



TOURO COLLEGE OF OSTEOPATHIC MEDICINE

Harlem and Middletown

Application Instructions

The first step in the application process is to create an account in the ApplyYourself system.

1. Visit <http://apply.touro.edu> and select the **CREATE ACCOUNT** tab, then enter the requested information (first and last name, email address, date of birth and zip code).
2. Create and enter a case-sensitive password. Note the instructions regarding a mixture of case-sensitive letters and symbols.
3. Click the **CREATE ACCOUNT** button.
4. If you have submitted an application to a different Touro College and University System campus, you must create two applications by creating two separate accounts. You may use the same email address to create both accounts. Ignore the message you receive about creating a duplicate record and click **CONTINUE AND CREATE ACCOUNT**. A new record will be created and your previous record will not be deleted.

A new screen will appear with your ApplyYourself PIN number. If you wish to proceed immediately to the application:

1. Click the **LOGIN** button
2. Record your acceptance of the Terms of Use and Privacy Policies
3. Click the **CONTINUE AND CREATE** button.

The PIN number will also be emailed to the address you entered, together with a link to the login screen you may use to login at another time should you be unable to complete the application in one sitting.



COMPLETING THE APPLICATION:

After you have created an account and logged into the system:

1. Click the **START APPLICATION** button
2. If this is your first visit to the website, you will click the **EDIT APPLICATION** button.

Required items are designated with an asterisk (*) and the application cannot be submitted until all required items have been provided.

LEGAL TERMS:

Please read, and then indicate your agreement to the Terms of Use.

PERSONAL INFORMATION:

Enter the requested personal information.

CONTACT INFORMATION:

Enter the requested contact information.

ACADEMIC PLAN:

1. From the **SCHOOL/COLLEGE** drop down menu, select **Touro College of Osteopathic Medicine**.
2. From the **DEGREE PROGRAM** drop down menu, select the degree option for which you are applying: MS – Interdisciplinary Studies in Biological and Physical Sciences (Harlem) **OR** MS – Interdisciplinary Studies in Biological and Physical Sciences (Middletown)
3. If you wish to apply to both Harlem and Middletown campuses, two separate applications must be submitted through ApplyYourself (see Page 1 of application instructions)
4. For **MATRICULATION STATUS: ARE YOU SEEKING A DEGREE?** Select **YES**.
5. From the **ENTERING AS** drop down, select **NEW GRADUATE STUDENT**.

**DORMITORY:**

Harlem: leave blank

Middletown: Select if you would like to live on campus.

The **ISRAELI OPTION** sections should be left blank. Provide all other requested information as directed.

EMERGENCY CONTACT:

Provide contact information for a person who can be reached on your behalf in the event of an emergency.

POST-SECONDARY ACADEMIC RECORD:

This section will not appear until you select **Touro College of Osteopathic Medicine** in the **ACADEMIC PLAN** section above.

1. Enter the requested information for **ALL** colleges/universities you attended, including, but not limited to, the college/university from which you earned your degree (s).
2. Upload unofficial copies of your transcript, if available. **Please note all students are required to submit OFFICIAL TRANSCRIPTS for all of colleges attended for the application to be considered complete. Incomplete applications will not be reviewed.**
3. If you attended a school outside of the United States, please send an official copy of the transcript evaluation from a recognized evaluation service such as WES.
4. To locate your school(s) using the search function, first enter the two letter abbreviation for the state in which your school is located, then click search. Select your school from the list of schools in that state.
5. If entering credit hours, note that credit hours must be rounded to the nearest tenth (e.g., 70.58 becomes 70.6, 70 becomes 70.0).
6. In this section, you may also enter information regarding any professional certifications, credentials, etc.

**PERSONAL STATEMENT:**

1. Under the heading School of Osteopathic Medicine – NY, select **Touro College (NY)-MS Biomedical Science (Harlem and Middletown)**
2. Complete all 5 pages of the fillable PDF
3. **Experiences/Awards** (p. 1): Please answer each question briefly, in either list/bullet points or paragraph form.
4. **Personal statement** (p. 2-3): The page break will not be automatic when copy/pasting your statement, so please break up the text and be sure the full text appears when split between pages.
5. **Pre-requisite verification chart** (p. 4-5): Please list courses taken to fulfill each category. For repeated courses, you need only list the most recent or highest grade achieved.
6. For classes that include labs, you may indicate lecture/lab in one line (e.g. Biology 1 lecture/lab, 4+1, B+/A-)
7. Under “Additional Relevant Coursework”, you may list courses taken in pre-requisite categories beyond the minimum required credits.
8. Save the PDF to your computer, then upload to your application by using the “Upload Document” button at the bottom of the page.

RECOMMENDATIONS:

The MS Program at TouroCOM requires a minimum of three letters of recommendation, two of which must be from biological or physical science professors from whom you earned a grade in class. A committee letter from your college’s pre-medical or pre-health committee may be substituted for all three letters.

Letters may be submitted directly to TouroCOM directly from your adviser or individual letter writers, Virtual Evals, or Interfolio. If using VirtualEvals, please notify masters.tourocom@touro.edu (Harlem) or masters.tourocom-mid@touro.edu (Middletown) of the method of submission.



Letters may also be submitted using the ApplyYourself system. To do so, you will need the name and email address of the letter writer (or, for committee letters, the name and email address of the person compiling the letters), and you will need to follow the steps below.

You should only use this section if you are inviting your letter writers to submit their letters through the ApplyYourself system. If your letters are being submitted through Virtual Evals, Interfolio, or directly from the letter writer or school **do not use this section**. Doing so will delay the processing of your application.

1. Click the **RECOMMENDATION PROVIDER LIST** button.
2. Click the **ADD A RECOMMENDER** button.
3. Insert the name and contact information for each reference.
4. For **DIVISION OR PROGRAM**, select **ALL OTHER TOURO SCHOOLS AND PROGRAMS**.
5. **DO YOU WISH TO WAIVE YOUR RIGHT TO EXAMINE THIS LETTER OF RECOMMENDATION?** We recommend selecting YES for this option; otherwise, your letter writers may not feel as though they can provide as much detail as expected.
6. **WILL THIS PROVIDER BE SUBMITTING THE LETTER OF RECOMMENDATION ONLINE?** You **must** select **YES** for this option;
7. Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with an access code and instructions on how to proceed with the online recommendation.
8. When the recommendation provider submits the form to our office it will become a part of your application.
9. You can view the status of your online recommendations each time you log into your application account.

Please note the following:

1. Your Recommendations will automatically be matched to your application upon submission.
2. The access code is valid for 180 days from the date you input and save their information.



3. To complete the Recommendation online, a Recommendation provider must have a valid email address.
4. If you would like to send a reminder, check the box next to his/her name and click on the **RESEND** button. This will automatically generate a reminder email.

CHECK YOUR APPLICATION, AND THEN SUBMIT:

1. Click on the **CHECK YOUR APPLICATION** section to verify that the minimum required information/documents have been provided. Any missing information/documents will be noted and you will not be able to submit until they are provided. When all information/items are provided, you may click on the **CONTINUE TO SUBMISSION** button. Follow the instructions to pay the application fee and submit your application. Your application cannot be submitted until the application fee is paid. You will receive a confirmation email when your application is submitted.
2. **IMPORTANT:** Do not select the option to mail in a check for your application fee. Touro University New York requires that all application fees be paid via credit card through the online application. **Mailed checks will not be processed.**
3. **Once submitted, you can edit your profile information (e.g., email address) but you cannot change anything else within the application. Make absolutely certain all information is correct before you submit your application.**

ADDITIONAL APPLICATION MATERIALS DUE:

Once your online application has been received, your application will not be complete for review until the following materials have been received by each campus to which you are applying.

Official Transcripts must be submitted from all undergraduate institutions attended. E-transcripts are also accepted.

Letters of recommendation (please see above for methods of submission)



MCAT score report should be emailed as a PDF of your Printable Score Report, which contains verification code. This report can be accessed in the AAMC score reporting system and saved as a PDF.

Please see website for mailing address and email address for submission of these materials.

APPLICATION VERIFICATION:

Once submitted and received, your secondary application materials will be added to your admissions file and you will be provided a status update via email. You may also check on the status of your application by emailing: masters.tourocom@touro.edu (Harlem) or masters.tourocom-mid@touro.edu (Middletown).

TECHNICAL STANDARDS FOR MATRICULATION:

Every student who matriculates at Touro College of Osteopathic Medicine is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required by the faculty. Each candidate for the DO degree must quickly and accurately be able to integrate all information received, perform in a reasonably independent manner, and demonstrate the ability to learn, integrate, analyze and synthesize information and data.

Touro College of Osteopathic Medicine will make every effort to provide reasonable accommodations for students with disabilities, however, in doing so, Touro College of Osteopathic Medicine must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills requisite for the practice of osteopathic medicine.

Accordingly, Touro College of Osteopathic Medicine requires each student to meet certain technical requirements, which include:

➤OBSERVATION.

Candidates and students must have sufficient vision to be able to observe



demonstrations, and properly perform experiments and laboratory exercises in the basic sciences. They must be able to observe a patient accurately, both at a distance and close at-hand, and be able to discern nuances of facial expressions and body language.

➤ **COMMUNICATION.**

Candidates and students must be able to speak, hear, and observe in order to elicit information, examine patients, describe changes in mood, activity, and posture, and to perceive non-verbal communication. Communication includes not only speech, but also reading and writing. They must be able to communicate effectively and efficiently in oral and written form, with all members of the health care team.

➤ **MOTOR FUNCTION.**

Candidates and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are: cardiopulmonary resuscitation; administration of intravenous medication; and the application of pressure to stop bleeding; the opening of obstructed airways; and the suturing of simple wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

➤ **SENSORY.**

Since osteopathic medical candidates and students need enhanced ability in their sensory skills, it will be necessary to evaluate for candidacy those individuals who are otherwise qualified, but who have significant tactile sensory or proprioceptive disabilities. This includes, but is not limited to, individuals with previous burns, malformations of upper extremities, cicatrix formation and sensory motor or special sensory deficits.

➤ **STRENGTH AND MOBILITY.**

Osteopathic manipulative medical treatment often requires considerable upper extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to succeed. Mobility to attend to emergencies, and to perform such maneuvers as CPR, is also required.

➤ **VISUAL INTEGRATION.**

Consistent with ability to assess asymmetry, range of motion, and tissue color and texture



changes, it is essential for the candidate to have adequate visual capabilities for the integration of evaluation and treatment of the patient.

➤ **INTELLECTUAL, CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES.**

The candidate must be able to demonstrate ability in measurement, calculation, reasoning, comparison and contrast, analysis and synthesis, and problem-solving.

Candidates and students must demonstrate ability to comprehend three-dimensional relationships, and to understand the spatial relationships of structures.

➤ **BEHAVIORAL AND SOCIAL ABILITIES.**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive relationships with patients and co-workers. Candidates and students must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in treating the problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are personal qualities that will be assessed during the admissions and education process.

Participation is required in all physical examination courses and laboratories, including, but not limited to, Osteopathic Manipulative Medicine, Physical Diagnosis, Primary Care Skills, Objective Structured Clinical Examination, and Clinical Rotations. Active participation in physical examination courses is an admission, matriculation, and graduation requirement. For example, during the first two years of Osteopathic Manipulative Medicine (OMM) training, each student will palpate, in the laboratory setting, a variety of people representing both genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students and faculty helps the student appreciate how palpation feels from the patients' perspective, and enables students to provide feedback to their laboratory partners, thus enhancing their palpatory skills. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and/or manipulative treatment. Again, each student is required to actively participate in all skills development sessions of the physical



examination courses, laboratories, and OMM. Occasionally, a student may have a physical problem, which may restrict or prevent use of a specific type of manipulation in a specific anatomical location in the physical examination courses. A student who feels his/her manipulation might be so limited is required to contact the head of the specific departments before the beginning of the course, and present documentation of the problem. The student is expected to actively participate in all laboratory sessions not directly affected by the problem.

Touro College of Osteopathic Medicine is committed to ensuring that qualified students receive the benefits of our medical program. Touro College of Osteopathic Medicine's ultimate responsibility is to the future patients treated by the students that we educate and train. Touro College of Osteopathic Medicine will make reasonable accommodations necessary to enable otherwise qualified students with disabilities to meaningfully participate in our osteopathic medicine program; however, notwithstanding the accommodations provided, in order to be granted a degree, every student must pass COMLEX USA Level 1 and COMLEX USA Level 2-CE and PE within six years of matriculation at the Touro College of Osteopathic Medicine. These examinations are administered through the National Board of Osteopathic Medical Examiners (NBOME). Students are advised that even though Touro College of Osteopathic Medicine may offer a reasonable accommodation, NBOME has its own requirements and standards. The accommodations, if any, a student receives at the Touro College of Osteopathic Medicine may not be available or offered by NBOME. Please contact the NBOME for individual concerns. Students are cautioned to address these concerns to avoid upset and a potential situation where the student has expended great time, money, and effort in their education but cannot pass COMLEX exams. Touro College of Osteopathic Medicine expects that all students meet all essential requirements of the program as well as the technical standards for the safe, efficient, and effective performance during clinical rotation assignments and for the practice of medicine.

