State Zip*

I have enclosed a check in the amount of \$50 payable to "Touro College."

I have provided credit card details below.

Name on card \_\_\_\_\_

**Type of card:** (only these accepted)

VISA  MasterCard  Discover

Card number \_\_\_\_\_

Exp. \_\_\_\_\_

*mm/yyyy*

V Code (last 3 digits on the signature line) \_\_\_\_\_

Amount to be charged: **\$50.00**

I, \_\_\_\_\_ *(Print Your Name)* authorize Touro College to charge my credit card as stipulated above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





